



# TENANT SELECTION PLAN

## Ridpath Club Apartments

515 W Sprague Ave  
Spokane, WA 99201  
509-624-1178

Ridpath Club Apartments is comprised of Studio, 1-bedroom, and 2-bedroom apartments (one 2-bedroom apartment). 179 of the total apartments available in the building are subject to Federal Low Income Housing Tax Credit (LIHTC) eligibility requirements.

### ELIGIBILITY REQUIREMENTS

Households applying for residency in an LIHTC apartment must meet the following criteria:

- The household must meet the Low Income Housing Tax Credit (LIHTC) financial criteria at 60% of the median income or less
- The household must have verified income of near 2.2 times the amount of rent for the apartment for which they are applying, unless they are receiving rental subsidy and/or disability income
- The apartment must be the household’s only residence
- All adult household members must sign an Authorization to Release Confidential Information prior to tenancy and annually thereafter
- Household members must provide consent to verify all information reported by the household
- The household must be of an appropriate size for the available apartment. Refer to the OCCUPANCY STANDARDS section for additional information

### INCOME LIMITS

The Area Median Income (AMI) is determined each year by the U.S. Department of Housing and Urban Development (HUD). Income limits are published by HUD and are subject to change without notice. Applicants can call the property manager at the number above to inquire about current income limits.

Below are listed the most current income limits by number of people in the household (contact leasing office for additional income limits for household sizes not listed)

Maximum HOUSEHOLD INCOME				
AMI	1 Person	2 People	3 People	4 People
60%	32,400	37,020	41,640	46,260

## **OCCUPANCY STANDARDS**

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Management reserves the right to limit the number of individuals residing within a single apartment. Consideration is given to overcrowding and underutilization factors as well as compliance with Federal, State and Local laws. Generally, the acceptable number of persons per apartment, depending on household composition, will be:

Studio Apartments:	1-2 people
1-Bedroom Apartments:	1-2 people
2-Bedroom Apartments	2-5 people (2 people minimum)

Due to restrictions in the Low Income Housing Tax Credit program, households may not add a new member during the first year of residency. Any household wishing to add a member after the first year of residency must have proposed the new member of the household complete all application materials and must receive management approval prior to adding the member to the household or moving into the apartment.

## **PREFERENCES FOR APARTMENTS**

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All applications are placed on the wait list in the order they are received. All applications are on a first-come, first-serve basis.

## **WAIT LIST ORDER AND MAINTENANCE**

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The wait list is open at all times, to be added to the wait list a Resident Eligibility Package will need to be completed. Applicants must notify Management if any of the following changes occur:

- |                          |                   |
|--------------------------|-------------------|
| -Address or phone number | -Income           |
| -Household composition   | -Criminal History |

Applications will be removed from the wait list if:

- The household no longer meets the eligibility requirements for the property or project
- The household fails to respond to a written notice requesting response in the timeframe indicated in the notice
- The household is offered and rejects two units on the property
- Mail sent to the address listed on the application is returned as undeliverable
- Changes in the household size put the applicant household outside of the minimum or maximum occupancy standards

Once each year, applicants who have been on the wait list for longer than 6 months will receive a letter asking the household to confirm its continued interest in remaining on the wait list for the property. Applicants must respond to the letter in the timeframe indicated in order to maintain their position on the wait list. Applicants who do not respond in the timeframe indicated or whose letter is returned as undeliverable, may be removed from the wait list.

## **ELIGIBILITY OF STUDENTS**

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Households comprised of full-time students, as defined by LIHTC rules, are not eligible for housing at Ridpath Club Apartments, with the following exceptions:

1. At least one individual is receiving assistance under Title IV of the Social Security Act (i.e. TANF).
  2. At least one individual is enrolled in a job training program receiving assistance under the Workforce Investment Act or under other similar federal, state, or local laws.
  3. The household consists of a single parent and his/her dependents, where neither the single parent nor their children are dependents of another individual (other than a parent of such children).
  4. The household consists of persons who are married and eligible to file a joint tax return
  5. At least one individual was previously under the care of a state foster care program.
- Documentation will be required to verify exceptions to an all-student household.

## **PROCEDURES FOR ACCEPTING APPLICATIONS**

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The application process has two phases. The first phase requires completion of the Tenant Screening application (The Application for Rental). The second phase requires the completion of the Resident Eligibility Application and all required attachments.

The Resident Eligibility Application package includes the following forms which must be completed and submitted to the management office to be considered for occupancy and/or to be placed on the wait list. Incomplete, inaccurate, or illegible forms will be returned to the applicant.

- *Resident Eligibility Application* – This form must be completed and signed by all adult household members during an in person interview by a member of the leasing team.
- *Household Demographics* – Completion of the race and ethnic data on the form is optional, but each household member must sign this form, even if they choose to leave the data blank
- *Student Certification* – All applicants must complete this form regardless of student status.
- *Tenant Selection Plan* – Applicants should review this Tenant Selection Plan and retain it for their records. It does not have to be signed or returned to the office.

All information reported on the Resident Eligibility Application will be confirmed by third-party sources and/or requested documentation to be provided from the applicant. All management requests to the applicant for further information needed to confirm eligibility must be responded to within three business days. Failure to respond within three business days will result in the cancellation of the application.

Applicants indicating on the application form that they require an apartment which is accessible to persons with a mobility, hearing, or visual disability, or requesting any other reasonable accommodation for a disability, will be contacted for additional information, and will be asked to sign verification documents per the Reasonable Accommodation Policy. This information will be added to the application in order to offer the applicant an apartment that meets their needs.

## **TENANT SCREENING CRITERIA**

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Please see the attached Tenant Screening Criteria.

## **VICTIMS OF DOMESTIC VIOLENCE**

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An applicant's or Tenant's status as a victim of domestic violence, dating violence, or stalking is not a basis for denial of rental assistance or for denial of admission if the applicant otherwise qualifies for assistance or admission.

## **REJECTION OF INELIGIBLE APPLICANTS**

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Applicants who do not meet the screening criteria or eligibility requirements will be notified in writing why they will not be accepted as tenants. They will be given the opportunity to appeal the decision by presenting additional information to the screening process. If a unit was offered to the applicant prior to the denial of application, the unit will be offered to the next person on the wait list. However, if the applicant presents additional information that mitigates the reason for rejection, the household may be reinstated on the wait list at the position they held when the rejection was made.

## **UNIT TRANSFER POLICY**

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Transfers between apartments with the same number of bedrooms are facilitated only as a Reasonable Accommodation, and only based upon the verified need for specific features in the unit. Transfers based on Reasonable Accommodation take priority over new applications.

For accessible apartments, when there is neither a qualified applicant nor a current tenant with disabilities requiring the accessibility features of the apartment, management may offer the apartment to another household, providing that the household enter into an agreement that they will transfer to a non-accessible apartment within the same project if another household requires the features of the accessible apartment.

Transfers from a 2-bedroom to a 1-bedroom apartment are required if the household no longer meets the minimum of two (2) household members required for a 2-bedroom apartment, and if the household meets eligibility and qualification requirements for the 1-bedroom per the LIHTC program.

Requests to transfer to a 2 bedroom apartment will be considered after the first full year of residency, and only if the household composition changes (increases). The household must be in good standing with no late/past due rent notices, or lease violation notices within the past 12 months. The household must meet the eligibility and qualification requirements for the new apartment, including requirements of the LIHTC program.

Requests to transfer from a studio to a 1-bedroom apartment will be considered after the first full year of residency and does not require a change in household composition. The household must be in good standing with no late/past due rent notices or lease violation notices within the past 12 months. The household must meet eligibility and qualification requirements for the new apartment, including requirements of the LIHTC program.

## **REASONABLE ACCOMMODATION**

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Applicants with disabilities retain the right to request reasonable accommodations in rules, policies, practices, or services including those pertaining to the application process, and retain the right to request

reasonable modifications to their apartment or common areas if such accommodations or modifications are necessary to afford the applicant equal opportunity to enjoy the premises. Requests for reasonable accommodation or modification should be made to management. The applicant will be asked to provide information to help verify disability and or the need for the requested accommodation or modification. A written response will be sent to the applicant within 14 days of the request.

## **LIVE-IN AIDES/ATTENDANTS**

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Live-in Aides/Attendants must complete a Live-In-Aide Application and all required forms and attachments and can be approved by management prior to occupancy. Live-In-Aides/Attendants must pass all screening criteria except the criterion to pay rent on time as they are not responsible for rental payments. Live-In-Aides/Attendants will be required to provide identification in order to conduct screening.

## **FAIR HOUSING AND EQUAL OPPORTUNITY**

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The owners and management of Ridpath Club Apartments comply with all Federal, State, and Local housing and civil rights laws. Federal law prohibits discrimination based on race, color, creed, religion, sex, national origin, age, or handicap. Administrative procedures further prohibit discrimination on certain class memberships.

Management promotes and provides equal housing choice for all prospective and current tenants regardless of race, color, creed, national origin, gender, gender identity, sexual orientation, handicap, familial or marital status, and veteran / military status.

All of the above requirements apply to the acceptance and processing of applications, selection of tenants from among eligible applicants on waiting list, assignment of units, and the certification and recertification of eligibility for housing assistance.