Good Shepherd Community Tenant Selection Policy

Purpose:
To provide a set of criteria for admission.

Policy:
A. Each applicant shall be assigned an appropriate place on the waiting list, in sequence, based upon date and time the application was received, suitable apartment type, size, (HUD Only: income, preferences and/or accessibility).

B. Consideration in the selection of:
1. **Ability to be in lease compliance**-Priority shall be based as applicable with conditions stated in A above provided the tenant is capable of living as stated below. A condition to occupancy is that the tenant must possess the ability to be in lease compliance, i.e., the ability either in conjunction with available supportive services, or to maintain both person and apartment in a manner which is not detrimental to either the tenant's safety or personal well-being, or to the safety and well-being of other tenants and must pay rent timely. Failure to remain in lease compliance may lead to termination of lease.
2. **References**-Prior housing references must reflect prompt payment of rent, ability to maintain reasonable relationships with fellow tenants and maintenance of apartment in a clean and safe manner.
3. **Age**-Qualified individuals or families whose head of households or spouse or co-head is 55 years of age and better at Shepherd Court Apartments. Shepherd Oak OR Shepherd Oak West Apartments - one applicant per household must be 62 or older. Good Shepherd Apartments - one applicant per household must be 62 or older, OR one applicant per household requires the features of a mobility accessible unit and must be over the age of 18.

C. **Income**-At the HUD apartments, tenants must meet the income requirements for that building and income from assets are considered when verifying the income for each applicant.

D. **Assets**-At the HUD apartments, the value of necessary items such as furniture, automobiles and clothing shall be excluded.

E. **Desirability**-In determining eligibility, the following facts also apply:
1. Whether the conduct of the applicant in present or prior housing has been such that admission would adversely affect the health, safety, or welfare of other tenants, or the financial stability of the project. A record of any of the following may be sufficient cause for Good Shepherd Apartment Community to deny eligibility.
   a. A record of non-payment.
   b. A record of disturbances that impact the quiet enjoyment of the community.
   c. A record of destruction of property.
   d. A record of poor living or household habits.
   e. A history of criminal activity as identified in a criminal background screening.
   f. Failure to sign verification consents.
   g. The inability of the applicant to live in compliance with the lease.

F. **Ineligibility**-Applicants determined to be ineligible due to any reason referenced in E above, shall be notified by letter immediately of the termination and the reason(s) therefore: the letter shall state that the applicant has the right within a reasonable time (specified in the letter to be within 14 days) to request a meeting, or if after the meeting it is determined that the applicant is still ineligible, applicant will be notified in writing within 14 days.

G. **Occupancy Limitation**-No more than 2 (two) persons shall be allowed to occupy a one-bedroom unit on a permanent basis. No more than 4 (four) persons shall be allowed to occupy a two-bedroom unit on a permanent basis.

A full Tenant Selection Policy is available upon request.

The Good Shepherd Community

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www.goodshepherdcampus.org

EQUAL HOUSING OPPORTUNITY
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