

WAITING LIST PROCEDURES

A full copy of the One Deerfield Place Tenant Selection Plan is available to the public.

To be entered onto the waiting list of One Deerfield Place (ODP), a person must request a waiting list application by phone, mail, fax, email or in-person. All applications received will be reviewed for completeness and preliminary eligibility (age/household size/income). If an application is determined to be incomplete, it will be returned to the applicant in a timely fashion with a cover letter indicating those items that need to be completed. No application will be date/time stamped until it is deemed "complete". If an applicant is determined to be ineligible, a letter will be sent to the applicant indicating the reason for ineligibility and giving the person 14 days to appeal the decision. Applications deemed to be complete and preliminarily eligible will be placed on the waiting list.

Occupancy is based on age, income and screening outcome. When an apartment is available, Management will contact the first person on the waiting list. Applicant will be interviewed and be asked to supply updated information regarding income/assets /family composition/residency/student status. Management will initiate criminal, credit and eviction screening, as well as send reference inquiry forms to current and previous landlords.

An applicant household can be rejected if it fails to meet HUD's or ODP's eligibility requirements. An applicant may be rejected for reasons including but not limited to:

1. Poor credit history.
2. History of late rent payments; poor rental background.
3. Refusal to fully co-operate with the application process in a timely fashion.
4. Misrepresentation of facts on the application or during the admission process.
5. Admission to this project will not be the applicant's only place of residence.
6. Inability to disclose and document social security numbers.
7. Previous history of violence and no current rehabilitation services.
8. History of controlled substance or pattern of behavior due to alcohol abuse with the last 5 years and no current rehabilitative services.
9. A record of disturbance of neighbors or destruction of property at prior residences that may adversely affect the health, safety or welfare of other residents.
10. Involvement in criminal activity by any member of the applicant household or live-in aide.
11. Current use, sale, distribution or manufacture of illegal drugs.
12. Ineligible age, student status, citizenship status.

When all income, eligibility and screening information has been received, the Manager will make the final decision as to whether or not to offer an available apartment to the applicant.