

TENANT SELECTION PLAN CHECKLIST

Property Name:		Submitted by:	
PHFA No./TC No.:		Date:	
			Page #
			Complete
1.	Property Description		
a.	Describe the property: <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)		
2.	Legal Requirements		
a.	Does the plan include policies to comply with the following federal, state and local law: <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.		
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?		
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?		
c.	Does the plan address how the property will provide access to services for Persons with Limited English Proficiency or a Language Access Plan?		
d.	Does the plan state how the Tenant Selection Plan will be provided to the applicants?		
e.	Does the plan address a reasonable application fee, if applicable? <input type="checkbox"/> Check here if not applicable. If an application fee is assessed, provide the amount:		
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.)		
b.	Does the plan state specific screening criteria and the method of evaluation?		
c.	Does the plan state that the procedure will be used uniformly to screen all applicants?		
d.	Does the plan state the procedure and circumstances for rejecting applicants?		
e.	Does it describe the appeal process? <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.		

		Page #	Complete
5.	Eligibility		
a.	Does the plan explain that all LIHTC/HOME/HTF units are to be rented to income eligible applicants?		
b.	<input type="checkbox"/> Does the plan state that applicant(s) and tenant(s) will be required to provide income information to determine eligibility? <input type="checkbox"/> How source documentation of income and assets will be obtained?		
c.	Does the plan properly describe the requirements for eligibility of Students? <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?		
d.	<input type="checkbox"/> Indicate the current maximum income limits are available in the management office upon request. (Limits change annually). <input type="checkbox"/> Does the plan indicate a minimum income requirement?		
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?		
6.	Tenant Selection		
a.	Does the plan state how the waiting list is maintained, including how the public will be notified when the list is open and closed.		
b.	Include an accessible unit policy: Accessible unit will be held for 30 days if an applicant requiring the feature is not located.		
c.	Does the plan state preference must be given to applicants who require the special design features of an accessible unit, i.e., mobility, hearing, vision impairment, etc.?		
d.	Does the plan state the income set-asides?		
e.	Does the plan state all applicants approved for tenancy will be required to comply with lease terms?		
f.	Does the plan include a Pet Policy (whether permitted or not allowed) and any fees associated?		
7.	Occupancy		
a.	<input type="checkbox"/> Does the plan state occupancy standards, e.g., number of persons per bedroom size or per square feet? <input type="checkbox"/> Are standards reasonable, e.g., enforceable by state or local law?		
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?		
c.	Does the plan contain the following regarding transfers: <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.?		
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)? <input type="checkbox"/> For HOME or HTF funded properties on or after 12/16/2016: An Emergency Transfer Plan was submitted.		