



FAIRVILLE MANAGEMENT COMPANY, LLC
Resident Screening & Selection Policy
Galloway Meadows Section 811 Screening Criteria

The objective of the Resident Selection process is to select residents who:

- Pay their rent in a timely manner.
- Are willing and able to conform to the rules and regulations of the development.
- Live drug free and non-violently.
- Enjoy living at the development.

Fairville Management Company, LLC firmly believes that consistency of approach in the resident selection process is essential. Fairville Management Company, LLC will not discriminate based on race, color, religion, creed, national origin, sex, age handicap, familial status or marital status.

To qualify for occupancy, applicant must first complete the application. Applications will be obtained through the Maryland Department of Disabilities. Applicant must also submit required documentation on all household members such as Social Security Cards, proof of US citizenship and/or eligible immigration status and proof of all household income and assets. Along with authorization for Release of Information.

All potential occupants of the unit must submit to the following screening criteria. Requested documents should be received within 14 days of request or application may be denied.

A. Enterprise Income Verification System (EIV)

In an effort to ensure the right assistance is provided to the right people, The Department of Housing and Urban Development (HUD) has provided property managers with access to a new verification database called the Enterprise Income Verification System (EIV).

EIV provides information about project-based and tenant-based HUD assistance recipients. This database is also used to verify certain types of reported income with records maintained in the Social Security Administration databases and the Department of Health and Human Service (HHS) National Database of New Hires. HHS provides information about current and past employment and unemployment insurance information.

During the application process the Enterprise Income Verification System (EIV) will be used to screen applicants through the Existing Tenant Search. This report shows whether an applicant is receiving housing subsidies in any PIH or Multifamily Housing Program.

At each annual certification, all adult household members will be giving consent to the release of this information by signing HUD Forms 9887 and 9887A. During your annual certification or if management has reason to believe that a resident has unreported income, the EIV system will be accessed to retrieve each adult household members information.

If HUD indicates that there is a discrepancy discovered by the EIV database, we will contact you so that we continue to assure that you are receiving all assistance for which you are eligible.

B. Basic Screening

Occupancy Limits:

Minimum of 1 person per bedroom

Maximum of 2 persons per bedroom

Income:

The family's annual income must not exceed Section 811 program income limits based on family size as published annually by HUD. Current published Section 811 program income limits will be used at time of processing pre-applications and application.

Income Limits

All of these income limits are based on the median income for a metropolitan statistical area (MSA).

- a. All income for all household members with the exception of Live-In Aides, Foster Children, Foster Adults and Guests, will be verified at the time of processing your application for a unit. It is not mandatory to have income to qualify. However, a household must be able to sustain utilities where applicable.
- b. Only extremely low-income families will be considered.
 1. Income limits meet Metropolitan Statistical Area Income Limits as published.
 2. Income limits are published annually and are available from the local HUD office or on-line at www.huduser.org.
 3. Income limits are based on family size and the annual income the family receives.

Employment/Income History:

All employment income will be verified using third party verifications and through the EIV system. Applicant must show ability to maintain all expenses associated with living in the unit. The prior year tax return will be required.

Rental History:

Applicant should have a favorable landlord reference. Any and all prior landlord judgments should be satisfied.

Credit History:

Credit reports should show applicants are paying their creditors in a timely manner. Bankruptcy should be over 5 years. All landlord or Civil Judgments should be satisfied. Medical Accounts will be reviewed by Fairville Management Company, LLC. Student loan accounts will be reviewed by Fairville Management Company, LLC.

Criminal History:

1. Criminal Background checks will be done on all applicants 18 years of age or over.
2. Applicants must have a clear criminal record for the past 7 years on any felony convictions for controlled substances and convictions related to physical crime, violent act against person or property of any kind.
3. Convictions for any drug related activity in the last 10 years.
4. Anyone listed in the sex offender's registry or lifetime registrant will be denied.
5. Admission will be denied if Management has reasonable cause to suspect that any household member's behavior from the abuse of alcohol or drugs will interfere with the health, safety and right to peaceful enjoyment.

Personal References:

1 personal references from person other than family will be required.

C. Application Processing

The Maryland Department of Disabilities (MDOD) will identify applicants in accordance with the Tenant Selection Plan for the Section 811 PRA Program. MDOD referred applicants will be given a list of items to bring to the appointment that will be needed to complete their application. Once the application is completed, Authorization of Release, Disposition of Assets and all other verification forms are signed by management and applicant and third-party verification of income, assets, landlord references, credit/criminal check etc. are processed. The EIV system will be accessed to verify if the applicant is receiving housing subsidies in any PIH or Multifamily Housing Program. It is also at this time that we will require copies of social security card, driver's license or other valid ID, birth certificates for all children and any other documentation needed to verify household composition or income.

Other than those forms that can be faxed, scanned or emailed all verification forms are mailed directly to the third party and returned directly to the rental office. This process usually takes 10 to 14 days. Once all information is received by the rental office, the application is reviewed by the Resident Manager and her/his findings for approval or denial are noted. The file is then reviewed by the Property Manager with her/his recommendation

noted. No applicant can be given final approval without a completed file review where the income verifications and calculations have been approved by the compliance officer and MDOD approves notification to the applicant.

D. Appeal Process

As stated in the rejection letter, the applicant has 14 days in which to appeal their rejection. An appeals meeting will be held by Fairville Management Company, LLC. Fairville Management Company, LLC will review all documentation and notify the applicant by mail within 5 days with the appeal results of the appeal meeting.

All appeals must be submitted to Fairville Management Company, LLC in writing within 14 days of receipt of their denial. Applicant will be given the opportunity to present documentation to have the rejection reversed. All meetings will be conducted in person by the Fairville Management Company, LLC. All meeting findings are final.

Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process.

E. Unit Occupancy

The unit being applied for must be the only place of residency. Only those persons approved in the application process may occupy the unit.

F. Eviction Procedures

Eviction will be executed in accordance with lease agreement, state, local and federal laws, LIHTC and HUD guidelines and as mandated by the State's Landlord Tenant Code. Eviction procedures for non-payment of Rent will be filed on all residents who do not respond to the 5-day late notice. Eviction procedures for other lease violations will be filed if resident, after proper legal notice, fails to correct said violation.

G. Transfers

Unit Transfers are offered for certified medical reason or accessibility. Transfers will coordinate through the Maryland Department of Disabilities. Residents requesting a transfer will submit a written request to the leasing office and to the Maryland Department of Disabilities. Transfer requirement must be met prior to a transfer being approve. These requirements can be obtained at the leasing office or from the Maryland Department of Disabilities.

H. Reasonable Accommodation Policy

Fairville Management Company, LLC is an equal opportunity housing provider. It is our policy to make reasonable accommodations so our residents and/or applicants may use and enjoy the apartment community. Applicant/Resident is encouraged to request and complete the Reasonable Accommodation Forms so that their request may be processed. All request will be processed promptly in accordance with fair housing laws

I. Eligibility of Students for Assistance

1. Owners must determine a student's eligibility for Section 811 assistance at move-in, annual recertification, initial certification, and at the time of an interim recertification if one of the family composition changes reported is that a household member is enrolled as a student.
2. Section 811 assistance shall not be provided to any individual who:
 - a. Is enrolled as either a part-time or full-time student at an institution of higher education for the purpose of obtaining a degree, certificate, or other program leading to be a recognized educational credential;
 - b. Is under the age of 24;
 - c. Is not married;
 - d. Is not a veteran of the United States Military;
 - e. Does not have a dependent child;
 - f. Is not a person with disabilities, as such term is defined in 3(b)(3)(E) of the United States Housing Act of 1937 (42 U.S.C. 1437a(b)(3)(E)) and was not receiving section 8 assistance as of November 30, 2005).
 - g. Is not living with his or her parents who are receiving Section 8 assistance; and
 - h. Is not individually eligible to receive Section 8 assistance and has parents (the parents individually or jointly) who are not income eligible to receive Section 8 assistance.
3. For a student to be eligible independent of his or her parents (where the income of the parents is not relevant), the student must demonstrate the absence of, or his or her independence from, parents. While owners may use additional criteria for determining the student's independence from parents, owners must use, and the student must meet, at a minimum all of the following criteria to be eligible for Section 8 assistance. The student must:
 - a. Be of legal contract age under state law;
 - b. Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy, or meet the U.S. Department of Education's definition of an independent student;
 - c. Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulation; and
 - d. Obtain a certification of the amount of financial assistance that will be provided by parents, signed by the individual providing the support. This certification is required even if no assistance will be provided.
4. Any financial assistance a student receives (1) under the Higher Education Act

- of 1965, (2) from private sources, or (3) from an institution of higher education that is in excess of amounts received for tuition, is included in annual income, except if the student is over the age of 23 with dependent children or if the student is living with his or her parents who are receiving Section 8 assistance.
5. If an ineligible student is a member of an applicant household or an existing household receiving Section 8 assistance, the assistance for the household will not be prorated but will be terminated in accordance with the guidance in paragraph 8-6 A of the HUD Handbook 4350.3: Occupancy Requirements of subsidized Multifamily Housing Programs.

J. Violence Against Woman Act

Tenants Rights and Responsibilities

Tenants and family members of tenants who are victims of domestic violence, dating violence or stalking are protected by the VAWA from being evicted or from housing assistance being terminated because of the acts of violence against them.

If requested, tenants are required to submit to the landlord a completed Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other supporting documentation as noted on the certification form, within 14 business days of the landlord's request, or any extension of that date provided by the landlord. If the certification or other supporting documentation is not provided within the specified timeframe, the landlord may begin eviction proceedings.

If the tenant has sought assistance in addressing domestic violence, dating violence or stalking from a federal, state, tribal, territorial jurisdiction, local police or court, the tenant may submit written proof of this outreach.

It is possible for someone lawfully occupying the unit, who is also a victim, to be evicted or removed from the home. If the victim commits separate criminal activity, a landlord may evict them for engaging in crime. Furthermore, if a victim poses "an actual and imminent threat to other tenants or those employed at or providing service to the property," they could be evicted, despite the VAWA. Of paramount consideration within the VAWA is that the landlord may not hold the victim to a more demanding standard than other tenants.

VAWA Protections

1. The Landlord may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other "good cause" for termination of assistance, tenancy or occupancy rights of the victim of abuse.

2. The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse.

3. The Landlord may request in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

FAIRVILLE MANAGEMENT COMPANY, LLC

Resident Selection and Screening Criteria – Release

I/We, _____ acknowledge by my signature below that I/We have received a copy of the Fairville Management Company, LLC, Resident Selection and Screening Criteria. I further acknowledge by my/our signature below that Management has reviewed this policy with all applicants 18 years of age or older.

I/We will seek clarification on any and all questions regarding these procedures from the Property Manager.

Applicant

Date

Applicant

Date

Applicant

Date

Applicant

Date

Manager

Date

6-19-2018



Proudly Managed By: Fairville Management Company, LLC

