

**ELDER SERVICES, INC./ANCHORAGE SENIOR LIVING, INC./
JEWEL LAKE SENIOR HOUSING, INC./SENIOR LIVING
ALTERNATIVES, INC./SULLIVAN SENIOR HOUSING,
INC./INDEPENDENCE PARK SENIOR HOUSING, INC./
INDEPENDENCE PARK II SENIOR HOUSING, INC.
CRITERIA FOR RESIDENCY
TENANT SELECTION PLAN**

Muldoon Manor/Commodore Park Plaza/Jewel Lake Plaza/Russian Jack Manor/George Sullivan Manor/Independence Park Manor/ Independence Park Manor II provide housing for elderly persons without regard to race, creed, color, familial status, religion, handicap, national origin, disability or gender. Low-income subsidies are available.

The guidelines stated below are intended to be used for determining who can be admitted and who can continue to reside after admission.

ELIGIBILITY

1. A resident must be sixty-two (62) years of age or older or be living with a spouse who is.
2. A resident must meet income guidelines as set forth by US Department of Housing & Urban Development.
3. Muldoon Manor, Commodore Park Plaza, Jewel Lake Plaza, Russian Jack Manor, George Sullivan Manor, Independence Park Manor & Independence Park Manor II are a 100% tobacco free buildings. At Muldoon Manor, Jewel Lake Plaza, Russian Jack Manor, George Sullivan Manor, Independence Park Manor & Independence Park Manor II residents must be non-smokers. At Commodore Park Plaza residents are permitted to smoke outside the building, but the building is 100% tobacco free.
4. A resident must conduct himself/herself in a manner which does not threaten the health and safety of other residents, staff or the facility itself.
5. Applicants must disclose social security numbers for all family members and must provide proof of the numbers reported.
6. All adults in each family must sign an Authorization for Release of Information prior to receiving assistance and annually thereafter.

7. The unit for which the family is applying must be the family's only residence.
8. Applicant(s) agrees to pay the rent required under the program.
9. Only U.S. citizens or eligible non-citizens may receive assistance
10. All information reported is subject to verification prior to acceptance to the wait list, prior to the unit offer, prior to completion of the lease, and during tenancy.

OCCUPANCY STANDARDS

1 bedroom units will be limited to two persons per bedroom maximum. Therefore, applicants will be limited to two-party households or less.

HEAD OF HOUSEHOLD DESIGNATION

Households with **2 or more adult members**, must designate one adult as Head of Household. Additional adults must be designated a status, **based on their relationship to the Head**. All adults will be defined under the following relationship codes, which are required by HUD for subsidy tracking:

- H** - Head
- S** - Spouse (There either can be a spouse or co-head, but not both.)*
- K** - Co-head
- D** - Dependent
 - 18 or older and disabled or a full-time student.
 - Full-time student (regardless of age) away at school but lives with family during school breaks
- O** - Other Adult Member
 - Adult who is not the head, spouse or co-head and whose income is counted in determining the family's annual income.

Please select S, K, D, or O for all adults.

* Couples in a spousal relationship, regardless of legal marital status or gender, should designated a Head and Spouse. It is presumed that couples will require a one-bedroom unit (or one bedroom in a multiple bedroom units, if there are other household members), unless a reasonable accommodation request is received, based on a qualifying disability, for an additional bedroom assignment.

APPLICATION PROCESSING

An applicant for residency at Muldoon Manor, Commodore Park Plaza, Jewel Lake Plaza, Russian Jack Manor, George Sullivan Manor, Independence Park Manor and/or Independence Park Manor II must provide the following information prior to being accepted for residency:

- 1.) A completed and signed Application for Residency, social security card and photo identification, which will be photocopied and retained as a part of the application);
- 2.) Authorization(s) for release of information.

Once received, all materials will be evaluated and inquiries made which include any and/or all of the following: Prior Tenant History, Criminal History, Public Records, Verification of Information and Credit History. The final decision as to an applicant's eligibility will be made by the Administration. In event that an applicant is rejected, the applicant shall have fourteen (14) days to respond in writing or to request a meeting to discuss the rejection. Responses may be directed to Patrick C. O'Toole, 1625 Southeast Lafayette Street, Portland, Oregon 97202-3862 or to HUD Area Director, 3000 C Street, Suite 401, Anchorage, Alaska 99503. When an applicant is rejected, more detailed information concerning these appeal rights will be furnished at the time of rejection.

The application process is as follows:

1. Application issued to anyone requesting one. They can be given or sent.
2. Application completed and returned. Complete application is dated (date and time) when received.
3. Wait list review is done.
 - a. Age of applicant (elderly status)
 - b. References
 - c. Prior tenant history (landlord reference)
 - d. Criminal history
4. Accepted to wait list or rejected (see Screening Criteria).
 - a. NOTE: Acceptance to the wait list does not guarantee tenancy or unit offer.
5. Rejected application to legal for review and rejection letter with appeal rights included.
6. Application advances to top of list according to date/time and preferences.
7. Occupancy review/assessment is done.
 - a. Criminal and credit ordered and received.

8. Applicant approved or rejected for unit offer (See Screening Criteria).
9. Contact applicant.
 - a. Phone contact – at least 1 attempts on 3 separate days at varied times OR
 - b. Written notification – allow seven days for response.
 - c. NOTE: If applicant fails to respond to either contact, they will become second on the list. Also, they will be issued written notification of failure and of necessity to respond to remain on the list.
10. Acceptance by applicant: move-in date and interview scheduled.

WAITING LIST POLICY

Each site maintains two waiting lists for residency. The first list is for handicapped-accessible units. We attempt to ensure that accessible units are occupied by persons who will benefit from the handicapped-accessible design features. The second list is for non-accessible units.

When no mobility-impaired persons are on the waiting list for accessible units, families will be admitted to a handicapped-accessible unit that becomes available. In general, one's place on the waiting list is determined by the date and time on which all application materials are received at the office; however, acceptance to the waiting list does not automatically guarantee eligibility for an apartment. An applicant may designate the facility in which he or she wishes to reside. Apartments are rented to eligible persons in the order of receipt; however, occupancy standards and preferential treatment are applied to certain persons who meet one or more of the criteria set forth below.

Preferences are applied only after a determination of initial eligibility under the applicable admissions criteria.

An offer of an apartment will be made by telephone and, if necessary, by letter. A person offered an apartment has three (3) days from receipt of the phone call or, if notified by letter, seven (7) days from the date of mailing to notify the office of their intention to accept or reject the offered apartment. Any deviation from this time-frame must be approved in writing by Administration.

Wait list closure: The owner reserves the right to close the wait list when the owner's estimate the wait list exceeds sixty (60) months. It would reopen the list when placement estimates fall below thirty-six (36) months.

Any eligible person who refuses an apartment will not lose his or her place on the waiting list.

PREFERENCES

- 1.) Very-low income eligible persons per HUD guidelines receive preference.
- 2.) Mobility-impaired persons who meet the definition of "handicapped" who already reside at Muldoon Manor, Commodore Park Plaza, Jewel Lake Plaza, Russian Jack Manor, George Sullivan Manor, Independence Park Manor and/or Independence Park Manor II and who do not have a unit designed for handicapped occupants receive preference over non-resident applicants for such units.
- 3.) Mobility-impaired persons who meet the definition of "handicapped" receive preference for units designed for handicapped occupants.

Preferences can be cumulative and will supersede date and time placement on the wait list.

INCOME TARGETING POLICY

REQUIREMENT

Federal law sets the minimum percent of Section 8 units that must be rented to extremely low income persons each year. Of the dwelling units assisted under the Section 8 project-based program that become available in any fiscal year, owners must target forty percent (40%) of admissions to extremely low income (ELI) persons – defined as person with incomes below thirty percent (30%) of the area median income.

COMPLIANCE

Muldoon Manor, Commodore Park Plaza, Jewel Lake Plaza Russian Jack Manor, George Sullivan Manor, Independence Park Manor and/or Independence Park Manor II and have determined that the property's current waiting list enables the owner to achieve the income targeting requirement by following the standard wait list order with no additional procedures. Should the owner determine that the standard procedure may not achieve the income-targeting requirement, then the owner will immediately implement procedures to insure compliance by offering alternating between the first extremely low-income applicant on the wait list for the available unit, and then select the next eligible applicant from the top of the wait list (regardless of income level) for the next available unit. Available subsequent units selection will continue on an alternating basis until the forty percent (40%) target is reached.

GENERAL POLICIES AND PROHIBITIONS AGAINST DISCRIMINATION

We comply with Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act and other relevant civil rights laws and statutes.

We are an equal opportunity housing provider. We do not allow nor will we allow discriminatory practices to take place concerning properties under our ownership or management. We support the Fair Housing Equal Opportunity policy.

Equal housing will be provided for all persons. Owners and management will not discriminate in the rental of housing.

- There will be no discrimination based upon race, creed, color, familial status, religion, handicap, gender, disability or national origin.
- There will be no assignment of minorities to designated units or sections of a project.
- There will be no discrimination against females or males because of disproportionate mixture of sexes.
- There will be no maximum age for elderly tenants who otherwise qualify for residency.
- There will be no discrimination against socio-economic classes.
- There will be no priority to members of any organization sponsoring our housing. There will be no discrimination against non-members of any such organization.
- Local residency may not be made a prerequisite of admission.

This facility does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs or activities. The person named below has been designated to coordinate with the nondiscrimination requirements contained in the U.S. Department of Housing and Urban Development's regulations implementing Section 504 (24 DCFR part 8 dated June 2, 1988):

Patrick C. O'Toole
1625 SE Lafayette Street
Portland, OR 97202-3862

Phone: 503-231-4922
Fax: 503-235-5915
TDD: 503-771-0912

Email: Patrick@manormangement.com

SCREENING CRITERIA

Muldoon Manor, Commodore Park Plaza, Jewel Lake Plaza, Russian Jack Manor, George Sullivan Manor, Independence Park Manor and/or Independence Park Manor II and will review and screen applicants for admission to the wait list and/or for tenancy.

ADMISSION WILL BE DENIED IF ANY OF THE FOLLOWING ARE DETERMINED:

DRUG ABUSE AND OTHER CRIMINAL ACTIVITY

- Any household containing a member(s) who was evicted in the last seven years from federally assisted housing for drug-related criminal activity.
 - A household in which any member is currently engaged in illegal use of drugs or for which the owner has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents.
 - Any household member is subject to a state sex offender lifetime registration requirement.
 - Any household member if there is reasonable cause to believe that member's behavior, from abuse or a pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents.
 - Crimes of violence (felony or misdemeanor) will permanently bar admission.
 - Sex crimes (felony or misdemeanor) will permanently bar admission.
 - Felony conviction will permanently bar admission.
 - Two or more misdemeanor convictions within the past ten (10) years.
 - One misdemeanor crime committed in the last year may bar admission if management determines that the nature of the misdemeanor, in its opinion, is the type of crime if committed again could pose a threat to staff, building, or other tenants.
 - Felony traffic convictions will bar admission.
 - Any applicant on parole for a felony conviction will be barred from admission.
 - One or more misdemeanor crimes involving the elderly within the past ten years.
 - One or more misdemeanor convictions over the past 10 years that involved firearms, arson, animal abuse or similar type convictions.
 - Any household member has a history of eviction for drug related criminal activity.
- NOTE: Traffic offenses that are not traffic crimes will not bar admission.

CREDIT

- Any household member has a history of failure to pay utilities and/or rent to previous landlords.
- Applicant has a credit history that indicates failure to pay creditors for a period of over 120 days from the date debts were due and if there are 5 or more such delinquencies during the last three (3) years, the applicant will be rejected.

RENTAL HISTORY

- A judgment against an applicant in an eviction case in the last seven (7) years.
- Any judgment against an applicant in an eviction case that is over seven (7) years where the applicant continues to owe the landlord (or successors) any amounts related to the eviction.
- Note: Eviction proceedings dismissed without judgment will not bar admission.
- Prior landlord stating they would not rent again to the applicant.
- Prior landlord provides an unfavorable reference based on any of the following reasons:
 - Unpaid rent
 - Failure to maintain property
 - Failure to keep property in a clean and sanitary condition
 - Disputes with other tenants, complaints of noise or disturbance of other tenants
 - Abusive actions toward residents, employees or guests
 - Other violations that related to or constituted a significant violation of lease or rental agreement
 - Any actions that interfered with the health, safety or right to peaceful enjoyment of the premises by others

GENERAL

Admission will be barred if owner determines reasonable cause exists that applicant's prior behavior may interfere with the health, safety, or right to peaceful enjoyment by other residents, staff, or guests.

Owner reserves the right to review rejected applications for extenuating circumstances.