

# Pioneer Crossing Lufkin Family

## RESIDENT SELECTION PLAN-POLICY

Welcome to Pioneer Crossing Lufkin Family. This apartment community was developed with special financing, which allows the rental rates to be more affordable. It is not connected with the Section 8 program, although applicants with Section 8 vouchers and certificates are welcome to apply.

### I. FAIR HOUSING AND OPPORTUNITY LAWS

- A. Management will not discriminate on the basis of race, color, religion, sex, age (except eligibility requirements), handicap, familial status, or national origin in any phase of occupancy process. The occupancy process includes, but is not necessarily limited to, application processing, leasing, delivery of management and service, access to common facilities, and termination of occupancy.

### II. ACCEPTING APPLICATIONS

Management will accept an application for rental from any and all interested persons.

**OFFICE HOURS 8:30 A.M. – 5:30 P.M. MONDAY – FRIDAY  
10:00 A.M – 4:00 P.M. - SATURDAY**

Written application, on the property's application form (TAA form), must be made in order to be considered for residency. Application must be made in person by the person(s) seeking the rental unit at the office on the property.

- A.
  - 1. Proof of identity will be required for all family members (such as driver's license, state identification card)
  - 2. Should the applicant be personally unable to complete the form:
    - a. Applicant must be present to provide the information to the person that is completing the application form.
    - b. Persons assisting applicant must sign and date the application, indicate it was completed at the direction of the named applicant, and provide identification to management.
  - 3. Application may be made by other than personal appearance when written request is made to the property by persons currently residing more than 50 miles from the property, or from persons physically incapacitated at the time. Such condition shall require documentation.
  - 4. Application must be completed in full. If any information is not available, please note so on the application.
  - 5. At time application for rental is made, an initial screening interview will be conducted.

**Manager and applicant will:**

1. Review application for completeness. Incomplete applications not made complete in this interview will be so noted and will not be added to the waiting list.
2. Manager/Assistant Manager will obtain identification and record.
3. Applicant's questions will be answered.
4. Manager/Assistant Manager will explain the waiting list and unit offering process.
5. Manager/Assistant Manager will provide Applicant waiting list policy information.

**B. Only fully completed applications will be accepted and will be recorded by date and time.**

1. The applicant's name will be placed on the Waiting List established in the Onsite data base. The applications will be entered based on the date and time the application is received. Qualified applicants are selected on a first-come, first-served basis. Management will also indicate on the Waiting List the following about each applicant:
  - a. Eligible bedroom size based on occupancy standards.
  - b. Need for an accessible unit.

**C. In order to process your application, management will need information/documentation to verify the following:**

1. Current gross annual income.
2. Credit and statewide Criminal History Background Check on all family members 18 years and older.
3. Rental history. It is your responsibility to provide necessary information that allows us to contact your past landlords. If we are unable to verify your previous landlord and/or references, we reserve the right to deny your application.

**D. Eligible applicants will be screened, and those who meet the screening criteria will be considered for housing. Criminal History Credit History and Rental History will be obtained for all household members who are:**

1. 18 years of age or over
2. Persons married (regardless of age)
3. Persons married at one time and presently divorced (regardless of age)
4. A minor (under 18) who is emancipated from parental control by a court order.
5. A minor (under 18) who has a child.
6. A minor (under 18) who is expecting a child.
7. A minor (under 18) who is seeking legal custody of a child and the petition has been filed.

### **III. INCOME MARKETING AND PROJECT ELIGIBILITY REQUIREMENTS**

The program funding sets limits on the total income that you may have in order to live at Pioneer Crossing Mineral Wells. (See posted income limits in rental office).

## **IV. WAITING LIST POLICY**

### **A. Waiting List Notification**

It is the applicant's responsibility for reporting any changes (in writing) such as address, family size and phone numbers. You are required to update your household information every three (3) months either by phone or in writing to the rental office at:

Pioneer Crossing Lufkin Family  
1805 North John Redditt Dr.  
Lufkin, Texas 75904

### **B. Waiting List Preferences**

#### **Handicap Preference:**

Before offering a vacant accessible unit to a non-handicapped applicant, management will offer such units as follows:

1. First, to a current resident of the property having a disability that requires the accessibility feature of the vacant unit. A resident requiring an accessible unit will be placed on a Transfer List until such time as an appropriate unit becomes available.
2. Second, to an eligible qualified applicant on the waiting list having disabilities that require the accessibility features of the vacant unit.
3. Third, to an eligible qualified applicant not having a need for an accessible unit. This person will be housed with the understanding, via a lease addendum, that should an applicant require the features of the accessible unit, this resident not requiring the accessible unit will move to the next available non-accessible unit.

## **V. DENYING APPLICANTS**

### **A. Applicants may be denied for the following reasons:**

1. For not meeting, or exceeding, Tax Credit and HOME criteria for the property.
2. For not meeting property screening criteria.
3. If any family member fails to meet the eligibility requirements concerning individuals enrolled at an institution of higher education as specified in 24 CFR 5.612.
4. Application is incomplete and cannot be made complete based upon the applicant's lack of cooperation.
5. Family composition does not conform to units available on property.
6. Household income exceeds HOME and Tax Credit income limits for the programs available on the property.

7. Applicant provided false information necessary in the determination of eligibility.
8. Voluntary withdrawal of the application by the applicant.
9. Management is not able to reach the applicant by phone or mail.
10. Any household member who is currently engaging in illegal drug use.
11. Management determines that there is reasonable cause to believe that a household member's illegal use or a pattern of illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises by other resident. (Examples of evidence of illegal activities may include a criminal history, former landlord references, etc.)
12. In accordance with Federal law, any member of the household who is a sex offender subject to a lifetime registration requirement under state law shall not be admitted Federally-assisted housing.
13. Drug related and/or violent criminal activity.
14. There is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
15. Any other criminal activity against persons or property or that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
16. Previous landlords report significant complaint levels, including but not limited to:
  - Failure to pay rent in a timely manner.
  - Repeated disturbance of the neighbor's peace.
  - Reports of drug dealing or manufacturing, gambling, or prostitution.
  - Allowing persons not on the lease to reside at the residence.
  - Damage to the property beyond normal wear and tear.
  - Failure to give proper notice when vacating.

If you do not meet our Screening/Eligibility Criteria you will be provided a written explanation of the grounds for rejection.

## **VI. ASSIGNMENT OF APARTMENTS**

- A. An applicant will be offered an apartment of appropriate size and type. If more than one (1) such appropriate apartment is vacant and available, applicant will be given a choice. If the applicant rejects the vacancy offered, he/she shall be removed from the waiting list.

## VII. OCCUPANCY STANDARDS

There are no government program requirements relative to the number, sex or relationship of people who may share a bedroom. Pioneer Crossing Lufkin Family has established the following occupancy standards:

<u>Bedroom size</u>	<u>Minimum # of Occupants</u>	<u>Maximum # of Occupants</u>
1 Bdrm	1	2
2 Bdrm	2	4
3 Bdrm	3	6