



Tenant Selection Criteria **Federally Regulated Multi-Family Properties**

Occupies Properties will select families and individuals for housing in all apartments managed by them regardless of race, color, religion, sex, national origin, familial status, or physical or mental handicap.

Once eligibility has been established according to applicable income levels and eligibility guidelines for Rural Development, an applicant's credit, criminal and tenancy references will be checked. Priority will be given to Very Low Income applicants as defined by federal regulations, when units becoming available at a specific development are restricted by Federal regulations to occupancy only by very low income applicants or first priority must be given to very low income households. Second priority will be given to low income applicants over moderate-income applicants. Exceptions:

1. First priority will be given to any person holding a valid Rural Development "Letter of Priority" for their eligibility category.
2. Any current tenant required to transfer to a suitably sized unit when one becomes available will be given first priority as vacancies occur.
3. Handicapped individuals will be given first priority for apartment units specifically designed for their handicap.
4. All other things being equal, consideration will be given to early file date and time of Preliminary Application.

Any applicant who is offered an apartment and refuses for any reason other than medical or bona fide hardship will be removed from the waiting list.

Applicants may be denied for reasons including, **but not limited to:**

- Previous eviction history
- Negative landlord references
- Negative criminal history
- Admitted or convicted illegal drug activity
- Convicted sex offenders
- Felony convictions

Any applicant with children applying for a Rural Development project that is designated "Elderly" will be ineligible unless the applicant head of household or spouse is elderly, disabled or handicapped, or otherwise waived to achieve acceptable occupancy levels by avoiding extended vacancies.

Applicants must demonstrate the ability to meet lease requirements; the head of household must be at least 18 years of age. Every applicant must allow Occupied Properties to verify credit, law enforcement, personal and character references. Occupied Properties reserves the right to check references, conduct home interviews and obtain police reports and to refuse housing to an applicant based on unfavorable, incomplete or inaccurate information or references. Any applicant who knowingly omits or provides false statements will not be offered housing. Occupied Properties reserves the right to refuse housing to convicted felons.

Updated 1/1/2018

"In accordance with Federal Law and USDA Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability (not all prohibited bases apply to all programs). To file a complaint of discrimination, write to: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 1-800-795-3272 (voice) or 202-720-6382 (TDD). USDA is an equal opportunity provider and employer."

