

TENANT SELECTION PLAN CHECKLIST

Property Name:		Date:	
PHFA No./TC #		HMR	
1. Property Description			
a.	Describe the property, e.g., Page #(s) <input type="checkbox"/> Name of property <input type="checkbox"/> Location <input type="checkbox"/> Number of units <input type="checkbox"/> Occupancy designation <input type="checkbox"/> Program type(s)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Legal Requirements			
a.	Does the plan include policies to comply with the following federal, state and local law: Page #(s) <input type="checkbox"/> Section 504 of the Rehabilitation act of 1973 <input type="checkbox"/> Fair Housing Amendment Act of 1988 <input type="checkbox"/> Title VI of the Civil Rights Act of 1964 <input type="checkbox"/> Pennsylvania Human Relations Act of 1955 <input type="checkbox"/> Does not discriminate against disability, race, color, religion, sex, familial status, national origin, age, ancestry or sexual orientation.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. Resident Application			
a.	Does the plan have a procedure in place for taking applications which includes an option to allow applicants to request a reasonable accommodation to obtain and/or complete the application? Page #	YES <input type="checkbox"/>	NO <input type="checkbox"/>
b.	Is management using multiple communications for affirmative marketing for the disabled including the use of personal computers, mobile applications, PA Relay Service or other marketing devices? Page #	YES <input type="checkbox"/>	NO <input type="checkbox"/>
c.	Does the plan address how the property will provide access to services for Persons with Limited English Proficiency or a Language Access Plan? Page #	YES <input type="checkbox"/>	NO <input type="checkbox"/>
d.	Does the plan state how the Tenant Selection Plan will be provided to the applicants? Page #	YES <input type="checkbox"/>	NO <input type="checkbox"/>
e.	Does the plan address a reasonable application fee, if applicable? Page #(s) <input type="checkbox"/> Check here if not applicable. If an application fee is assessed, is the amount provided? <input style="width: 50px; height: 20px;" type="text"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4. Tenant Screening			
a.	Does it state a minimum of two (2) screening criteria per Agency Regulation? (Examples include but are not limited to credit, criminal, landlord reference, sex offenders, etc.) Page #	YES <input type="checkbox"/>	NO <input type="checkbox"/>
b.	Does the plan state specific screening criteria and the method of evaluation? Page #	YES <input type="checkbox"/>	NO <input type="checkbox"/>
c.	Does the plan state that the procedure will be used uniformly to screen all applicants? Page #	YES <input type="checkbox"/>	NO <input type="checkbox"/>
d.	Does the plan state the procedure and circumstances for rejecting applicants? Page #	YES <input type="checkbox"/>	NO <input type="checkbox"/>
e.	Does it describe the appeal process? Page #(s) <input type="checkbox"/> Rejection decision sent to applicant in writing. <input type="checkbox"/> The right to appeal within specified timeframe. <input type="checkbox"/> Appeal meeting not conducted by individual that determined rejection. <input type="checkbox"/> Final decision made with specified timeframe in writing to applicant.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

5. Eligibility		YES	NO
a.	Does the plan explain that all LIHTC/HOME/HTF units are to be rented to income eligible applicants? Page #	<input type="checkbox"/>	<input type="checkbox"/>
b.	Does the plan state that applicant(s) and tenant(s) will be required to provide income information to determine eligibility? Page #(s) <input type="checkbox"/> How source documentation of income and assets will be obtained?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Does the plan properly describe the requirements for eligibility of Students? Page #(s) <input type="checkbox"/> Does the plan include the student rule for HOME funded properties (matches Section 8 definition)? <input type="checkbox"/> Does the plan include the Low Income Housing Tax Credit student rule? <input type="checkbox"/> Does the plan state that legally married same sex couples qualify for the married student exemption under the LIHTC student rule?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Indicate the current maximum income limits are available in the management office upon request. (Limits change annually). Also does the plan indicate a minimum income requirement? Page #	<input type="checkbox"/>	<input type="checkbox"/>
e.	Does the plan state Section 8 voucher holders must not be refused based upon status as a voucher holder, but must be otherwise eligible? Page #	<input type="checkbox"/>	<input type="checkbox"/>
6. Tenant Selection		YES	NO
a.	Does the plan state how the waiting list is maintained? Page #(s) <input type="checkbox"/> How the public will be notified when the list is open and closed.	<input type="checkbox"/>	<input type="checkbox"/>
b.	Include an accessible unit policy; Accessible unit will be held for 30 days during lease up if an applicant requiring the feature is not located. Page #	<input type="checkbox"/>	<input type="checkbox"/>
c.	Does the plan state preference must be given to applicants who require the special design features of an accessible unit, i.e., wheel chair, hearing, vision impairment, etc.? Page #	<input type="checkbox"/>	<input type="checkbox"/>
d.	Does the plan state the income set-asides? Page #	<input type="checkbox"/>	<input type="checkbox"/>
e.	Does the plan state all applicants approved for tenancy will be required to comply with lease terms? Page #	<input type="checkbox"/>	<input type="checkbox"/>
f.	Does the plan include Pet Policy (whether permitted or not allowed) and any fees associated? Page #	<input type="checkbox"/>	<input type="checkbox"/>
7. Occupancy		YES	NO
a.	Does the plan state occupancy standards, e.g., number of persons per bedroom size or per square feet? Page # <input type="checkbox"/> Are standards reasonable, e.g., enforceable by state or local law?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Is there a written reasonable accommodation policy for applicants and existing tenants requesting an accommodation and/or modification and how they will be handled? Page #	<input type="checkbox"/>	<input type="checkbox"/>
c.	Does the transfer plan contain the following: Page #(s) <input type="checkbox"/> The selection between applicants on the waiting list and in place residents <input type="checkbox"/> Description of how transfers will be addressed after move-in, i.e., reasonable accommodation, change in family composition, family size, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Does the plan state an applicant's or program participant's status as a victim of domestic violence, dating violence or stalking is not a basis for denial of admission, if the applicant otherwise qualifies for assistance or admission per the Violence Against Women Act (VAWA)? Page # <input type="checkbox"/> Properties with HOME or HTF funds committed on or after December 16, 2016 must include an Emergency Transfer Plan	<input type="checkbox"/>	<input type="checkbox"/>