



QUAD Inc. RESIDENT SELECTION CRITERIA May 2010



Thank you for your interest in applying for an accessible apartment in one of our apartment complexes. Our apartment communities are unique and offer optimum living environments for wheelchair users. Each of our projects is designed to be barrier free and include special design features that promote independent living for people with severe physical disabilities. Our complexes are wonderful places to live and we trust you will find they make great homes. A major part of keeping our communities safe and livable is our screening process as outlined below.

FAIR HOUSING AND EQUAL OPPORTUNITY

Quadriplegics United Against Dependency, Inc. (QUAD, Inc.) does not discriminate in the housing it sponsors, operates and manages on the basis of race, color, religion, sex, handicap, disability, familial status, sexual orientation or national origin. QUAD Inc. administers its programs and activities relating to housing in such a manner as to affirmatively further fair housing. **For alternate format application and publications please contact us at 503.287.4260 direct, or, via Oregon Telecommunications Relay Services, Dial 777 in Oregon.**

PROGRAM ELIGIBILITY REQUIREMENTS

To be eligible for admission and Section 8, Section 811 and Section 202 assistance subsidy, an applicant must meet the following requirements:

- 1. Physically Disabled-** The household must be composed of one or more disabled persons who are related or one or more such persons living with someone essential to their care or well being. A person with a physical disability is anyone who is disabled having a physical impairment which:
 - ◆ Is expected to be of a long, continued and indefinite duration.
 - ◆ Substantially impedes his or her ability to live independently.
 - ◆ Is of such a nature that such ability could be improved by more suitable housing conditions. (Wheel Chair Accessible Housing)
- 2. Income Limits-** The applicant must have gross annual income below HUD income limits. Extremely low income (30% of MFI) \$14,950 or very low income (50% of MFI) \$24,950. Some applicants may be skipped over to assure that a minimum of 40% of all annual admissions are below the extremely low income limit. Applicants must report gross annual income from all sources and list all assets. All income and assets must be verified by 3rd party verification prior to being accepted.
- 3. Only Residence-** The unit must be the applicant's only residence. Unit must be occupied continuously during occupancy. Absences of more than 90 continuous days may result in lease termination. No person may occupy the unit that is not on the lease, meets eligibility requirements and has been approved by QUAD Inc.
- 4. Lease Obligations-** The applicant must be able to legally execute a lease, be willing to pay the rent and deposits, and have the ability to abide by the Lease and House Rules requirements.
- 5. Social Security Disclosure/Identity Verification-** The applicant must disclose a valid Social Security Number for all household members. Applicants who do not have a valid Social Security Number/Card for all household members will have their application suspended for up to 90 days while they obtain the necessary Social Security Number documentation. During this 90-day period the applicant will remain on the waiting list but we will process the next eligible household on the waiting list. Should the applicant fail to provide the required Social Security Number documentation within 90 days of the request they will be deemed ineligible and their application will be denied. Applicants that are 62 years of age or older and are receiving HUD Subsidized Housing at the time of application review are exempt from the Social Security Number verification. All adult household members must provide a current original photo ID.
- 6. Legal US Status-** The applicant must prove US Citizenship/Legal Status as required by the U.S. Department of Housing and Urban Development (HUD) and verified through the Department of Homeland Security. **(Applicable to Myers Court Only-Section 202).**
- 7. Student Ineligibility-** a student enrolled in an institute of higher education under age 23 who is not a veteran, married, a parent or guardian of a dependent child, or determined to be emancipated from their parents household must meet special eligibility rules that include parental income verification and special income reporting requirements regarding scholarships, grants and other sources of income. **(Applicable to Myers Court Only-Section 202).**
- 8. Sex offender registration-** Any applicant household in which there is a household member who is subject to state or federal sex offender registration will be denied.
- 9. Enterprise Income Verification (EIV)-** All applicants and household members must consent to use of the EIV Secure System to verify their eligibility for Housing assistance. EIV cross checks federal records to verify Social Security and Employment Income. EIV also checks to confirm that the applicant and household members are not receiving a subsidy payment in other housing. Failing to consent to EIV Verification will result in rejection of the application. EIV discrepancies must be resolved prior to approval of the applicant for housing.



PROJECT/OWNER ELIGIBILITY REQUIREMENTS

1. **Conduct**-The applicant must be able to demonstrate that his/her conduct in present or prior housing has been such that the admission to the project would not adversely affect the health, safety, or welfare of other residents, or the physical environment, or the financial stability of the project.
 - ◆ The ability to abide by the terms of the HUD Model Lease and House Rules , in conjunction with available supportive services or otherwise, to maintain both their person and apartment in a manner which is not detrimental to either their safety or personal well being or to the safety and well being of other residents.
 - ◆ No current issues involving chemical/drug/alcohol use or dependency, which would adversely effect the well being or safety of the applicant, other residents and/or property.
 - ◆ A history of cooperation in completing or providing application or certification information for determining eligibility in subsidized housing.
 - ◆ A history of cooperation with management regarding house rules and regulations; abiding by lease terms; and care of property.
 - ◆ A 3-year favorable history of payments for rightful obligation including rent and utilities
 - ◆ **Criminal Conviction Criteria**- we will conduct a search of public records to determine whether the applicant or any household member has been convicted of, plead guilty to or no contest to, any crime.
 - ◆ A conviction, guilty plea or plea of no contest to any felony involving serious injury, extensive property damage, theft, sex crimes, hate crimes or drug related offenses will result in denial of the rental application.
 - ◆ A conviction, guilty plea or plea of no contest to any misdemeanor involving serious injury, extensive property damage, theft, sex crimes, hate crimes or drug related offenses within the past 5 years will result in denial of the rental application
 - ◆ Pending charges for any crime will result in suspension of the application process until the charges are resolved. Upon resolution, if an apartment is available the process will be completed. An apartment will not be held open during the resolution process.
 - ◆ Any applicant household containing member(s) evicted in the past 5 years from federally assisted or other housing for drug related activity will be denied unless the applicant can prove that the evicted household member has completed an approved supervised drug rehabilitation plan, or, the circumstances leading up to the plan no longer exist. (the household member no longer resides with the applicant household)
 - ◆ Any applicant household containing any member that is currently engaged in illegal use of drugs or where reasonable cause exists to believe a members illegal use or pattern of illegal use may interfere with the health, safety and right to peaceful enjoyment of the property by other residents will be denied. The screening standard is based on the behavior of the member
 - ◆ Any applicant household in which there is reasonable cause to believe that a members behavior, from abuse or a pattern of abuse of alcohol or other substances may interfere with the health, safety and right to peaceful enjoyment of the property by other residents will be denied. The screening standard is based on the behavior of the member.

APPLICATION PROCESS

1. **Rental Application**- Applications must be written legibly in ink with no spaces left open. The application must be signed and dated. Parts of the application that don't apply to the applicant should be marked N/A. Applications are accepted at the Project rental office, By mail to QUAD Inc. at 5125 SW Macadam Ave., Portland, OR 97239, or, by Fax to 503.287.4260.
2. **Assistance Completing the application**- If you require assistance in completing the application please contact the facility manager. **For Application Materials in Alternate format please contact our Section 504 coordinator at 503.287.4260.**
3. **Waiting List**-If an Apartment is not immediately available you will be added to the waiting list. Your application will be screened and verified when an apartment comes available prior to occupancy. **Applications added to the waiting list are not approved for housing.** Approval may only be given after verification of all eligibility requirements including but not limited to income and disability.
4. **Waiting List Removal**- Applicants will be removed from the waiting list if they can not be contacted at the time their application is being considered. It is important that applicants keep their contact information current by notifying management of any change in address or telephone number. Applicants must contact us at least every 6 months to inform of us their continued interest in QUAD Inc. housing.



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OCCUPANCY POLICY

1. **Occupants per unit-** QUAD Inc. has established occupancy standards to permit tenants to select apartment sizes they deem appropriate to their needs while preventing overcrowding and underutilization of each project. QUAD Inc. permits occupancy as follows:
 - ◆ 0 Bedroom-Studio- one occupant
 - ◆ 1 bedroom- up to two occupants
 - ◆ 2 bedroom- up to four occupants
2. **Accommodation for disability-** In the event an applicant or family member has a physical disability which requires an apartment of larger size then is allowed, QUAD Inc. will allow the applicant family to apply for a larger unit.
3. **Live in Aide-** A Live-in Aide is a person who resides with a person who is disabled and who:
 - ◆ Is determined essential to the care and well being of the person.
 - ◆ Is not obligated for the support of the person.
 - ◆ Would not be living in the unit except to provide the necessary supportive services.
 - ◆ A relative may be a live-in aide, but must meet all the requirements listed above.
 - ◆ A live-in aide may not qualify for continued occupancy as a remaining family member.
4. **Unit transfers and moving to another QUAD Inc. facility -** any current tenant may request a transfer to another unit or to move to another project by completing a unit/ transfer for facility /move request and submitting it to QUAD Inc. The following criteria apply to Unit transfers and moving to another QUAD Inc. Facility :
 - ◆ The tenant must have a minimum of 1 year favorable rental history with QUAD Inc. Favorable rental history includes timely payment of all rents, deposits and charges, no lease violations, no disruptive behavior and no interference with the management of the building.
 - ◆ The request for transfer will be reviewed by management and if approved the tenant will be added to the bottom of the waiting list for the requested facility and must wait until their name comes to the top of the list for the appropriate unit.
 - ◆ A unit/facility transfer can only be requested one time in a 5 year period.
 - ◆ Tenants must maintain their favorable rental status during the time they are on the waiting list.

SELECTION OF RESIDENTS

1. **Selection of applications**
 - ◆ First , to an eligible qualified applicant on the waiting list having a handicap or physical disability requiring the wheelchair accessibility features of the vacant unit.
 - ◆ Second, to other eligible qualified applicants having a physical disability, but not directly benefiting from the accessibility features of the unit.
 - ◆ Last, other eligible qualified candidates in compliance with the Affirmative Fair Housing Marketing Plan.
 - ◆ If management determines a person or family is eligible and is otherwise acceptable, and a unit is available, management will assign the family a unit of appropriate size in accordance with the Occupancy Policy. If no suitable unit is available, management will place the family on an approved waiting list for QUAD Inc.
2. **Waiting List-** At the time the application is received the applicant shall be assigned his/her appropriate place on the waiting list, in sequence, based upon the date and time his/her application is received and availability of a suitable size of unit.
3. **Income Targeting-** Extremely low income applicants are targeted to assure that a minimum of 40% of all approved tenants are at or below this level as required by HUD. The waiting list will be reviewed annually to determine if "targeting" needs to be monitored due to the overall composition of the list being in the extremely low income category.

REJECTING APPLICANTS/ APPEAL PROCEDURE

Persons determined to be ineligible shall be notified by letter of the determination and the reason(s) the application was determined to be ineligible. Upon request applicant will be given the opportunity to meet with the management agent within fourteen (14) days to discuss the reasons for non-selection. The available apartment will not be held open during this period.

1. **Reason for Rejection-** Applicants may be rejected if:
 - ◆ They are ineligible under either Program or Project Eligibility Requirements stated above
 - ◆ Household characteristics are not appropriate for the type of units available (e.g., a unit equipped for the handicapped);
 - ◆ Family size is not appropriate for the size of units that are available (see Occupancy Policy);
 - ◆ Applicant does not meet the project's tenant selection criteria.



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2. **Notice of rejection-** If management does not place an applicant on the waiting list or immediately process the applicant for admission, management must promptly notify the applicant in writing of the rejection and explain in the notice:
 - ◆ The reason for the rejection; and
 - ◆ That the applicant has 14 days to respond in writing or to request a meeting to discuss the rejection.
3. **Meeting-** Any meeting with the applicant or review of the applicant's written response must be conducted by a member of management's staff who did not make the initial decision to reject the applicant. If the applicant appeals the rejection, management must give the applicant a written final decision within 5 days of the response or meeting. This written decision is final. Management must keep the following materials on file for at least three years: application; initial rejection notice; any applicant reply; owner's final response; and all interview and verified information on which management based the rejection.

PROCEDURES FOR ACCEPTING APPLICATIONS, AND SCREENING APPLICANTS

Anyone, who wishes to live at a QUAD Inc. facility must complete a written application. The application must contain enough information to enable management to:

1. Tentatively determine the family's eligibility regarding family composition. Determine the appropriate unit size (the names of all persons who would be living in the unit, their dates of birth and relationship of family members).
2. Household characteristics-such as physical disability, US Citizenship requirements, student eligibility and Live in Aide.
3. Estimated anticipated annual income; and assets now owned; or disposed of for less than fair market value in the prior two years.
4. Allowable medical expenses, childcare expenses and disability expenses that allow a household member to work.
5. Applicant Screening form for prior housing history, credit and criminal history through a third party applicant screening service. Each applicant will be asked if the family's assistance or tenancy in a subsidized housing program has ever been terminated for fraud, nonpayment of rent, or failure to cooperate with re-certification procedures.
6. Assess the effectiveness of the marketing strategy outlined in the Affirmative Fair Housing Marketing Plan (race and ethnicity of the head of household and how the applicant learned about the development).
7. Be completed in permanent ink, signed and dated.

PERMITTED SCREENING CRITERIA

Upon receipt of a completed application, management will screen the applicant considering the following factors:

Information about the conduct of the applicant in present and prior housing will be sought. Selection as an applicant may be denied based on information about behaviors that would adversely affect the health, safety, or welfare of other residents, or physical environment, or the financial stability of the project. Screening information will include.

1. Demonstrated ability to pay rent in a timely manner;
2. Comments from former Landlords;
3. Credit references. Credit checks may be useful when no rent history is available. However, lack of a credit history, as opposed to a poor credit history, is not sufficient justification to reject an applicant; and
4. Criminal activity, including violence, property destruction, manufacturing or distribution of controlled substance, or a designation as a life time sex offender.
5. Applicant may be required to furnish evidence of ability to meet the lease requirements and responsibilities of tenancy if there appears to be good reason that the applicant may be unable to do so.

NOTE: A criminal background check will be completed for every applicant and three to five years rental history. If applicant does not have rental history, non-family personal references will be obtained.

PROHIBITED SCREENING CRITERIA

The following factors must not be used when screening an applicant:

1. **Physical examinations-** owners may not routinely require physical examinations as a condition of admission.
2. **Meals and Other Services-** owners must not require tenants to participate in a meals program or establish other mandatory charges for services without the prior consent of HUD.
3. **Fees, Donations or contributions-** owners must not require a donation, contribution or membership fee as a condition of admission.
4. **VAWA-** Victims of Domestic Violence will not be denied housing on the sole basis of adverse rental history as related to the provisions of the Violence Against Women and Justice Department Reauthorization act of 2005 (VAWA). This provision applies to both women and men. The applicant will be required to provide a certification and other verifiable information of any prior adverse rental history attributable to VAWA



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- 5. Reasonable Accommodation-** the owner will disregard adverse rental history directly attributable to the applicants disability. The applicant must request a reasonable accommodation and provide complete, verifiable information and explanation establishing a direct relationship between their disability and the adverse rental history to be approved for housing.

SCHEDULE OF GROSS-RENTS

1. If a family is eligible for occupancy, their monthly rent shall be determined according to current HUD guidelines for the applicable subsidy program.
2. Re-examination of family income, composition and the extent of unusual expenses incurred by the family shall be made by QUAD Inc. staff annually and an appropriate re-determination shall be made as to the amount of family contribution and the amount of housing assistance payment, all in accordance with schedule and criteria established by HUD.
3. Once rent is established, such rental rate shall remain in effect until the next annual re-examination or until circumstances occur, that warrant a special rent and income review as specified in the lease.
4. Ineligible and over-income families: **Myers Court Section 202:** If, at the time of re-examination or a special income and rent review, the amount payable by the family toward the contract rent equals the contract rent for the unit they occupy, their eligibility for assistance shall be terminated. The applicant shall be notified in writing of such ineligibility and the reason(s) thereof. This termination shall not affect the family's other rights under their lease nor shall such termination preclude resumption of payments as a result of subsequent changes in income or rents or other relevant circumstances during the term of the lease. **Rolling Green, Central Station, Burnside Station Section 811:** the amount payable by the family will always be 30% of adjusted annual income, there is no cap on rents in 811 Projects.
5. Verification of Applicant's Statements and income:
 - ◆ Applicants shall be required to furnish proof of their statements when required by QUAD Inc. management staff.
 - ◆ Certification by applicants will normally be considered sufficient verification of family composition. Certification is provided by the applicant's signature on the Application for Occupancy or Re-certification information request form.
 - ◆ All earned and unearned income and assets shall be verified at the time of admission or annual re-examination through Third Party Verification.
 - ◆ All determinations shall be fully documented in the applicant/tenant files.

REASONABLE ACCOMMODATION FOR DISABILITY

QUAD Inc. is committed to making our apartments readily accessible to and usable by individuals with disabilities. QUAD Inc. will consider any request by or on behalf of a disabled resident or applicant for:

1. **Reasonable Accommodation-** A reasonable accommodation relating to a change in its rules or policies or a reasonable modification relating to alterations of the common areas or individual apartment. Any such request should be made in writing to Greg Gortmaker, Section 504 Coordinator, at QUAD Inc. , 5125 SW Macadam Ave., Portland, OR. 97239. If it is not possible to make a request in writing QUAD Inc. will assist the person making the request in providing the necessary information.
2. **Assistance Animals-** In most instances QUAD Inc. will allow a disabled person to have an assistance animal which is related to and necessary for the disabled person to enjoy the benefits of the housing. A particular assistance animal may be rejected if: **a)** the animal poses a direct threat to the health and /or safety others that cannot be reduced or eliminated by reasonable accommodation. **b)** the animal would cause substantial damage to the property of others **c)** the presence of the animal would cause an undue financial and administrative burden to the owner or managing agent of the property **d)** the presence of the animal would fundamentally alter the nature of the services offered by the owner or managing agent. No fees or additional deposits will be imposed as a condition of allowing an assistance animal. Adherence to lease requirements and pet rules still apply to assistance animals with the exception of waiver of the pet deposit.
3. **Cost of Accommodation-**If a request for a reasonable accommodation or reasonable modification is granted, the cost to perform the accommodation or modification will be the Landlord's unless the request will: **a)** impose an undue financial and administrative burden on the apartment community or the owner/managing agent. **b)** fundamentally alter the nature of the services provided by the apartment community or the owner or managing agent.

AFFIRMATIVE FAIR HOUSING MARKETING PLAN

QUAD Inc. will use an affirmative plan to attract applicants of all eligible groups without regard to race, color, religion, sex, handicap, familial status, or national origin. The equal opportunity logotype will be used in all publications.