



# Tenant Selection Plan

Cedar Lane Senior Living Community

An equal housing opportunity



2019-2020

**Tenant Selection Plan**  
**Cedar Lane Senior Living Community**  
**22680 Cedar Lane Court**  
**Leonardtown, MD 20650**

**2019-2020**

**Preface:**

Thank you for your interest in Cedar Lane Senior Living Community (CLSLC). CLSLC is owned and operated by three not-for-profit corporations known as Cedar Lane Senior Living Community I, II and III. CLSLC's primary objective is to provide affordable apartment housing to people age 62 and older. Ten percent (10%) of apartments in two of the community's buildings are allocated to qualifying adults under the age of 62 who are living with a disability.

Cedar Lane Senior Living Community includes an income-based HUD 236 program and a HUD 202 program, with Section 8 rental assistance contracts administered by the U. S. Department of Housing and Urban Development (HUD). The property features studio, one- and two-bedroom units available to eligible applicants without regard to race, color, religion, sex, familial status, national origin, disability, sexual orientation, gender identity or marital status.

**Management:**

An administrator and support staff manage day-to-day operations of Cedar Lane Senior Living Community, with a Board of Directors establishing policy and setting broad goals.

**History:**

Support and sponsorship for Cedar Lane Senior Living Community came from the community at large, the Catholic Church and the Episcopal Church. The first facility (The Church Building) was constructed in 1977, the second (The Burch Building) in 1982, and the third (The Colton-Weinberg Building) in 2001.

**Mission:**

The mission of Cedar Lane Senior Living Community is to help residents live with maximum dignity, independence and quality of life by:

- setting and maintaining standards of excellence in affordable senior housing;
- facilitating access to quality, resident-driven services;
- delivering exceptional customer service;
- attracting and retaining qualified and compassionate employees;
- sustaining and advancing our work by engaging supporters through strategic outreach and fundraising;
- and
- continually evaluating and improving our facilities, technology and partnerships to remain responsive to the needs of the community.

### **Purpose of Plan:**

CLSCLC has prepared this tenant selection plan in accordance with multifamily housing regulations for Section 8 subsidized housing. This tenant selection plan establishes a set of policies, which are consistently applied to all residents and applicants, regarding tenant selection and ongoing occupancy. The plan is designed to promote fairness and uniformity in tenant selection and to promote efficiencies in the processes used by CLSCLC in its operations. The procedures contained in this tenant selection plan have been established in compliance with the HUD Handbook 4350.3, as amended, and all other applicable federal statutes and regulations.

### **Availability of Plan**

CLSCLC will review and update this tenant selection plan as needed to reflect changes in regulations or operations. This tenant selection plan will be made available for public viewing on CLSCLC's website at [www.cedar-lane.org](http://www.cedar-lane.org) and at CLSCLC's marketing office during regular hours of operation. When an applicant or resident family requests a printed copy, CLSCLC will provide copies to them for the cost of copies and/or postage.

### **Age Requirement:**

CLSCLC's primary service is to people age 62 years and older, with the majority of the community's apartments being offered to this age group. By contract, CLSCLC allocates 10% of its apartments in the Church and Burch Buildings (16 apartments total) to eligible adults under the age of 62 who are living with a disability. Because of the limited number of apartments for tenants under age 62, there may be a lengthy waitlist.

### **Additional Requirements:**

Applicants must be able to provide proof of citizenship/immigration; pass a credit and criminal background check; be able to fulfill the lease requirements including the ability to pay rent and any additional charges in a timely fashion; and adhere to the house rules as outlined in the Resident Handbook. Applicants must also be capable of living and thriving independently in their own apartment home. While additional fee-based services like laundry and housekeeping are available, no form of health or wellness care is promised to tenants moving into CLSCLC.

### **Smoke and illicit drug free campus:**

CLSCLC is a smoke and illicit drug free campus. Smoking is prohibited in any area of CLSCLC property both private and shared spaces. This includes apartments, hallways, lounges, elevators, restrooms, stairwells and cars parked on CLSCLC property. The only area where smoking is permitted is the outdoor gazebo, located just past the parking lot. This policy applies to all residents, guests, vendors, visitors, employees and service personnel. Per this policy, the term "smoking" includes any inhaling, exhaling, breathing or carrying of any lighted cigar, cigarette, pipe or other tobacco product, vaping devices, marijuana or other legal or illegal substance.

Although CLSCLC strictly enforces this non-smoking policy, administration cannot and does not warrant or promise that any apartment or common areas of the buildings will be smoke-free, and makes no warranty or guarantee as to the health of any resident or other person. Residents with respiratory ailments, allergies, or any other physical or mental condition relating to smoke are hereby put on notice that CLSCLC does not assume any higher duty of care to enforce this policy than any other landlord obligation under the terms of the resident's lease.

### **Non-Discrimination Requirements:**

Federal regulations prohibit discrimination against certain protected classes and other groups of people. CLSLC shall not discriminate against applicants or tenants on the basis of race, color, national origin, religion, sex, familial status, disability, marital status, gender identity, or sexual orientation.

### **Accessibility:**

For applicants with mobility challenges, CLSLC is an accessible facility with elevators serving all three buildings.

### **Reasonable accommodations:**

In order to meet the requirements of Section 504 of the Rehabilitation Act of 1973, this property will make reasonable accommodations in policies, procedures, services and facilities, if necessary, to afford a person with disabilities or limited English proficiency equal opportunity to apply for, live in and enjoy a dwelling unit or the common area and facilities of the property. Reasonable accommodations do not cause undue hardship for CLSLC including significant difficulty, disruption or expense. Requests for Reasonable Accommodations should be put in writing so there is a clear documentation of the request.

### **Income Limits for Applicants:**

HUD establishes income limits and revises them annually to ensure that federal rental assistance is provided only to eligible tenants. Those applying to the Elizabeth Mattingly Church Building (Building I) must meet the low-income requirements as defined by HUD Section 236, which includes Section 8. Those applying for the Burch Building (Building II) must meet the very-low income requirements as defined by HUD section 202. Those applying to the Colton-Weinberg Building (Building III) are not required to meet an income limit but are not eligible for rental assistance.

### **Federal Rental Assistance/Fair Market Rate Overview:**

Federal rental assistance makes housing affordable for almost 10 million people. Through an agreement with HUD, subsidized rents are “attached” to 69% of the apartments at Cedar Lane. In these apartments, qualified households pay 30% of their monthly income (after certain deductions) for rent. The other 31% of apartments at CLSLC are available for a flat fair market rent.

### **Public Housing Authority Housing Choice Vouchers:**

CLSLC may accept portable Housing Choice Vouchers issued by a Public Housing Authority toward rent payments of market rate studio apartments in the Elizabeth Mattingly Church Building.

### **Application process:**

Anyone interested in applying for housing at CLSLC may receive an application by any of the following methods: pick up in person at 22680 Cedar Lane Ct. Leonardtown, MD 20650; via US Mail; via email; download from our website; or via fax. Applications may be returned in person; via US Mail; via email; or by fax, if the original signed application is also submitted. Allowances will be made for those who live out of state or need a reasonable accommodation.

Applications will be marked with the date and time they are received and applicants will be added to the wait list in chronological order. Incomplete or unsigned applications will be returned to the applicant.

All information will be verified in accordance with HUD regulations and requirements as outlined in HUD Handbook 4350.3. Additionally, applicants will be required to sign all appropriate and necessary forms authorizing CLSLC to verify all factors that affect the applicant’s eligibility or determine the rent

the applicant will pay. All of this information may be released by HUD to other Federal, State and local agencies.

- Applicant(s) must be 62 years or older at time of application unless they are disabled (requires verification).
- Applicant(s) must complete the application in full including signature and date.
- Applicant(s) must meet certain credit/criminal report standards. Cedar Lane Senior Living Community requires a credit/criminal report on all applicants, family members and/or live-in aides who may occupy the unit, including a national lifetime sex offender registration check.
- Applicants must demonstrate the ability to meet financial obligations in a satisfactory manner, including timely payment of rent and any debts.
- Applicants must have a qualified guarantor if deemed necessary as a result of the credit check. Guarantors must meet CLSLC credit report standards. Guarantors assume financial responsibility for any outstanding monies due CLSLC for the entire duration of the tenant's residency.
- Applicants must show the ability to live independently and fulfill all lease requirements.
- Applicants must agree to live according to the house rules as outlined in the Resident Handbook as a condition of their lease.
- Applicants must demonstrate satisfactory housekeeping habits that will not jeopardize the health, security, welfare or right to peaceful enjoyment of the community for themselves or other residents. Management may check with current/former landlords regarding the applicant's housekeeping habits to determine the maintenance of the applicant's home in regards to sanitary conditions, and fire and safety standards that would pose a threat to other residents.
- Applicants must disclose social security numbers for all family members under the age of 62 and provide proof of the numbers reported. Applicants must provide adequate documentation to verify the complete and accurate social security numbers assigned to all household members. Adequate documentation means a social security card issued by the Social Security Administration (SSA), an original document issued by a federal or state government agency, which contains the name and SSN of the individual along with identifying information of the individual, or other acceptable evidence of the SSN. An applicant may not be admitted until SSN's for all household members have been disclosed and verification provided. Acceptable forms of proof include: Original Social Security Card, driver's license with SSN, ID card issued by a federal, state or local agency, a medical insurance provider, or an employer or trade union, earnings statements on payroll stubs, bank statement, form 1099, benefit award letter, retirement benefit letter, life insurance policy, or court records.
- Only U.S. citizens or eligible non-citizens may receive assistance under Section 8, Section 236, Rent Supplement, Rental Assistance Payment (RAP), and Section 202/8 programs. Applicants must sign a declaration certifying U.S. Citizenship.

### **Eligibility of independent students to receive Section 8 assistance:**

To be eligible for Section 8 Assistance, any adult who attends an institute of higher learning (full or part-time) must be one of the following:

1. A dependent of the household.
2. Over age 23
3. A Veteran
4. Married
5. A parent with dependent child(ren)
6. A disabled individual who was receiving assistance prior to November 30, 2005
7. Independent from parents\* OR have parents who are income eligible for Section 8 assistance.

\*To prove that a person age 18-23 is "Independent" an owner must verify (and document that the student):

Are of legal contract age under state law, AND

Have established a separate household from parents for at least a year OR meet the U.S. Dept. of Education definition of an independent student \*\*, AND  
Are not claimed on parents tax return, AND  
Get (or do not get) financial help from parents.

\*\* U.S. Department Definition of “independent student” is one who:

1. Is age 24+ old by December 31 of year
2. Is an orphan or ward of state through age 18
3. Is a Veteran
4. Has a legal dependent – (example: child or parent)
5. Is a graduate or professional student
6. Is married

If the student is NOT “independent,” then the parents must be income-eligible for Section 8. The parents may sign a declaration and certification of income. They must be below the HUD income limit. The income limit that will be used:

- If parents live in the U.S. – income limit for the country that the parents live in.
- If parents live outside the U.S. – limit where the property is located.

An owner may verify further (tax returns, etc.) if the parents certification is questionable. The student is not eligible if the parents refuse to provide a:

1. Declaration of their income, AND
2. Statement of whether they provide student financial assistance or not.

### **Waitlist Overview:**

Upon receipt of a completed and signed application, it will be marked with the date and time it was received. If there is an immediate opening available and no previous applicant waiting, the application will be processed. If there are no current openings, the applicant’s name will be added to the waitlist and kept in chronological order. Separate waitlists are kept for each of the three buildings at CLSLC. Applicants are welcome to apply to any/all buildings for which they qualify or can afford. There is no application fee.

One’s place on the waitlist is determined by the date on which all application materials are received at the marketing office, however acceptance to the waitlist does not automatically guarantee eligibility for an apartment. Further screening as described in the screening criteria section will be completed at the time an apartment is offered.

### **Applying waitlist preferences:**

Applicant age plays a significant factor in tenant selection at CLSLC, with first preference given to those who are 62 and older. Applicants who are under the age of 62 and disabled will only be contacted, in order of application date, when CLSLC has an opening in one of the 16 apartments allocated to those under the age 62. CLSLC may also apply income-related preferences in order to meet income-targeting requirements as prescribed by HUD Handbook 4350.3. This will include qualifying the applicant based on income to ensure that Cedar Lane Senior Living Community complies with HUD’s requirement to lease not less than forty percent (40%) of the dwelling units assisted under the HUD contract to low-income applicants. In the event Cedar Lane Senior Living Community falls below the 40% target, applicants will be selected based on income until the target is met. Once the target is met, applicants will be admitted in waiting list order.

**Reasons for removal from waitlist:**

Upon applying, it becomes the applicant’s responsibility to keep CLSLC apprised of any changes to the application including change of address, phone number, family composition or occupancy requirements. Failure to do so could result in being removed from the waitlist. Other reasons for removal include:

- Rejection of an offered unit
- Outdated contact information
- Failure to respond to written notice for updates regarding the waitlist
- Mail sent to the applicant’s address is returned as undeliverable
- The applicant no longer meets the eligibility requirements for the property or program.
- The applicant fails to respond to telephone messages in a reasonable amount of time (generally 48 hours). Exceptions may be made for those who have good cause, such as family emergency, illness or disability related reasons.
- The applicant voluntarily asks to be removed from the waitlist.

In the event it is determined an applicant was erroneously removed from the waitlist, the applicant will be reinstated to their original place on the waitlist.

**Closing of waitlist:**

The waitlist may be closed when the average wait for a specific type of unit becomes excessive (one year or more). When the owner closes the list, the owner must advise potential applicants that the waiting list is closed and refuse to take additional applications. Should CLSLC decide to close a waitlist, notification along with the reason will be published in the local newspapers, on the website and be given out from the appropriate outlets that would normally distribute applications. Upon reopening the waitlist, the same procedures will be used to notify the public that the waitlist has reopened and how and where they may apply.

**Selecting apartment types:**

The apartment application for CLSLC includes a section for choosing the type of unit for which the applicant wishes to apply -- subsidized studio, market rent studio, subsidized 1-bedroom, market rent 1-bedroom, subsidized 2-bedroom, market rent 2-bedroom. Applicants can select any apartment type for which they qualify or can afford, provided it adheres to the following occupancy standards:

**Occupancy standards:**

<b>Bedroom Size</b>	<b>Minimum Number of Persons</b>	<b>Maximum Number of Persons</b>
Studio	1	2
1 Bedroom	1	2
2 Bedroom (subsidized)	2	3
2 Bedroom (market rent)	1	3

Single people applying for any Federal Rental Assistance apartments at CLSLC are eligible for studio or one-bedroom apartments. Couples are eligible for studio, one-bedroom or two-bedroom apartments. Families (including children or grandchildren) or a single person who has a live-in aide are eligible for a two-bedroom apartment with a maximum occupancy of three people. Single applicants of market rent apartments in the Colton-Weinberg Building (Building III) may apply for either one-bedroom or two-bedroom units, however no more than two people can live in a 1-bedroom and no more than three people can live in a 2-bedroom unit.

Should family composition change or a resident no longer have an aide living with them, residents will be asked to move to an appropriately-sized apartment when one becomes available. Should an applicant's occupancy requirements change while they are on the waitlist; it is the applicant's responsibility to notify CLSLC in writing. A decrease in household members may make applicants ineligible for larger apartment sizes. Additional household members will require a new application so CLSLC can verify and document all household members in accordance to HUD standards.

### **Adding an apartment type to an application:**

If an applicant wishes to add an additional apartment type to an existing application, a new wait list entry will be created using the date the request is made. A dated addendum describing the addition will also be added to the application file. This ensures that the applicant appears at the bottom of the wait list for the new type of apartment they are considering and does not skip anyone who has been waiting. For example: John Smith originally applied on May 12, 2019 for a 1-bedroom apartment, but decided on December 4, 2020 that he would also like to add the studio apartment option. A new entry for the studio apartment dated December 4, 2020 will be created and entered into the waitlist, with a summary of the action recorded in writing and added to the file.

### **Procedures for filling vacancies:**

When a unit becomes vacant, Cedar Lane will select the next qualified applicant on the waitlist indicating preference for that type of apartment in that particular building. The applicant will be contacted by phone at the number(s) provided on the application, and will have 48 hours to respond to the offer and accept or decline. While primary contact is made by phone, CLSLC may make additional attempts at contact by email or mail. If an applicant declines an apartment offer, fails to respond at all, or cannot be reached at the phone number provided on the application, the applicant's name will be removed from the waitlist for that apartment type in that building. (Exceptions may be made for those who have good cause, such as family emergency, illness or disability related reasons.) Removal from one building's waitlist does not affect the application for other buildings at CLSLC, unless the applicant requests to be removed from all waitlists.

### **Screening criteria:**

Should the applicant indicate interest in moving into the apartment, the occupancy department will conduct initial screening procedures including a credit history and criminal background check. A credit score of 670 or better is considered "good credit." Applicants with poor credit ratings may require a guarantor with income and good credit, who agrees to be responsible for all outstanding charges should the resident default on payments. Misdemeanor or felony charges will be assessed on a case-by-case basis. CLSLC will ensure the applicant is not registered on the National Sex Offender List. Upon the successful completion of these initial screening procedures, an intake interview will be scheduled to verify and document eligibility.

### **Rejection of ineligible applicants:**

Applicants may be rejected for the following reasons:

- Misdemeanor or Felony charges, determined on a case-by-case basis.
- Poor credit score and/or history of delinquent payments.
- Any household containing a member(s) including the head of household that has been evicted from federally assisted housing for drug-related criminal activity, unless that person has successfully completed an approved, supervised drug rehabilitation program or the circumstances leading to the eviction no longer exist (household member has moved out).



- A household in which any member is currently engaged in illegal use of drugs or for which the owner has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents.
- Any household member who is subject to a state sex offender lifetime registration requirement.
- Any household member, if there is reasonable cause to believe that member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents.
- Prior evictions from non-subsidized housing.
- Failure to show positive history in being able to meet the terms of the lease including the ability to pay rent in a timely fashion.
- Needs assistance beyond the scope that can be provided at CLSLC.
- Is ineligible for occupancy in a particular unit or property.
- Is unable to disclose and document Social Security numbers of all household members who are at least 6 years old up to age 62 or does not execute a certification stating that no SSN's have been assigned.
- Does not sign and submit verification consent forms or the Authorization for Release of Information (forms HUD-9887 and HUD-9887-A).
- Includes family members who did not declare citizenship or non-citizenship status, or sign a statement electing not to contend non-citizen status.
- Does not meet owner's tenant screening criteria.
- Cedar Lane receives negative feedback during any rental history screening.

### **Notice of rejection:**

Applicants who do not pass the eligibility requirements will immediately be sent a Notice of Rejection. This written notice will specifically state the reason for the rejection, and will inform the applicant of her/his right to respond to management in writing within 14 days to request a meeting to dispute the rejection.

### **Verification requirements:**

Applicants must agree to furnish any information required to verify eligibility for rental assistance including all sources of income and assets. Applicants are hereby informed that, by law, the penalties for false information may include eviction, loss of assistance, fines up to \$10,000, and imprisonment up to five years. Applicants must understand that a final decision of eligibility cannot be made until all verifications are complete. In addition, they must understand that HUD has the right to compare any of the information supplied in the verifications with information that federal, state, or local agencies have on the family's income and household composition.

### **Consent to release information:**

Management, in compliance with the Privacy Act, is fulfilling its fiduciary responsibility by giving notice of the authority to obtain income information on all individuals applying to or currently living in HUD-assisted housing, to determine eligibility and the amount of rent a resident will pay. This is achieved through HUD forms 9887 and 9887-A, Applicant's/Tenant's Consent to the Release of Information. Each applicant/resident gives their consent to the release of information by signing these forms, and the individual verification forms that apply to them. It is a requirement to sign these forms at the time of move-in, and annual/initial certifications. The effect on an individual for not signing the forms will be denial or termination of assistance.

### **EIV (Enterprise Income Verification):**

HUD's EIV system is an upfront income verification tool available to owners to validate wage, unemployment and social security income during annual, interim and initial certifications of residents' income. It is a web-based application available to authorized program administrators of HUD's rental assistance programs, which allows an owner to verify income through an independent source that systematically and uniformly maintains income information in computerized form for a large number of individuals. It is also known as automated written third party verification.

CLSLC has trained its staff regarding the use of all EIV data and reports, as outlined in the property's EIV Policies and Procedures manual at the property. Included in these reports are Income Reports which are used as a third party source to verify residents' employment and income during mandatory recertification sessions of family composition and income, and Verification Reports, which are used to further assist management in reducing subsidy payment errors. Management has trained its staff to retain EIV data in residents' files for the term of tenancy, plus 3 years after tenancy is terminated.

Management will use the Existing Tenant Search at the time of processing all applicants for admission. This report identifies applicants applying for assisted housing that may be receiving rental assistance at the time of application at another Multifamily Housing or Public and Indian Housing location. If it is found that an applicant is residing at an assisted property, management will give the applicant the opportunity to explain their intention to move from their existing location. In addition, management will contact the respective Public Housing Authority or owner/agent to confirm the individual's program status, and if the individual has given a 30-day notice to vacate at their current property. Management will then coordinate the move-in/move-out dates with the Public Housing Authority or owner/agent.

Management is currently in compliance with the EIV system and has established guidelines in the property's Policies and Procedures manual outlining technical, administrative and physical safeguards for staff to implement for ensuring the security and confidentiality of resident records.

### **Noncitizen rule requirements:**

Under the Federal Noncitizen Rule, only U.S. citizens and eligible immigrants may benefit from Federal rental assistance.

### **Rent formulas:**

Applicants must agree to pay the rent required by the applicable Section 8 subsidy formula, Section 236 subsidy formula, or the stated flat market rent used by CLSLC.

#### **Section 8 Rent Formula:**

The rent a household will pay is the highest of the following amounts:

- 30% of the family's monthly adjusted income
- 10% of the family's monthly income
- Welfare rent or welfare payment from agency to assist family in paying housing costs

OR

- \$25 minimum rent

#### **Section 236 Rent Formula:**

All Section 236 projects have a minimum rent (Basic Rent) and a maximum rent (Market Rent). The rent a household will pay is the higher of the following amounts:

- 30% of the family's monthly adjusted income
- Basic Rent (but not more than market rent)

### **Only residence requirements:**

Applicants receiving rental assistance through HUD must agree that their rental unit will be their only residence. When applicants are being interviewed, they are required to reveal all assets they own including real estate. Applicants are permitted to own real estate, whether it is listed for sale or they are retaining it for investment purposes. However, they may never use this real estate as a residence while they live in HUD-assisted housing.

### **Occupancy requirements:**

By signing the lease on the move-in date, applicants agree to abide by the rules of the lease as well as the house rules as established in the Resident Handbook. They also agree to the rules and regulations associated with receiving assistance from HUD. At the time of move-in, residents must pay the first month's rent and a security deposit, which is equal to one month's rent. The security deposit is held in an interest-bearing account that earns appreciation at the current established rate.

Residents sign a one-year lease. Four months prior to lease expiration, tenants will be notified of their obligation to recertify with the occupancy specialist. Failure to do so will result in the loss of subsidy causing the resident to pay full market rate on the apartment. An annual apartment inspection will be part of the recertification process. Failure of this inspection could result in termination of subsidy and/or eviction.

### **Absences:**

Residents who receive a subsidy and are absent from their apartment for more than 6 months (180 days) due to medical reasons will go to market rate rent on the 7<sup>th</sup> month from the date the resident was initially admitted to a medical facility. Residents may appeal the change in rent by writing the CEO/President. Exceptions will be granted on a case-by-case basis.

### **Violence Against Women Act (VAWA) Protections:**

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation. Within the VAWA protections, applicants/residents of CLSLC may not be denied admission, denied assistance, terminated or evicted on the basis that they are a victim of domestic violence, dating violence, sexual assault or stalking. If a tenant who is a victim requests an early lease termination, to divide (bifurcate) the lease from the abuser, or transfer to another unit because she/he feels that she/he is in danger, CLSLC shall make every effort to comply with the request and shall not penalize the tenant. All tenants receiving VAWA protections must otherwise qualify for admission, assistance, participation or occupancy.

### **Apartment transfer overview:**

CLSLC will accept requests for transfer based on the following:

- There is a need for a unit transfer because of a change in household size and/or composition
- There is a need for a unit transfer based on the verified need for an accessible unit
- There is a verified need for a reasonable accommodation or a verified medical need for a different unit
- There is a need for a unit transfer of a household that does not require the accessibility features of a unit in which they are living
- The resident has requested and qualifies for a VAWA Emergency Transfer

- CLSLC also has policies in place that permit any resident to transfer to a preferred apartment size/type for a non-refundable \$500 transfer fee, once they reach the top of the associated wait list and a matching unit becomes available.

### **Basic apartment transfer policies:**

Residents who move in to an apartment at CLSLC may choose to remain on the waitlists for other apartment types they consider more desirable without having to reapply, thereby maintaining their original effective/application date and place on the waitlist. Residents who are not currently on the wait list but later wish to transfer to a different apartment type must fill out a new transfer form.

- Residents receiving federal rental assistance through HUD are eligible to transfer to another unit after completing their first year's lease in full. Residents of market rent apartments are eligible to transfer after completing six months of their first year's lease. Once eligible to transfer, residents must still wait for their names to reach the top of the waitlist for that type of apartment.
- A \$500 non-refundable transfer fee applies for all basic apartment transfers to cover CLSLC's cost to prepare the old apartment for the next tenant and submit all of the necessary documentation to HUD. CLSLC staff will not move transferring tenants. It is the tenants' responsibility to finance, organize and complete the move in a specified time frame.
- In order to transfer, residents must be in good standing in the Cedar Lane Community and have no lease or house rule violations for a period of one year. A history of timely payment of rent with no outstanding charges is an example of being in good standing. If an applicant has received a letter regarding issues such as cleanliness of apartment, behavior within the community or violation of any rules within the past year, the resident will not be eligible for transfer. The resident's current apartment must be clean, free of trash, garbage, waste and alterations.

### **Transfers due to changes in household size:**

On occasion, CLSLC management may require a resident receiving Federal rent assistance to transfer to a different unit size to meet HUD occupancy standards. This may occur because of a change in household size and/or composition and the family no longer qualifies for the unit size in which they are dwelling. Unit transfers that are required by management will take priority over all other move-ins.

### **Transfers for reasonable accommodation:**

CLSLC will accept requests for transfer based on the verified need for a reasonable accommodation or a verified medical need for a different unit.

- Residents who seek a transfer as reasonable accommodation for a disability will be transferred at CLSLC's expense provided it does not create undue financial or administrative burden and provided the transfer is an accommodation for a verified disability or medical reason. The resident must provide written documentation from a licensed physician, psychologist, clinical social worker or other licensed health care professional stating that such an accommodation is necessary for the resident's verified disability or medical reason.
- In this case, the \$500 transfer fee will be waived. Transfer for reasonable accommodation *does not* include factors of view, noise, apartment location or layout. Approved transfers for reasonable accommodation will take precedence on the waitlist.

### **Transfer requests under VAWA protections:**

CLSLC is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with VAWA, CLSLC allows tenants who are victims of these crimes to request an emergency transfer from the tenant's current unit to another unit. The ability of CLSLC to honor such a request for tenants currently receiving assistance, however, may depend upon whether another apartment is available and is safe to offer the tenant for temporary or more permanent occupancy. While CLSLC will act as quickly as possible, management cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request.

### **Live-in aides:**

The definition of a live-in aide is a person who resides with one or more elderly persons, near-elderly persons, or persons with disabilities, and who: Is determined to be essential to the care and wellbeing of the person(s); is not obligated for the support of the person(s); and would not be living in the unit except to provide the necessary supportive services. A relative may be a Live-in Aide if they meet the requirements stated above. CLSLC will require verification of the need for a live-in aide through the person's physician, psychiatrist, or other medical practitioner or health care provider. In a HUD property, the live-in aide must disclose and provide verification of their Social Security Number (SSN) and is required to meet CLSLC's criminal screening and EIV criteria, but does not require a credit screening. Income of a live-in aide is excluded from household income. The live-in aide qualifies for occupancy only as long as the disabled resident with whom she/he resides requires the aide's services and remains a tenant.

### **Pet policy:**

Residents of CLSLC are allowed a common household pet, defined as a small domesticated dog, cat, bird, rodent, rabbit, fish or turtle. Reptiles, other than turtles, are not common household pets. Each apartment is permitted one pet weighing no more than 25 pounds, or one fish tank. Registration, licensing and inoculation rules may apply, depending on the type of pet. There is a \$200 pet deposit that is due at time of move-in, and refundable at time of move-out, less deduction for any damages caused by the pet.

### **Assistance animals:**

The property will allow assistance animals, defined as animals that assist, support, or provide service to persons with disabilities. Assistance animals may be referred to as "service animals", "assistive animals", "support animals", or "therapy animals". They perform many disability-related functions including, but not limited to, guiding individuals who are blind or have low vision, alerting individuals who are deaf or hard of hearing to sounds, providing minimal protection, or rescue assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures, or providing emotional support to persons who have a disability-related need for such support. Assistance animals are not required to meet the size restrictions of pets at CLSLC and tenants are not expected to pay a pet deposit. Assistance animals are subject to the same community policies as pets regarding leashing, disturbances and damages.