

## RESIDENT SELECTION CRITERIA

Applicants for assistance must qualify under all eligibility factors indicated in HUD Handbook 4350.3 Rev 1. HUD regulations require owners to develop and make public resident selection criteria that include a description of eligibility requirements and income limits for admission.

In addition, the Agency requires Resident Selection Screening Criteria. The resident selection procedure applies to all adult applicants expected to reside in the household. This also includes all persons who become members of the household during occupancy. HUD nor PHFA approve Tenant Selection Plans (except when owners wish to adopt a local residency preference).

Tenant Selection Plans (TSP) must contain screening criteria that include standards prohibiting admission of those who have engaged in drug-related or criminal activity and registered sex offenders. The plan may, under certain circumstances, include additional provisions that deny admission to applicants for other drug and criminal activity. Please consult the 4350.3 REV 1, Chapter 4 for specific guidance.

Tenant Selection Plans or House Rules must incorporate the Violence against Women Act 2005 (VAWA) policies and protections. Owners and Agents are encouraged to establish procedures that support or assist victims of domestic violence, dating violence or stalking and that will protect victims from losing their HUD assisted housing.

Screenings required by HUD:

- A. Criminal history
- B. Disclosure of Social Security Numbers – As of January 31, 2010, all individuals, including those under the age of six, must now disclose a valid SSN. The only exceptions to this requirement are for tenants age 62 or older as of January 31, 2010, whose initial determination of eligibility was begun prior to January 31, 2010. HUD Notice H 10-08 provides a complete explanation of the regulation. The link is provided at end of this chapter.
- C. Existing Tenant Search\_- The EIV system Existing Tenant Search must be used as part of applicant screening. See HUD Notice H 2010-10 for details on the required elements for the Tenant Selection Plan and the use of the EIV system

In addition, the Agency requires that a minimum of two additional criteria be used:

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- A. Credit Report - Credit reports are a property expense. Information shall be requested on the form provided by the area credit bureau. The absence of a credit file shall not adversely affect the applicant. Each applicant's report will be reviewed to determine the history of payment practices, including utilities, outstanding loans, judgments, repossessions, foreclosures, etc. The uniform review and objective determination of credit specifications will be used as a benchmark in reviewing credit reports: address will be checked with application; place of employment will be checked with application; and credit history will be reviewed. Credit reports should be evaluated based on the criteria of the credit-reporting bureau.
- B. Landlord Report - References must be taken from present and previous landlords. An applicant may be rejected if this report documents failure to make rental payments or shows applicant's responsibility for disturbing the safety, security, and right to peaceful enjoyment of other residents. The absence of a landlord reference shall not adversely affect the applicant.
- C. Home Visits (Housekeeping) - Home visits should be completed in accordance with the Home Visit Report in this Chapter. They should be completed on all applicants regardless of distance. However, management may establish a radius as long as it is fair, consistent, and reasonable. In some instances, the agent may have to designate someone else to do the home visit, e.g., local inspector, Realtor, etc.

### Guidelines for Rejection:

A. If screening processes reveal that an applicant is a lifetime registered sex offender the Owner or Agent must deny admission to the program. Please see the HUD notice H-2009-11 for further details.

B. Substantial risk that the applicant will be unable or unwilling to pay rent.

C. Substantial risk that the applicant or those under the applicant's control will interfere with the health, safety, security, and the right to peaceful enjoyment of the resident community.

D. Substantial risk of intentional damage or destruction to the unit and surrounding premises by the applicant or those under the applicant's control.

E. Failure of any one category of the Resident Selection Criteria is sufficient reason for rejection of the applicant.

NOTE: Owners must apply screening criteria uniformly to all applicants to prevent discrimination and avoid fair housing violations. All rejections and supporting documentation must be in compliance with HUD Handbook 4350.3 and may be reviewed by the Agency.

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Property: \_\_\_\_\_

SAMPLE HOME VISIT REPORT

Date  
\_\_\_\_\_  
Applicant  
\_\_\_\_\_

**LIVING ROOM:**

	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>COMMENTS</u></b>
(1) * Are walls damaged?	_____	_____	_____
(2) * Do carpets have cigarette holes or other damage?	_____	_____	_____
(3) * Are windows broken?	_____	_____	_____
(4) Is there food on floors or furniture?	_____	_____	_____

**DINING ROOM:**

(1) * Are walls damaged?	_____	_____	_____
(2) * Are windows broken?	_____	_____	_____
(3) Is there food on floors or furniture?	_____	_____	_____

**KITCHEN:**

(1) * Are walls damaged?	_____	_____	_____
(2) Does sink have:			
(a) Large accumulation of dishes covered with food (10 items or more)?	_____	_____	_____
(b) Acceleration of garbage?	_____	_____	_____
(3) Are counters covered with food/crumbs?	_____	_____	_____

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(4) Is floor covered with food or food stains? \_\_\_\_\_

(5) Is stovetop covered with burned-on food or grease? \_\_\_\_\_

Is oven surface covered with burned-on food or grease? \_\_\_\_\_

Is broiler covered with burned-on food or grease? \_\_\_\_\_

(6) Is stove hood covered with grease? \_\_\_\_\_

(7) Are refrigerator surfaces covered with food or food stains? \_\_\_\_\_

(8) \* Are windows broken? \_\_\_\_\_

(9) Are cabinet shelves covered with food or food stains? \_\_\_\_\_

(10) Are cabinets or drawers missing or damaged? \_\_\_\_\_

**BATHROOM:**

(1) Are fixtures covered with grime/grease? \_\_\_\_\_

(2) \* Are walls damaged? \_\_\_\_\_

**MASTER BEDROOM:**

(1) \* Are walls damaged? \_\_\_\_\_

(2) \* Do carpets have cigarette holes or other damage? \_\_\_\_\_

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(3) \* Are windows broken?

\_\_\_\_\_

(4) Is there food on floors or furniture?

\_\_\_\_\_

**BEDROOM NO. 2:**

(1) \* Are walls damaged?

\_\_\_\_\_

(2) \* Do carpets have cigarette holes or other damage?

\_\_\_\_\_

(3) \* Are windows broken?

\_\_\_\_\_

(4) Is there food on floors or furniture?

\_\_\_\_\_

**BEDROOM NO. 3:**

(1) \* Are walls damaged?

\_\_\_\_\_

(2) \* Do carpets have cigarette holes or other damage?

\_\_\_\_\_

(3) \* Are windows broken?

\_\_\_\_\_

(4) Is there food on floors or furniture?

\_\_\_\_\_

**OTHER:**

(1) \* Is the exterior damaged?

\_\_\_\_\_

(2) Are there signs of vermin and/or roaches?

\_\_\_\_\_

**\*If yes, ask resident how damage occurred.**

\_\_\_\_\_  
Project's Inspector  
Date

\_\_\_\_\_  
Applicant

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Links

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All property owners receiving federal assistance from HUD for any multifamily housing program should sign up for the **Rental Housing Integrity Improvement Program (RHIIP) Listserve** to receive on-going e-mail notifications with updates or changes in policies and procedures for HUD financed properties

[www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm](http://www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm)

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HUD Interviewing Guide

[http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_20483.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_20483.pdf)

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HUDCLIPS

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HUD Handbook 4350.3 REV 1

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HUD Website

[www.hud.gov](http://www.hud.gov)

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HUD Notice 2010-GG State Lifetime Sex Offender Registration

[www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm?docid=2010-GG-01](http://www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm?docid=2010-GG-01)

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HUD Notice 2010-H-10 - Enterprise Income Verification System

[http://portal.hud.gov/portal/page/portal/HUD/program\\_offices/administration/hudclips/notices/hsg/files/10-10hsgn.pdf](http://portal.hud.gov/portal/page/portal/HUD/program_offices/administration/hudclips/notices/hsg/files/10-10hsgn.pdf)

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EIV & You Brochure

<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm>

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Race and Ethnic Data Reporting Form

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Student Rule

<http://www.hud.gov/offices/pih/publications/studentruleqa.pdf>

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HUD Form 9887 & 9887A

<http://www.hud.gov/offices/adm/hudclips/forms/files/9887.pdf>

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Residents Rights & Responsibilities Brochure

<http://www.hud.gov/offices/hsg/mfh/gendocs/mfhrrr.pdf>

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HUD Notice H 10-08 - Implementation of income and Rent Determination Requirements

[http://portal.hud.gov/portal/page/portal/HUD/program\\_offices/administration/hudclips/notices/hsg/files/10-08hsgn.pdf](http://portal.hud.gov/portal/page/portal/HUD/program_offices/administration/hudclips/notices/hsg/files/10-08hsgn.pdf)

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HUD Notice H 08-07  
Guidance on Implementation Violence Against Women Act (VAWA)

<http://www.gpo.gov/fdsys/pkg/FR-2013-08-06/pdf/2013-18920.pdf>

<http://www.gpo.gov/fdsys/pkg/BILLS-113s47enr/pdf/BILLS-113s47enr.pdf>