

following items will be verified to determine eligibility and suitability for admission to the property:

- ◆ All annual income
- ◆ Assets and asset income
- ◆ Allowance information
- ◆ Social Security Numbers for all family members over the age of 6
- ◆ Copies of Birth Certificates for all family members
- ◆ Alien status of all family members
- ◆ Information used in resident screening

After the paperwork and interviewing is complete, and all verifications have been received, the office staff will make the final selection based on a thorough review of all verifications. Medical verification of need for separate additional bedroom, live-in aid and/or accessible unit is required if disability is not visible.

Eligibility Criteria for Rural Development Assisted Sites

Management will consider housing applicants for residency who at the time of admission, meet all of the following conditions, as outlined in the Rural Development Manual, and any applicable federal/state guidelines, and who have submitted an application for occupancy. The following criteria shall be utilized to determine an applicant's eligibility:

- ◆ Income levels are very low, low and moderate. Very low has highest priority, then low and then moderate.
- ◆ The order in which applicant households are entitled to housing depends on two factors:
 - The income level of the household; and
 - The priorities for which the household may qualify.
- ◆ Students - A student or other seemingly temporary resident of the community who may be considered an eligible tenant when all of the following conditions are met:
 - The student is of legal age in accordance with the applicable state law or is otherwise legally able to enter into a binding contract under state law;
 - The person seeking occupancy has established a household separate and distinct from the person's parents or legal guardians;
 - The person seeking occupancy is no longer claimed as a dependent by the person's parents or legal guardians pursuant to Internal Revenue Service regulations, and evidence is provided to this effect; and
 - The person seeking occupancy signs a written statement indicating whether or not the person's parents, legal guardians, or others provide any financial assistance and this financial assistance is considered as part of current annual income and is verified in writing by the borrower.
- ◆ Household – One or more persons who maintain or will maintain residency in one rental or cooperative unit, but not including a resident assistant or chore service worker.

- Unborn children, plans for adoption of children and children away at school, but live with family during scheduled recesses, may be included in the household regarding unit size.
 - Persons permanently confined to a hospital or nursing home may be part of the household but cannot be head of household, co-head or spouse.
- ◆ Household annual income does not exceed current program income limits. See attached income limits.
 - ◆ All household members who are six (6) years of age or older will be required to provide a copy of their Social Security card. Where a Social Security number has not been issued, certification to that effect must be executed.
 - ◆ Individuals who have not committed any fraud in connection with any federal or state housing assistance program, and who owes no rent or other amounts in connection with housing assistance.

Occupancy Limitations

Usually occupancy is based on two people per bedroom unless the family requests a specific size unit. Household size must then comply with unit size based on the current State Sanitary Code Minimum Square Footage Requirements.

| <u>Unit Size</u> | <u>Minimum</u> | <u>Maximum</u> |
|------------------|----------------|----------------|
| 1 BR | 1 Person | 2 Persons |
| 2 BR | 2 Persons | 4 Persons |

A single person who is not an elderly or displaced person, a person with disabilities, or the remaining member of a resident family may not be provided a housing unit with two or more bedrooms. Single persons will only be housed in a one-bedroom unit.

Acceptance of a unit at maximum occupancy does not give the resident the right to claim over-crowded conditions and request a transfer to a larger unit.

Absence From The Unit

If a teenager is absent from the unit due to military or educational purposes and will be absent for 6 months or a year, the member will remain a household member. If an adult member of the household is absent due to criminal charges or being incarcerated for 1 year or longer, the member will be removed from the lease and will no longer be part of the household.