

# National Soldiers Home Residences II & III

## RESIDENT SELECTION CRITERIA

Thank you for applying to live at our community. These criteria explain the process we use to select our residents. National Soldiers Home Residences II and III (NSHR II & III) is an Equal Housing Opportunity provider, and our policy is to treat all residents and visitors fairly and consistently without regard to race, color, religion, sex, national origin, disability, or familial status. This community and its employees comply with the provisions of Title VIII of the Civil Rights Act of 1964, the Fair Housing Amendments Act of 1988 (“Fair Housing Act”), the Violence Against Women Act (VAWA) 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.

### BASIC ELIGIBILITY REQUIREMENTS

- This property rents to households whose head or spouse is age 62 or older or disabled, (as defined in 42 U.S.C. 423) is a veteran who is homeless or at risk of homelessness.
- Applicants and residents must be eligible for the HUD-VASH program.
- Valid photo identification for all residents over the age of 18. Applicants must present a government issued ID, which will be copied and placed in the applicant folder.
- A valid Social Security number for all household members. If a Social Security card is not available, the community will accept a letter from the Social Security Administration stating that a new card has been applied for. Documentation of the Social Security number (either card issued by the Social Security Administration or other acceptable evidence of the SSN) must be provided. This document will be copied and placed in the applicant folder. If the document is not available, the applicant may certify the accuracy of the number and must provide the acceptable documentation within 60 days of the certification. If the documentation is not provided the applicant will be removed from the wait list.
- A form DD214 with one of the following: **Honorable Discharge, General Discharge, Other than Honorable Discharge, or Bad Conduct Discharge (from a special court-martial)**. The following discharges are Ineligible for HUD-VASH: Dishonorable Discharge, and Bad Conduct Discharge (from a general court-martial).
- Proof of all income.
- This apartment community is eligible for Housing Assistance Payments through the Housing Authority of the City of Milwaukee (HACM) and has income restrictions as defined annually by HUD. NSHR II & III rents to extremely low-income (30% of the median income for the area), very low-income (50% of the median income for the area), and low-income (60% of the median income for the area) households. The rent that a tenant pays is based upon the tenant’s household income and is determined by HACM.
- There is no minimum income requirement.
- This property consists of 14 SROs, 70 one-bedroom units, 10 2-bedroom units, 6 3-bedroom units, and 1 4-bedroom unit. Please see income limits posted in the rental office for additional information.
- To be eligible for assistance, residents must be U.S. Citizens or eligible non-citizens. Citizenship status is verified when persons apply to be placed on the waiting list through completion of the Citizenship Declaration form and the Citizenship Verification Consent form as appropriate.
- This is a non-smoking property.



## PREFERENCES

The property contains 101 apartments for persons age 62 or older or disabled as defined in 42 U.S.C. 423, who are veterans that are homeless or at risk of homelessness. 21 of these units are accessible. The need for the accessibility features must be confirmed by a health professional. Applicants who do not require the accessibility features will be offered these units after all eligible disabled applicants or current residents have been considered. Such applicants must agree to transfer to a non-accessible unit at a later date at their own expense if a person with a disability requiring the unit applies for housing and is determined eligible. Existing residents that qualify for a unit with accessibility features and are approved for transfer to an accessible unit will be given preference over qualified applicants.

## THE APPLICATION PROCESS

Applications are taken in the order received, subject to set-asides outlined above. All applications must be completed in full, dated and signed by the applicant(s). The on-site manager will note the date and time the completed application is received on the application. Applications may be submitted on-line, delivered in person, or via mail, fax, or email. Prospective tenants must submit one application per adult. Once the application is approved, applicant will be notified via email, letter, or phone. Applicants must respond within three business days, failure to respond will result in removal from the waiting list. Falsification of any information on the application is basis for automatic denial. If the applicant is denied the notification will be sent via letter stating the reasons for the denial. If the denial is based on credit information received from a third party, contact information for the third party will be provided so the rejected applicant can investigate and challenge the adverse information.

**The Waiting List:** If a unit is not available, interested parties may join the waiting list. The waiting list is never closed. Applications will be processed in the order received. Applicants will be contacted by mail, email, and phone when a unit becomes available. Applicants no longer interested are removed from the waitlist. Failure to respond to attempted contacts within seven calendar days will result in removal from the waiting list.

**Pet Policy:** The property allows dogs and cats, with a limit of 2 total animals for the unit. No animal may exceed 30 pounds in weight. No vicious or intimidated dogs. No dogs prohibited by state or local laws. All dogs and cats must be spayed or neutered within one year of acquisition. There are no breed restrictions. The refundable pet deposit is \$300 and there is no monthly pet fee.

**Service or Assistance Animals:** There is no pet deposit or monthly pet fee for service and assistance animals. There must be a Reasonable Accommodation Request, preferably in writing. Applicants must provide documentation from a health professional certifying their need for a service or assistance animal.

**Credit Screening:** A report will be obtained through a commercial credit-reporting agency for all applicant household members who are 18 years of age or older. The credit report must demonstrate that the applicant has paid financial obligations as agreed. If the applicant has filed bankruptcy and it has not been discharged, the application will automatically be denied. Medical or student related loans or collection status is not a factor for denial. If the credit report shows unpaid balance(s) owed to current or previous landlord(s), this will not be held against applicants due to the tenant-based program which provides the landlord with the ability to recover losses.

An applicant will be denied if the credit report shows outstanding debt to a utility company that would prohibit the applicant from establishing utility service in his/her name prior to move-in. Applicants may be re-considered if they provide evidence the debt has been paid and the utility company will provide service.



Should the applicant be rejected based on credit, the Landlord will provide the applicant with the name and contact information of the credit reporting agency.

**Rental History:** Rental history for the past 2 years must indicate the ability to care for the property without damage and pay rent on time. Previous evictions and/or judgments for rent are grounds for denial. Anyone who has previously rented at a property owned or operated by The Alexander Company or AlexanderRE, LLC and owes money to that property will be denied unless balance is paid in full. Applicants will not be rejected for a lack of rental history.

**Violence Against Women Act (VAWA):** Applicants and tenants will receive forms HUD-5380, Notice of Occupancy Rights under the Violence Against Women Act and HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternate Documentation at the time of application and at annual recertification. These forms will also be provided in lease termination notices.

Applicants and tenants must provide documentation of domestic violence, dating violence, sexual assault, or stalking within 14 business days of request. All information regarding domestic violence, dating violence, sexual assault, or stalking, including that fact that an individual is a victim of such violence or stalking, will remain confidential. The information will not be entered into any database, only those authorized to do so and having a need to know will access the information. The information will not be provided to anyone unless (1) requested or consented to by the individual in writing, (2) required for use in an eviction proceeding, or (3) otherwise required by applicable law. If disclosure is required in an eviction proceeding or is otherwise required by applicable law, the victim will be informed prior to disclosure.

**Criminal Record Checks:** All applicants and household members over 18 years of age will be screened for criminal history. Admission to the project is prohibited for

- I. Any household containing a member(s) who was evicted in the last three years from federally assisted housing for drug-related criminal activity. Management may consider two exceptions to this provision:
  - a. The evicted household member has successfully completed an approved, supervised drug rehabilitation program; or
  - b. The circumstances leading to the eviction no longer exist (e.g., the household member no longer resides with the applicant household).
- II. A household in which any member is currently engaged in illegal use of drugs or for which the owner has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents.
- III. Any household member who is subject to a State sex offender lifetime registration requirement in any state; and
- IV. Any household member if there is reasonable cause to believe that member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents.
- V. Any household containing a member with a felony conviction, within 10 years from the completion of any sentence, for sex offenses (including but not limited to forcible rape, child molestation, and aggravated sexual battery), arson, crimes involving explosives, and the illegal manufacture of controlled substances or manufacture of illegal drugs.
- VI. Any household containing a member with a felony conviction, within 10 years from the completion of any sentence, that involved damage to or destruction of property, bodily harm against a person, including but not limited to: murder, homicide, manslaughter, armed robbery, aggravated assault, or any felony of violence that may establish that the applicant constitutes a direct threat to the health or safety of other individuals or to the property.
- VII. Any household containing a member with a felony conviction, within 5 years from the completion of any sentence, that involved stalking, weapon offenses, burglary, theft, auto theft, buying receiving or possession of stolen property.
- VIII. Any household containing a member with a felony conviction, within 3 years from the completion of any sentence, involving the illegal personal use of a controlled substance (other than sales, trafficking, or manufacture), prostitution, or forgery.
- IX. Any household containing a member with a misdemeanor or ordinance violation, within 3 years from the completion of any sentence, for a crime of violence that may establish that the applicant constitutes a direct threat to the health or safety of other individuals or the property.



## REASONABLE ACCOMMODATION PROCESS

Applicants must demonstrate that the request for a reasonable accommodation is necessary to allow the applicant to have an equal opportunity to use and enjoy their housing. Upon receiving the request, management will provide a Reasonable Accommodation form to the applicant. The form is not required. Management will respond to the request within 10 business days of receipt. If the request is to occupy an accessible unit, the available unit will be held for the applicant requesting the accommodation until management decides whether to approve or deny the request. If the request is denied, the applicant will be notified in writing and given eight business days to appeal management's decision, during which time the available unit will not be rented to another qualified applicant.

If the applicant's criminal conviction was related to his or her disability, management will consider a reasonable accommodation.

**Applicant Rejection:** Applicants will be notified of rejection in writing which will include

1. The specific reason for the rejection.
2. The applicant's right to respond to the owner in writing or request a meeting within 14 days to dispute the rejection, and
3. That persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process.
4. HUD form 5380 and 5382 will be included with the denial letter.

The meeting with the applicant to discuss the applicant's rejection will be conducted by a member of the management staff who was not involved in the initial decision to deny admission or assistance. Within 5 business days of the response or meeting, management will advise the applicant in writing of the final decision on eligibility.

## APPEAL PROCESS

Applicants have the right to appeal denials within 14 calendar days of notification. Applicants have the right to request a reasonable accommodation. Management will respond to such requests within 10 business days. If a reasonable accommodation request is submitted the unit will be held until the request determination is finalized and communicated in writing to the applicant. In the event a denial of a request for reasonable accommodation the applicant will have 8 business days to challenge the decision before the unit can be rented to another qualified applicant.

## UNIT TRANSFER POLICY

All transfer requests must be made and submitted in writing to management. Under the conditions below, unit transfer requests will take priority to the waitlist applicants. There is no fee for unit transfers.

1. Need for Accessible Unit
2. Reasonable Accommodation Requests
3. Medical reason
4. HUD Compliance
5. Households residing in an accessible unit that do not need the accessibility features

## OCCUPANCY POLICY

Minimum of one person in 1-bedroom. No more than 2 persons per bedroom size, with an exception for children under the age of 3.



## **STUDENT STATUS ELIGIBILITY –Tax Credit**

Student status must be verified for tax credit units. A household of all full-time students is ineligible for a tax credit unit unless one of the exceptions apply:

- All members are married and entitled to file a joint tax return.
- The household is comprised of a single parent(s) with minor children where neither the parent nor at least one child is claimed as a dependent on someone else's tax return other than the absent parent of the children.
- The household receives Temporary Assistance to Needy Families (TANF).
- The student participates in a program receiving assistance under the Job Training Partnership Act, Workforce Investment Act, or similar federal, state or local program.
- The student was previously in foster care.

## **PRIVACY POLICY**

It is the policy to guard the privacy of individuals conferred by the Federal Privacy Act of 1974 and to ensure the protection of such individuals' records. Therefore, neither National Soldiers Home Residences nor its agents shall disclose any personal information contained in its records to any person or agency unless the individual about whom the information is requested shall give written consent to such disclosure.

Applicants and all adult household members are required to sign HUD-9887 and HUD-9887A consent forms. These forms incorporate the Federal Privacy Act Statement and describe how the information collected using the form may be used, and under what conditions information collected may be released.

The Privacy Policy in no way limits National Soldiers Home Residences ability to collect such information as it may need to determine eligibility, compute rent, or determine an applicant's suitability for residency. Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, any information obtained on handicap or disability will be treated in a confidential manner.



