Resident/Member Selection Plan

Eastern Gardens Cooperative
3045 Eastern Avenue, Sacramento, CA 95821
(916)489-1604

Arrowhead Housing
03/29/2017

Introduction

Eastern Gardens Cooperative is not-for-profit apartment housing cooperative and is referred to as a "Common Interest Development" according to Davis-Stirling Act of 1986. Forty (40) units are subsidized under the Pre-1981 Section 8 program.

Fair Housing and Equal Opportunity

The owners and management of Eastern Gardens Cooperative 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 based on certain class memberships.

Management promotes and provides equal housing choice for all prospective and current tenants regardless of race, color, religion, creed, national origin, gender, gender identity, sexual orientation, handicap, familial or marital status, or membership in any class of persons.

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

Policies to Comply with Section 504 of Rehabilitation Act of 1973

Section 504 prohibits discrimination based upon disability in all programs or activities operated by recipients of federal financial assistance. A Reasonable Accommodation as defined by the Fair Housing Act is any accommodation by management in rules, policies (including acceptance of assistance animals as an exception to a"no pets" rule), and practices of services to give a person with a disability an equal opportunity to use and enjoy a dwelling unit or common space. It is your responsibility to inform management of any situation where a Reasonable Accommodation is needed.

Reasonable Accommodations should be submitted in writing. If unable to provide the request in writing, please notify management. Reasonable structural modifications to units and/or common areas that are needed by applicants and tenants with disabilities may be approved and funded by the project, unless these modifications would change the fundamental nature of the project or result in undue financial and administrative burdens.

Fair Housing Act Amendment of 1988 prohibits discrimination on the basis of race, color, religion, gender, national origin, disability or familial status. We do not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

Limited English Proficiency

For persons who do not speak English as their primary language and those who have a limited ability to speak, read, write, or understand English; we will take reasonable steps to

ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits. We ensure meaningful communication with LEP applicants and residents and their authorized representatives. A contracted telephonic interpretation service and other aids needed to comply with this policy shall be provided free of charge to the person being served, and residents and their families will be informed of the availability of such assistance. Language assistance may also be provided through use of a competent bilingual staff, staff interpreters, or formal arrangements with local organizations providing interpretation services or technology. Some may provide free translation services.

Eligibility Requirements

Eastern Gardens Cooperative restricts occupancy to:

Income Limits

Income Limits are established each year by HUD. Eligibility for this program is determined as Very Low. Households must have annual income that does not exceed 50% of the Area Median. Income Limits are published by HUD at http://www.huduser.org/portal/index.html or applicants can call the Community Director at the number above to inquire about current income limits.

- An applicant is considered ineligible if:
  - The household's annual income is greater than the applicable income limit.
  - The amount the household would be required to pay using the HUD rent formula equals or exceeds the Gross Rent for the unit.
  - The applicant will continue to receive assistance on another unit at the time of admission.

Household Occupancy Standards

Apartment size is determined by household composition.

No. of Bedrooms	Minimum Persons	Maximum Persons
1	1	3
2	2	5

- Two people may occupy one (1) bedroom
- No more than two persons are required to share a bedroom.
- Management will take into consideration mitigating circumstances such as reasonable accommodations for disabilities and verified medical reasons for a larger unit.

Social Security Number Requirement

Each member of the household must provide a valid social security card or evidence of application for the card. Applicants 62 years of age or older on January 31, 2010 **and** previous participants of HUD assisted housing on or before January 31, 2010, are exempt from disclosure of a social security card as described above. If the applicant meets the exception requirements for SSN disclosure and verification, documentation will be

requested from the property where the initial determination of eligibility was determined. This information will be retained in the applicant's file.

Applicants must disclose Social Security numbers (SSNs) for all family members. Documentation must be provided, such as the original Social Security card. If no SSN has been assigned, the applicant must complete a certification that no SSN has been assigned. Note: If it has been determined that the applicant is otherwise eligible for admission into the property, and the only outstanding verification is that of the SSN, the applicant may retain his or her place on the waiting list for a period of 90-days during which the applicant is trying to obtain documentation of SSN. Applicants should be aware that available units will offered to the other eligible households during this period of time; units will not be "held" for applicants while they await their documentation. After 90-days, if the applicant is unable to disclose the SSNs of all non-exempt household members, the applicant will be determined ineligible and removed from the waiting list.

Enterprise Income Verification System (EIV)

Eastern Garden Cooperative uses Enterprise Income Verification (EIV) which is mandatory for all HUD assisted properties. It is an internet-based data system containing employment and income information on individuals participating in HUD's rental assistance programs. This information comes from the Social Security Administration, the Department of Health and Human Services, and the National Directory of New Hires. This information is used in order to verify social security numbers and correct reporting of income for all household members. EIV is also used to determine if applicants are currently receiving HUD rental assistance at another property.

During the application process, all adult household members are required to sign form *HUD-9887, Notice and Consent for the Release of Information*, and form *HUD-9887A, Applicant/Tenant Consent to the Release of Information*. All adult tenants are required to sign these forms at initial processing and on an annual basis. These forms give consent for HUD and property management to obtain information, verify information, and determine eligibility for HUD rental assistance. All adults regardless of whether they report income must sig n these forms. Failure to sign the consent forms may result in the denial of assistance or termination of assisted housing benefits.

As part of the applicant screening process, management will run an EIV Existing Tenant Search for all household members. This report checks to see whether any household member is currently living in another Public & Indian Housing or Multifamily site. If that is the case, management will coordinate move-out and move-in dates with the current property to avoid a double subsidy request to HUD.

Student Eligibility

The eligibility restrictions imposed on students and/or college students enrolled in institutions of higher education is as follows:

a. The student must meet all of the following criteria to be eligible:
   - Be of legal contract age under state law;

- Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy, **or**
- Meet the U. S. Department of Education's definition of an independent student
- Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations; and
- Obtain a certification of the amount of financial assistance that will be provided by parents, signed by the individual providing the support. This certification is required even if no assistance will be provided.

b. The full amount of financial assistance paid directly to the student or to the educational institution and amounts of scholarships funded under title IV of the Higher Education Act of 1965, including awards under federal work-study programs or under the Bureau of Indian Affairs student assistance programs are excluded from annual income for this program.

Application Intake and Processing

The community shall be rented and occupancy maintained on a first-come, first-served basis with preferences taken into consideration. All persons wishing to be admitted to the community or placed on the waiting list must complete an application. Prospective tenants submitting incomplete applications will not be considered for occupancy. The initial application shall be timed and dated when received, and the Community Director shall maintain at the rental office a chronological list of all Applicants (categorized on a bedroom size requirement). Applicants shall be offered housing (after meeting all selection criteria requirements including the verification process), placed on the waiting list, or declined. Potentially eligible Applicants who have met tenant selection criteria and for whom the right size unit is not available will be placed on the waiting list and informed in writing that they will be contacted when an appropriate unit becomes available. Applicants who fail to provide acceptable landlord references, credit history or who have a criminal background will be notified that they have been removed from the waiting list.

When an appropriate unit is available, the waiting list shall be reviewed to identify the Applicant who meets preference criteria or whose name is chronologically at the top of the list. Applicants will be contacted by mail and must respond within 10 (ten) calendar days to either accept or reject the unit. An applicant may turn down the offer of a unit for which they are eligible one time and retain their position on the wait list. If an applicant turns down a unit for which they are eligible a second time, the application will be cancelled and the applicant will be removed from the wait list and must reapply for eligibility.

The Community Director shall interview the Applicant; confirm and update all information provided on the application; update credit reports older than one year; obtain current information of income, assets, expenses and Family composition as applicable and necessary to certify eligibility and compute the resident's share of the rent. Each Applicant will be required to comply with the Social Security Disclosure Regulations which means each Family member, must supply his/her Social Security number and verification of the same. The Applicant shall be informed that a final decision on eligibility cannot be made until all verifications are complete and current income has been verified.

It is the applicant's responsibility to update management regarding any changes including but not limited to: phone number, address, income, household composition and criminal background while they are on the waitlist. All changes to the application and waiting list updates must be received in writing from the applicant.

Upon completion of the application process confirming applicant meets the qualifications, the applicant will submit a formal application from membership to the Board of Directors.

Applications will be received by mail as well as at the community office located at:

Address	3045 Eastern Avenue
City, State, Zip	Sacramento, CA 95821

Preferences

Management will observe preferences listed below, prioritized in the order of the list:

a. **Accommodation for Existing Residents:** Requests for accommodation from existing residents requiring unit transfers will take priority over all waiting list Applicants. Accommodation results when a third-party-verified handicap or disability requires a change or repairs which make it easier for the existing resident to reside in the community.
b. **Units Designed for Use by Handicapped/Disabled Residents:** Applicants requesting units with specifically designed features for handicapped/disabled individuals will be provided preference for units that have been set-aside for this use.
c. **Transfers for Existing Tenants:** Administrative transfers for households who are over or under housed shall be granted preference over other households on the waitlist.

Unit Transfer Policy

Transfers from one unit to another type of unit within the property will take precedence over new move-ins and may be required by management for the following reasons only:

- To alleviate overcrowding (Household has more members than the Occupancy Standards allow);
- To avoid occupancy by too few people (Household is under the minimum Occupancy Standards and is required to transfer to the next available unit of appropriate size);
- For verifiable medical necessity, i.e. wheelchair accessible unit or additional space for medical equipment.
- When a household requests to transfer one or more lessees out of an existing household into another unit on the property, the transferring lessee will be treated as a new applicant. He/she must be of legal contract age or an emancipated minor, complete an application, and then they will be placed at the bottom of the Waiting List. As any other applicant, they must meet eligibility and qualify as a new move-in by going through the screening process regarding verifying income, criminal and credit history, etc.
- For emergency temporary relocation. (If a unit becomes uninhabitable due to a catastrophe, the resident family will be given any open unit for temporary living

quarters until their own unit is repaired. An "open unit" is a unit for which the keys are in the possession of the management company.)

- If a non-physically disabled tenant is living in an accessible unit, and a disabled tenant or Waiting List applicant needs the special physical design features of that unit, the tenant must agree to move to a non-accessible unit at their own expense.

Depending upon the circumstances of the transfer, a tenant may be obligated to pay all costs associated with the move.

References, Criminal, and Credit History

Management will require a photo identification and signed consent form of all adult household members for verification of references and permission to seek credit and criminal background history.

- **Landlord References:** Landlord references will be required for up to five (5) years, including the present landlord. Applicants, who have been previous homeowners, must be able to demonstrate that they have made mortgage payments in a timely manner. Applicants, who have had no previous rental or homeownership history, must provide other references (not relatives or friends). Unfavorable landlord or other references may result in removal from the waiting list. An applicant who has been evicted within the past five (5) years for cause, including but not limited to non-payment of rent, illegal activity, past due rent and/or damage charges will be declined and removed from the waitlist.
- **Credit History:** Credit reports will be ordered for each Applicant. The credit report will be reviewed to determine the Applicant's history of meeting financial obligations including payments for rent, utilities, loans, revolving credit cards, and other obligations. Applicant's credit history must be acceptable to management before they will be approved to occupy a unit. The credit report will be reviewed to:
  - confirm current address;
  - confirm credit sources included on the application;
  - confirm current and past employment listed on the application; and
  - to determine whether the Applicant has an acceptable credit history.

  Applicants, whose credit histories are unacceptable, will be declined and removed from the waiting list. An unacceptable credit history is one that reflects consistent, past-due payments of more than 90 days; a history of repeated insufficient fund checks; derogatory credit (repossessions, foreclosures, judgments, collections, charge-offs, liens, bankruptcy not yet discharged, etc); delinquent or charge off debt due other apartment communities; or unpaid utility company collections which would prohibit applicant from obtaining services. The lack of credit history or past due payments or derogatory credit relating to medical expense or student loans will not be considered as grounds for declining an Applicant. Consideration will be granted when current credit history demonstrates a pattern of improvement; history of rent payment overshadows other debt issues or Applicant can demonstrate acceptable reasons for credit history. Applicants may wish to provide an explanation that evidences efforts to correct credit deficiencies through payment plans or other work out solutions. If such explanation is acceptable to management, further screening may be conducted and written confirmation of payment plans may be required from the creditor(s). In the event of decline based upon credit, the

Applicant has 14 days to provide an explanation and request further consideration. Applicant can request a copy of the credit report directly from the credit report agency(s). It is the Applicant's responsibility to contact the credit reporting agency to resolve any items that have been incorrectly reported.

- **Criminal Activity Reports**: A criminal activity report will be ordered for each Applicant, and an Applicant with a history that includes felonious crimes, Drug-Related crimes violent crimes or sexual crimes will be declined and removed from the waiting list. Reports will be obtained from local and/or state records. Consideration may be granted to Applicants with past nonviolent criminal records occurring five or more years in the past with no further criminal record. If the Applicant has resided in a state other than **California** and has a past felony conviction, a report will be required from that state or federal organization. Applicants will be required to certify that they or members of their household are not Registered Sex Offenders. Registered Sex Offenders will not be admitted to the apartment community.

The U.S. Department of Housing and Urban Development prohibits the following persons from receiving federally subsidized housing:

- Any household containing a member(s) who was evicted in the last three years from federally assisted housing for drug-related criminal activity. Two exceptions may be considered: 1) The evicted household member has successfully completed an approved, supervised drug rehabilitation program; or 2) The circumstances leading to the eviction no longer exist (e.g. the household member no longer resides with the applicant household).
- A household in which any member is currently engaged in illegal use of drugs or federally controlled substances or for which there is reasonable cause to believe that a household member's illegal use or pattern of use of illegal drugs or federally controlled substances may interfere with the health, safety, and right to peaceful enjoyment of the property by residents, staff or guests (CFR 5.854)
- Any applicant or household member who is subject to lifetime registration requirements under any State sex offender registration program; or (CFR 5.856)
- Any household member if there is reasonable cause to believe that a 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. (CFR 5.857)

Violence Against Women Act (VAWA)

Criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a resident's household or any guest or other person under the resident's control, shall not be cause for termination of assistance, or occupancy rights if the resident or an immediate member of the resident's household is the victim or the threatened victim of that abuse.

An incident(s) of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease by the victim (or threatened victim), and will not be "good cause" for the termination of the assistance, tenancy, or occupancy rights of a victim of such violence.

All current tenants will be provided the option to complete form HUD-91066, Certification of Domestic Violence, Dating Violence or Stalking. This form will also be made available to all families at the time of admission

Form HUD-91067, HUD's lease addendum for the VAWA provisions, is a required addendum to every lease. If it is determined that physical abuse caused by a tenant is clear and present, the law provides management the authority to bifurcate the lease, and remove, evict, or terminate housing assistance to that individual, while allowing the victim, who lawfully occupies the home, to maintain tenancy. The eviction of, or termination action against the individual, will be done in accordance with the procedures prescribed by Federal, State, and local law. If such action is deemed necessary, an interim recertification will be processed reflecting the change in household composition.

Rejecting Applicants

Applicants who do not meet the screening criteria will be notified in writing why they will not be accepted as tenants. They will be given an opportunity to meet with the Housing Director to discuss any questions they have regarding the screening criteria or to appeal the decision by presenting additional information relevant 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 re-instated on the wait list at the position they held when the rejection was made.

If an Applicant is declined, the Community Director shall promptly notify the Applicant in writing and explain in the notice the reasons for the decline. The Applicant will be notified that they have 14 days to respond in writing or to request a meeting to discuss the decline. All declined applications and supportive documentation shall be maintained at the management agent's home office in a manner that assures confidentiality.

Opening and Closing Waitlist

A waiting list is kept for the community; the waiting list will be updated every 6 (six) months by the Community Director of the community. All 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 within 10 (ten) calendar days to maintain their position on the wait list. Applicants who do not respond in the timeframe indicated, or whose letter is returned as undeliverable, will be removed from the waitlist and must reapply for eligibility.

If there are a sufficient number of applicants per unit type to fill the average number of vacancies in a year, the waiting list is suspended. When applications on hand are insufficient to fill the annual vacancies the waiting list is re-opened. The reopening of the waiting list will be announced by notification of all personnel who may be involved with

inquiries regarding housing, through communication with social service agencies and other sources of applicant referrals. Advertising, (if needed) will indicate the opening of the waiting list, and finally, the Community Director will notify the residents of the particular apartment community. Applicants are placed on the waiting list by date and time the application was received.

Affirmative Fair Housing Marketing Plan (AFHMP)

The property complies with the requirements of the HUD-approved AFHMP established for the property, which is designed to promote equal housing choice for all prospective residents regardless of race, color, religion, sex, disability, familial status, national origin, sexual orientation, gender identity, or marital status. The purpose of the plan is to ensure that families with similar income levels will have a similar range of housing opportunities. The plan outlines marketing strategies management will use. Special efforts will be made to attract persons who are least likely to apply due to such factors as the racial or ethnic composition of the neighborhood, or other factors the State may require. Marketing will also seek to reach potential applicants outside the immediate neighborhood if marketing only within the neighborhood would create a disparate impact against certain classes, such as the case of an entire neighborhood that includes no minorities.

Cooperative Membership

Eastern Gardens Cooperative requires every applicant to purchase a membership of the cooperative stock. The fees are available in the office. These fees are one time

- All perspective members are required to purchase a single share in the corporation.
- Each member's share value appreciates per criteria outlined in our governing documents and is refundable upon move out. The annual rate of appreciation for your purchased share is 1% per annum.
- There are minor transfer costs when memberships move out or simple transfer to another unit, but no closing costs would be paid like when buying a house.
- Though the terms of "share" or "stock" is often used to describe the legal term of the co-op, it does not follow the open stock market in reference to stock increases since those types of stock change on a daily basis and have a considerable amount of variables that reflect their up or down pricing. Therefore, other means are used to help determine EG's as well as other co-ops percentage increases or decreases, hence the terms, "membership value or fee", often referred to as "equity buy-in".

Notification of Changes to Resident Selection Plan

When the management for the community updates or changes the resident selection plan, the following actions will be taken to notify both residents and applicants of the changes to the resident selection plan.

- The updated Resident Selection Plan will be posted in the management office
- A letter will be mailed to all residents and applicants notifying them of the change to the resident selection plan and informing them that they can review the changes at the management office if they are so inclined.

This plan may be amended only with prior approval from HUD.

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- Meet the U. S. Department of Education's definition of an independent student
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Transfers from one unit to another type of unit within the property will take precedence over new move-ins and may be required by management for the following reasons only:

- To alleviate overcrowding (Household has more members than the Occupancy Standards allow);
- To avoid occupancy by too few people (Household is under the minimum Occupancy Standards and is required to transfer to the next available unit of appropriate size);
- For verifiable medical necessity, i.e. wheelchair accessible unit or additional space for medical equipment.
- When a household requests to transfer one or more lessees out of an existing household into another unit on the property, the transferring lessee will be treated as a new applicant. He/she must be of legal contract age or an emancipated minor, complete an application, and then they will be placed at the bottom of the Waiting List. As any other applicant, they must meet eligibility and qualify as a new move-in by going through the screening process regarding verifying income, criminal and credit history, etc.
- For emergency temporary relocation. (If a unit becomes uninhabitable due to a catastrophe, the resident family will be given any open unit for temporary living

quarters until their own unit is repaired. An "open unit" is a unit for which the keys are in the possession of the management company.)

- If a non-physically disabled tenant is living in an accessible unit, and a disabled tenant or Waiting List applicant needs the special physical design features of that unit, the tenant must agree to move to a non-accessible unit at their own expense.

Depending upon the circumstances of the transfer, a tenant may be obligated to pay all costs associated with the move.

References, Criminal, and Credit History

Management will require a photo identification and signed consent form of all adult household members for verification of references and permission to seek credit and criminal background history.

- **Landlord References:** Landlord references will be required for up to five (5) years, including the present landlord. Applicants, who have been previous homeowners, must be able to demonstrate that they have made mortgage payments in a timely manner. Applicants, who have had no previous rental or homeownership history, must provide other references (not relatives or friends). Unfavorable landlord or other references may result in removal from the waiting list. An applicant who has been evicted within the past five (5) years for cause, including but not limited to non-payment of rent, illegal activity, past due rent and/or damage charges will be declined and removed from the waitlist.
- **Credit History:** Credit reports will be ordered for each Applicant. The credit report will be reviewed to determine the Applicant's history of meeting financial obligations including payments for rent, utilities, loans, revolving credit cards, and other obligations. Applicant's credit history must be acceptable to management before they will be approved to occupy a unit. The credit report will be reviewed to:
  - confirm current address;
  - confirm credit sources included on the application;
  - confirm current and past employment listed on the application; and
  - to determine whether the Applicant has an acceptable credit history.

  Applicants, whose credit histories are unacceptable, will be declined and removed from the waiting list. An unacceptable credit history is one that reflects consistent, past-due payments of more than 90 days; a history of repeated insufficient fund checks; derogatory credit (repossessions, foreclosures, judgments, collections, charge-offs, liens, bankruptcy not yet discharged, etc); delinquent or charge off debt due other apartment communities; or unpaid utility company collections which would prohibit applicant from obtaining services. The lack of credit history or past due payments or derogatory credit relating to medical expense or student loans will not be considered as grounds for declining an Applicant. Consideration will be granted when current credit history demonstrates a pattern of improvement; history of rent payment overshadows other debt issues or Applicant can demonstrate acceptable reasons for credit history. Applicants may wish to provide an explanation that evidences efforts to correct credit deficiencies through payment plans or other work out solutions. If such explanation is acceptable to management, further screening may be conducted and written confirmation of payment plans may be required from the creditor(s). In the event of decline based upon credit, the

Applicant has 14 days to provide an explanation and request further consideration. Applicant can request a copy of the credit report directly from the credit report agency(s). It is the Applicant's responsibility to contact the credit reporting agency to resolve any items that have been incorrectly reported.

- **Criminal Activity Reports:** A criminal activity report will be ordered for each Applicant, and an Applicant with a history that includes felonious crimes, Drug-Related crimes violent crimes or sexual crimes will be declined and removed from the waiting list. Reports will be obtained from local and/or state records. Consideration may be granted to Applicants with past nonviolent criminal records occurring five or more years in the past with no further criminal record. If the Applicant has resided in a state other than **California** and has a past felony conviction, a report will be required from that state or federal organization. Applicants will be required to certify that they or members of their household are not Registered Sex Offenders. Registered Sex Offenders will not be admitted to the apartment community.

The U.S. Department of Housing and Urban Development prohibits the following persons from receiving federally subsidized housing:

- Any household containing a member(s) who was evicted in the last three years from federally assisted housing for drug-related criminal activity. Two exceptions may be considered: 1) The evicted household member has successfully completed an approved, supervised drug rehabilitation program; or 2) The circumstances leading to the eviction no longer exist (e.g. the household member no longer resides with the applicant household).
- A household in which any member is currently engaged in illegal use of drugs or federally controlled substances or for which there is reasonable cause to believe that a household member's illegal use or pattern of use of illegal drugs or federally controlled substances may interfere with the health, safety, and right to peaceful enjoyment of the property by residents, staff or guests (CFR 5.854)
- Any applicant or household member who is subject to lifetime registration requirements under any State sex offender registration program; or (CFR 5.856)
- Any household member if there is reasonable cause to believe that a 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. (CFR 5.857)

Violence Against Women Act (VAWA)

Criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a resident's household or any guest or other person under the resident's control, shall not be cause for termination of assistance, or occupancy rights if the resident or an immediate member of the resident's household is the victim or the threatened victim of that abuse.

An incident(s) of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease by the victim (or threatened victim), and will not be "good cause" for the termination of the assistance, tenancy, or occupancy rights of a victim of such violence.

All current tenants will be provided the option to complete form HUD-91066, Certification of Domestic Violence, Dating Violence or Stalking. This form will also be made available to all families at the time of admission

Form HUD-91067, HUD's lease addendum for the VAWA provisions, is a required addendum to every lease. If it is determined that physical abuse caused by a tenant is clear and present, the law provides management the authority to bifurcate the lease, and remove, evict, or terminate housing assistance to that individual, while allowing the victim, who lawfully occupies the home, to maintain tenancy. The eviction of, or termination action against the individual, will be done in accordance with the procedures prescribed by Federal, State, and local law. If such action is deemed necessary, an interim recertification will be processed reflecting the change in household composition.

Rejecting Applicants

Applicants who do not meet the screening criteria will be notified in writing why they will not be accepted as tenants. They will be given an opportunity to meet with the Housing Director to discuss any questions they have regarding the screening criteria or to appeal the decision by presenting additional information relevant 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 re-instated on the wait list at the position they held when the rejection was made.

If an Applicant is declined, the Community Director shall promptly notify the Applicant in writing and explain in the notice the reasons for the decline. The Applicant will be notified that they have 14 days to respond in writing or to request a meeting to discuss the decline. All declined applications and supportive documentation shall be maintained at the management agent's home office in a manner that assures confidentiality.

Opening and Closing Waitlist

A waiting list is kept for the community; the waiting list will be updated every 6 (six) months by the Community Director of the community. All 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 within 10 (ten) calendar days to maintain their position on the wait list. Applicants who do not respond in the timeframe indicated, or whose letter is returned as undeliverable, will be removed from the waitlist and must reapply for eligibility.

If there are a sufficient number of applicants per unit type to fill the average number of vacancies in a year, the waiting list is suspended. When applications on hand are insufficient to fill the annual vacancies the waiting list is re-opened. The reopening of the waiting list will be announced by notification of all personnel who may be involved with

inquiries regarding housing, through communication with social service agencies and other sources of applicant referrals. Advertising, (if needed) will indicate the opening of the waiting list, and finally, the Community Director will notify the residents of the particular apartment community. Applicants are placed on the waiting list by date and time the application was received.

Affirmative Fair Housing Marketing Plan (AFHMP)

The property complies with the requirements of the HUD-approved AFHMP established for the property, which is designed to promote equal housing choice for all prospective residents regardless of race, color, religion, sex, disability, familial status, national origin, sexual orientation, gender identity, or marital status. The purpose of the plan is to ensure that families with similar income levels will have a similar range of housing opportunities. The plan outlines marketing strategies management will use. Special efforts will be made to attract persons who are least likely to apply due to such factors as the racial or ethnic composition of the neighborhood, or other factors the State may require. Marketing will also seek to reach potential applicants outside the immediate neighborhood if marketing only within the neighborhood would create a disparate impact against certain classes, such as the case of an entire neighborhood that includes no minorities.

Cooperative Membership

Eastern Gardens Cooperative requires every applicant to purchase a membership of the cooperative stock. The fees are available in the office. These fees are one time

- All perspective members are required to purchase a single share in the corporation.
- Each member's share value appreciates per criteria outlined in our governing documents and is refundable upon move out. The annual rate of appreciation for your purchased share is 1% per annum.
- There are minor transfer costs when memberships move out or simple transfer to another unit, but no closing costs would be paid like when buying a house.
- Though the terms of "share" or "stock" is often used to describe the legal term of the co-op, it does not follow the open stock market in reference to stock increases since those types of stock change on a daily basis and have a considerable amount of variables that reflect their up or down pricing. Therefore, other means are used to help determine EG's as well as other co-ops percentage increases or decreases, hence the terms, "membership value or fee", often referred to as "equity buy-in".

Notification of Changes to Resident Selection Plan

When the management for the community updates or changes the resident selection plan, the following actions will be taken to notify both residents and applicants of the changes to the resident selection plan.

- The updated Resident Selection Plan will be posted in the management office
- A letter will be mailed to all residents and applicants notifying them of the change to the resident selection plan and informing them that they can review the changes at the management office if they are so inclined.

This plan may be amended only with prior approval from HUD.