

Habitat America, LLC, Management Company
RESIDENT SELECTION CRITERIA
For HUD Subsidized / Tax Credit Properties

Property Name: Portner Flats Apartments
Address: 1440 V Street NW, Washington DC 20009

Effective Date: May 16, 2022
Phone: 202-387-7079 TTY: 711

Thank you for applying to live at our community. This document is provided to explain the process we use to select our residents. Habitat America, LLC is an Equal Housing Opportunity provider. It is our policy to treat all residents and visitors at our properties fairly and consistently without regard to race, color, religion, sex, national origin, disability, familial status, sexual orientation, gender identity or marital status, additionally for the DC area, includes Personal Appearance, Family Responsibilities, Political Affiliation, Matriculation, Genetic Information, Source of Income, Place of Residence or Business and Status as a Victim of an Interfamily Offence. This community and its employees comply with the provisions of Title VIII of the Civil Rights Act of 1968, the Fair Housing Amendments Act of 1988 ("Fair Housing Act"), the DC Human Rights Act of 1977 and, to the extent applicable, the Americans with Disabilities Act. Furthermore, this community complies with the State and Local fair housing regulations of the jurisdictions in which it is located.

PROJECT ELIGIBILITY

This community may be designated for a special population. Applicants must be adults and must meet the restrictions as indicated below in order to proceed with the application process.

No special population restrictions apply to this community.

Valid identification will be required (photo-copy may be kept on file). The Department of Housing and Urban Development (HUD) requires applicants to declare that all family members residing in dwelling units are: U.S. Citizens, or eligible Non-Citizens. Non-citizens 62 years of age or older must sign a declaration of eligible immigration status. All applicants will be required to show proof of age at the time of application. Proof of Age includes but is not limited to U.S. Passport, U.S. Birth Certificate, Social Security Administration Benefits printout and/or Temporary Resident Card, etc. Applicants must disclose social security numbers (SSN) for all family members and submit acceptable documentation as proof. Acceptable documentation is a valid SSN card issued by the Social Security Administration (SSA) or a letter from SSA that a social security number has been assigned, but a card has not yet been issued. This requirement applies to all applicants and family members except those individuals who do not contend eligible immigration status or applicants who are age 62 or older as of January 31, 2010, and whose Social Security initial eligibility began prior to January 31, 2010. United States Code Title 8, subsection 1324 (a) (1) (A) prohibits the harboring of illegal aliens. The provision of housing to illegal aliens is a fundamental component of harboring. All applicants will be required to provide proof of citizenship or legal immigration status.

STUDENTS APPLYING FOR ASSISTANCE

HUD has specific regulations concerning students applying for assistance of rent. The definition of a student for this purpose is any person part-time or full-time enrolled in an institution of higher education for the purposes of earning a degree, certificate or other program leading to a recognized educational credential. This community also follows the student regulations written in Section 42 of the Internal Revenue Code. The regulation states that a household comprised of all full time students will not be eligible for this program. There are five exceptions to this rule. For more information concerning student eligibility, contact the Community Manager.

INCOME REQUIREMENTS

The household's total gross annual income shall not exceed the properties income limits as determined by HUD. All forms of income must be disclosed. Information on the limits is available from the Community Manager; however this community serves applicants at the following income levels: Extremely Low, Very Low, Low. Proof of all income and assets are required.

TAKING APPLICATIONS

The Application:

Each adult (18 years of age or older or emancipated) must complete and sign the Rental Application. An application cannot be processed unless it is fully complete. Applicants must list all members that will reside in the apartment unit and designate the number of bedrooms being requested. If an apartment is not available when the application is submitted, the application will be pre-screened for project eligibility and if eligible, the applicant will be put on the waiting list. The application will be fully screened and verified when an apartment becomes available for occupancy. Once the application is approved and the available unit accepted, the applicant will be required to sign a lease agreement in which applicant agrees to abide by all property rules and regulations. Applicants are encouraged to read the lease agreement completely. If assistance is needed in completing the application or lease documents, contact the Community Manager. If any information provided by the applicant proves to be untrue during the verification process, these applications will be denied on the basis of attempted fraud.

Income Targeting:

HUD requires income targeting at its communities. Income targeting requires that at least 40% of apartments available annually are marketed and made available to applicants at 30% and lower of median household income. In some cases, this may mean that applicants on the waiting list may be skipped over and a more recent applicant accepted in order to fill the income targeting requirements. Once these requirements are filled, applicants previously skipped will be eligible for housing in their original date of application order on the waiting list. The 40% target number is achieved by reviewing the number of move-outs from the prior calendar year and calculating 40% of those to target for applicants at 30% and lower of median household income for the current year. The Community Manager can provide additional information on income targeting upon request.

Screening: A report will be obtained through a commercial credit reporting agency which will determine the application accepted or denied.

Credit/Rental History:

- Rental history will be verified and must indicate the ability to abide by the terms of the lease contract, care for the property without damage and pay rent on time. Applicants owing balances at other Habitat America properties will be denied.
- Applicant must be able to establish the necessary utilities with the appropriate utility provider and must not have unpaid gas and/or electric bills.
- Discharged bankruptcies will be considered for a period of one year from date of discharge.
- Medical bills and student loans are excluded from consideration.

Criminal Background History: Applicant may be denied if:

- Any household member has been evicted from Federally assisted housing for drug-related criminal activity, or is currently engaging in the illegal use of a drug.
- There is a reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol and/or an illegal drug may interfere with the health, safety, or right to peaceful enjoyment of the premises for other residents.

- Any household member with a felony conviction of drug-related criminal activity including but not limited to possession (other than marijuana), distribution, transport, sale, manufacture, or storage of illegal drugs and/or drug paraphernalia, or conviction of any State or Federal laws relating to illegal drugs and/or paraphernalia.
- Any household member is subject to lifetime registration requirements under a state or federal sex offender registration program.
- Any other criminal history exists that would threaten the health, safety, or peaceful enjoyment of the premises by other residents or the health and safety of the owner, employee, contractor, or agent who is involved in the housing operations, or otherwise threatens the owner's investment in the property.

Rejection Procedures: The denial letter will advise the applicant that if they believe there are errors in their screening report or believe that there may be extenuating factors that you wish for us to consider, they have fourteen (14) days to respond in writing to request an appeal. If an applicant disputes the accuracy of any information provided to the landlord by a screening service, the applicant may contact the screening company to obtain a copy of screening results. The name, address and phone number of the screening company will be provided in the denial letter. Applicants who choose not to appeal the denial may reapply at the community in 60 days.

OCCUPANCY STANDARDS

Habitat America, LLC has established occupancy standards to permit the resident to select the apartment size they deem appropriate to their needs while preventing overcrowding and underutilization of the apartment. The occupancy standard is based on 2 persons per bedroom plus one: Note: *Children under 2 may not be counted towards number of occupants allowed, and no adult members can be added to the household in the first 12 months of occupancy that would compromise the tax credit section 42 restrictions.

Number of Bedrooms	Number of Occupants Allowed
0	1 - 2
1	1 - 3
2	2 - 5
3	3 - 7

SECTION 504

Habitat America, LLC has developed a Section 504 Policy to address all reasonable accommodation requests for persons with disabilities. For more information on reasonable accommodation requests, contact the Community Manager.

WAITING LIST

A waiting list is maintained at this community at all times. Periodically Management may find it necessary to close the waiting list and stop accepting new applications if there are significant number of applicants waiting. The Community Manager will advertise according to the Affirmative Fair Housing Marketing Plan when opening the waiting list.

PORTNER FLATS APARTMENTS

Security Deposit:	\$50 with Approved credit or 1 month's rent with Conditional credit
Lease Term:	1 year
Utilities Included:	Water, Sewer and Trash

Income Requirements & Rental Rates:

Total household income will be reviewed and verified for occupancy in our community in accordance with the following maximum and minimum income limits based on family composition. Voucher holders do not have a minimum income requirement but must meet all the other requirements. (Limits are subject to change)

ASSISTED UNITS

WAITING LIST IS CLOSED- we are not accepting applications at this time.

Unit Types	Number of units	Square Footage	Maximum Income for Assisted Units
			50%
2 BR / 1BA	36 units	822 - 982	1 person - \$49,850
3BR / 1.5 BA	12 units	980 – 1,045	2 people - \$56,950
No minimum requirement for Assisted units. NOTE: WAITING LIST IS CURRENTLY CLOSED WE ARE NOT ACCEPTING APPLICATIONS AT THIS TIME.			3 people - \$64,050
			4 people - \$71,150
			5 people - \$76,850
			6 people - \$82,550
			7 people - \$88,250

NON-ASSISTED UNITS

Unit Types	Number of units	Square Footage	Rental Rate for Non-Assisted Units	Minimum Income for Non-Assisted Units	Maximum Income for Non-Assisted Units
				60%	60%
Studio / 1BA	23 units	462 - 529	\$1,318	\$47,448	1 person - \$59,820
1BR / 1BA	25 units	635 - 783	\$1,406	\$50,616	2 people - \$68,340
					3 people - \$76,860

Pet Policy: Pets are not accepted. The exceptions are caged birds, turtles and fish in small aquariums (20 gallon max). Reptiles are not permitted. Visiting pets are not permitted at any time. Animals which are designated as assistance animals to the disabled are accepted with the appropriate documentation.

Preferences will be given to:

Applicants who meet the Preference criteria will be required to provide written, third party documentation to prove their Preference.

- **Working Families:** Families from which the head of household or spouse is employed at a minimum part-time of no less than 20 hours per week.
- HUD communities give preference to applicants who have been displaced by government action or a presidential declared disaster in an effort to provide housing to those most in need.

Smoking/Fire Risk Reduction Policy: Portner Flats is a smoke free property. Smoking will not be permitted in the units or anywhere on property grounds. Smoking is defined as carrying or inhaling or exhaling smoke from any lighted cigar, cigarette, electronic-cigarette, vaporizer, pipe or consumer product modified for smoking or any other lighted tobacco or plant product. Additionally, burning of incense and candles is prohibited to reduce risk of fire. Also, in light of recent hazards related to Hoverboards, Habitat America is prohibiting these devices at all communities, including all common areas and grounds. Hoverboards may not be

used, charged or stored anywhere at the communities, including all common areas and grounds. All leaseholders will be required to sign a Non-smoking Lease Addendum agreeing to these rules prior to occupancy.

Violence against Women Act

The VAWA protections apply to families applying for or receiving rental assistance payments under the project-based Section 8 program. The law protects victims of domestic violence, dating violence, sexual assault, or stalking, as well as their immediate family members generally, from being evicted or being denied housing assistance if an incident of violence that is reported and confirmed. The VAWA also provides that an incident of actual or threatened domestic violence, dating violence or stalking does not qualify as a serious or repeated violation of the lease nor does it constitute good cause for terminating the assistance, tenancy, or occupancy rights of the victim. Further information regarding this act is contained in the Resident Selection Plan.

If you need additional information concerning the Selection Criteria, please see the Community Manager. Please note this Resident Selection Criteria in its entirety is subject to change without notice.

Acknowledgment/Receipt:

By signing below I/We acknowledge that we were given and have received a copy of the Resident Selection Criteria for Portner Flats Apartments. I/We also understand that the property owner may disclose the application status to any agency with program regulations applicable to the community.

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Management Signature

Date

