

## Accessible Unit Policy

In connection with the receipt of a reservation of Low Income Housing Tax Credits, you made representations regarding the availability of accessible units at the property. The purpose of this letter is to ensure efforts are made to provide continuing outreach to persons with disabilities and to inform persons of the availability of accessible units. To accomplish this goal, the Agency will require that the Owner and/or Agent perform the following:

1. Perform continuing outreach to persons with disabilities to fill accessible units with persons needing the features of the unit.
2. As part of Carryover Allocation requirements, you will be required to identify and provide to PHFA a list of community agencies that you will partner with to identify persons with disabilities who are searching for accessible units. A resource list of potential partners is available on the agency's website under Service Coordinators and Providers.
3. Place site on the [PAHousingSearch.com](http://PAHousingSearch.com) website at time of rent up to help to market the accessible units.
4. Hold accessible units vacant for at least 30 days during the original rent up while outreach is performed.
5. Prior to occupancy of an accessible unit to a resident not requiring the accessible feature of the unit, contact the Agency (717.780.3874) for help to locate a viable candidate for the unit.
6. If after 30 days an eligible person requiring the features of the unit is not found, the unit may be rented to any qualified individual or family provided a lease addendum is executed (this unit is then considered to be a "bumpable unit"). The lease addendum must require any individual or family in an accessible unit not requiring the features of the unit to transfer to a non-accessible unit at the owner's expense when an accessible unit is needed.
7. When a comparable non-accessible unit becomes vacant, transfer residents from the "bumpable unit" and fill the accessible unit with an individual / family who need the features of the unit, provided an individual / family needing the features requests an accessible unit.
8. After occupancy, when an accessible unit becomes vacant, PHFA should be notified if a qualified individual or family has not been identified for occupancy for the unit.

At the time the project is placed in service and available for occupancy, the Agency will monitor the property for compliance with the above stated goals and may require affirmative action by the Owner and/or Agent to demonstrate the above. If you have any questions regarding the foregoing policy, feel free to contact the Agency at 717.780.3874

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