



919 West 24<sup>th</sup> Street, Kansas City, MO 64108  
816-421-8048 westsidehousing.org

## Tenant Selection Plan

All Rental Applications will be processed in the order of receipt, using an established waiting list, in accordance with the availability of the specific apartment accessibility level requested.

The same selection criteria will be used for all applications, without regard to race, color, sex, religion, national origin, familial status, sexual orientation and gender identity, or handicap. An application which is not completed in its entirety may be rejected or delay the application process. An application may also be rejected for any misrepresentations as to name, age, residence, citizenship status, employment, income, family composition, marital status or other persons who may occupy the apartment.

It is our policy to thoroughly investigate everyone submitting an application to our apartment community. Each applicant wishing to live in our community must qualify on his or her own ability.

Pertinent information from an application will be forwarded to the local Public Housing Authority (PHA) to conduct the appropriate check of the applicant's criminal history and to make the screening determination, or to a professional credit and criminal reporting company which will provide a copy of your credit report as well as a copy of your criminal background report. This information will be an important part of the approval process.

Applicants who are subject to a Federal or State Sex Offender Registry requirement will not be considered.

Applicants who have been convicted for committing a violent crime will not be considered for a period of ten (10) years from the date of completion of court-ordered sentencing.

Applicants who have been convicted for other criminal activity that threatens the health, safety and right to peaceful enjoyment of the premises by other residents, the owner, staff members, contractors, subcontractors, or agents of the owner will not be considered for a period of five (5) years from the date of completion of court-ordered sentencing.

Applicants will be rejected if they are unable to disclose and document Social Security numbers or execute a certification if numbers have not been issued.



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Management has established standards to prohibit the admission of applicants if there is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety or right to peaceful enjoyment of the premises by other tenants or staff members.

An applicant must first qualify within the income requirements established by the LIHTC program or for the type of program they are offered. In addition to income requirements and family size, other selection criteria will include, but is not limited to:

- Must be at least 18 years of age.
- Demonstrated the ability to pay rent on time and meet the requirements of tenancy
- Past Rental History – Rental history will be checked to include nonpayment of rent, failure to cooperate with the applicable recertification procedures, violation(s) of house rules and regulations, violation(s) of lease, history of disruptive behavior, housekeeping habits, termination of assistance for fraud, previous evictions, evictions or convictions involving the illegal manufacture or distribution or use of controlled substances.
- Credit References – Credit checks are used on applicants to assist management in knowing how much an individual may owe which could it impossible to pay rent in a timely manner. However, lack of credit history (as opposed to poor credit history) is not sufficient justification to reject an applicant. All employment must be verified.
- Criminal Activity – Inquiry will be made of each applicant to determine whether the applicant or other member of the household is currently an illegal user of controlled substance(s) or whether the applicant or member of the household has been convicted of the illegal manufacture or distribution or use of a controlled substance, or any other criminal activity of any kind. The owner will attempt to verify the accuracy of the information provided by the applicant or screening service by consulting a third party (e.g. law enforcement agency).
- Income Limits – Income limits based on number of family members.



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**EACH OF THE FOLLOWING CRITERIONS APPLIES TO:**

- **Accepting and processing applications**
- **Selecting tenants from eligible applicants on the waiting list**
- **Assigning available units**
- **Certifying and recertifying eligibility for assistance**
- **All other aspects of continued occupancy**

**Taking/Processing Application – Applications are accepted by mail, fax, email or hand delivered Monday through Friday from 9am to 5pm.**

- **Applications must be complete in their entirety at the time of receipt to be considered.**
- **Management will review the application and make a preliminary eligibility determination.**

**The applicant is rejected if the household is clearly ineligible**

**The application is added to the waiting list if the household appears to be eligible**

- **Potentially eligible and acceptable applicants for whom the appropriate unit is not available will be placed on a waiting list and informed 1) that they will be contacted when an appropriate unit becomes available and 2) approximately how long it will take for that unit to become available.**
- **The waiting list may be closed when the average wait is excessive.**

**Public notification of the closing of the waiting list will be done in accordance with the Affirmative Fair Housing Marketing Plan.**

- **Management will offer units with special accessibility features first to families including persons with disabilities requiring such features.**

**Management will not skip over an applicant who has reached the top of the waiting list and has indicated the need for accommodations for a disability when only non-accessible units are available. Management will give the household the opportunity to decide whether a unit meets the needs of the household members. If the household elects to move into a non-accessible unit, it will be agreed upon that the household will have the option, at its own expense, to transfer into an accessible unit when such a unit becomes available. It will also be understood that no structural changes will be made to the non-accessible unit to make it accessible to persons with a disability.**

**Unit Transfers – A household that expresses the need to transfer from one unit to another will have the option to do so only one (1) time, and at its own expense after the first year of residency at Westside Housing. Rental payment must be paid on-time for the term of the lease to be considered for a transfer.**



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**Preferences – Preferences affect only the order of applicants on the waiting list. They do not make anyone eligible who is not otherwise eligible. Management will apply preferences to applicants on the waiting list in the following order:**

- **Statutory Preferences**
- **HUD Regulatory Preferences**
- **State and Local Preferences**
- **Owner Adopted Preferences**

**Statutory Preferences – Preference will be given to applicants who have been displaced by government action or by a Presidentially declared disaster.**

**HUD/Regulatory Preferences – Preference may be given to military personnel and military families. A military family is one in which the head, co-head or spouse is a member of the military. This definition includes the remaining family members in a unit when the head, co-head or spouse is away on military duty.**

**Owner Adopted Preferences – Preference will be given to current residents needing unit transfer for reasonable accommodation under the ADA or for a medical reason.**

**Verification of Preferences – Because applicants will be promptly notified in writing of the reason for their rejection and of their right to respond in writing or request a meeting within fourteen (14) days of their rejection. A staff member who was not involved in the decision to deny the application would conduct such a meeting. The applicant would be notified in writing as to whether or not the owner's position has changed within five (5) days of the meeting.**

**Application Interview – Prior to admission, management will interview the applicant. The interview will serve to:**

- **Update application interview;**
- **Explain government requirements;**
- **Obtain and review information on family income, composition and assets;**
- **Obtain signatures on verification forms including asset disposed of for less than fair market value;**
- **Obtain declaration of citizenship and consent forms for verification of eligible immigration status;**
- **Require all family members age six (6) and older to disclose and document Social Security numbers or sign a certification that no SSN has been issued;**



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- **Inform applicants of the owner's screening criteria and procedures;**
- **Advise the family that eligibility is finally determined after all verifications are complete;**
- **Give each applicant a copy of the appropriate LIHTC fact sheet;**
- **Inform applicant that federal law prohibits discrimination against persons with disabilities; and**
- **Inform applicants of house rules and if applicable, pet rules.**

#### **Nondiscrimination Plan**

**This site does not discriminate against applicants or residents on the basis of race, color, , religion, sex, national origin, age, familial status, handicap or sexual orientation and gender identity.**