

Dear Applicant:

The goal of the Chappelle Gardens ownership is to find fellow residents of all incomes who share similar values and qualities, with the goal of creating a culture of success at Chappelle Gardens, rather than a culture of failure.

Applications will be review by a Resident Selection Committee and Management. The Committee shall consist of such persons who may be elected by the Members at the Annual Meeting and shall act for the Members to assist the Management Company in the selection of new residents for apartments at Chappelle Gardens when vacancies occur, and to approve purchasers after the condominium conversion.

The Committee will be guided by the principle that all potential residents shall have demonstrated:

- (1) A commitment to the work ethic;
- (2) A desire to own their own home and a willingness to sacrifice to achieve that goal;
- (3) A clear motivation to live in a clean, healthy, decent and drug-free community and to actively participate with other community residents in efforts, including resident training, to keep that kind of a community; and
- (4) Responsibility and commitment to supporting the children and adults in their families, economically, spiritually and psychologically, and to help other members of their communities.

The Committee shall not discriminate against any person or group of persons on any basis prohibited by any law. The Management Company employed by Chappelle Gardens, Inc. may participate in the deliberations of the Committee. The final decision with respect to tenant selection shall be vested in the Management Company. Management will evaluate applicants using the Resident Selection Criteria as detailed in the attached.

Chappelle Gardens offers market rent apartments and subsidized rent apartments. Applicants for Chappelle Gardens are subject to verification of income, and the household income will determine if the household will receive subsidized rent or be responsible for paying the full market rent. Market renters will be required to pay a \$50.00 application processing fee for all household members that are 18 year of age or older.

Sincerely,

Chappelle Gardens  
Board of Directors

Attachment: Tenant Selection Plan



# Chappelle Gardens Apartments

## Resident Selection Plan



All applicants for a residential unit at this community will have their application evaluated in a consistent and fair manner, conforming to all federal and local fair housing guidelines, and utilizing the following Resident Selection Plan criteria. The criteria were developed by the management of this community to help ensure that quality affordable housing is available to qualified applicant families. This community is governed by Project Based Section 8 Rental Assistance guidelines. Our hope is that, by proper resident selection, we will welcome into our neighborhood new resident households that will help us make this a positive and involved community.

### **General Community Information**

- This is a family community serving qualified low income households of natural and naturalized citizens of the United States and persons with eligible immigration status.
- Chappelle Gardens Apartments is made up of 20 buildings, which include 180 apartment units, an office and a community center.
  - There are 27 two bedroom, one bath apartments, which are 900 square feet.
  - There are 35 three bedroom, two bath apartments which are 1162 square feet. One three bedroom is wheelchair accessible.
  - There are 117 four bedroom, 2 bath apartments which are 1300 square feet. One four bedroom apartment is wheelchair accessible.
  - There are three waiting lists: Standard two bedroom, standard three bedroom, standard four bedroom.
- Chappelle Gardens Apartments does not allow pets.
- The kitchen comes equipped with a refrigerator, stove, sink and garbage disposal.
- Water is included in the rent, but residents are responsible for electricity and gas (for heat and hot water) as well as any other elective services.
- Monthly pest control service is included in the rent.
- The rent and security deposit are based on the resident's income.

### **Program Eligibility**

The following requirements must be met in order for an applicant household to be eligible for admission:

#### **Income Requirement**

The maximum qualifying annual household income must not exceed the limits set by the U.S. Department of Housing & Urban Development defined as Very-Low (50% of area median income) and Extremely Low (30% of area median income).

#### **Citizenship Requirement**

Assistance in subsidized housing is restricted to US citizens or nationals and noncitizens with eligible immigration status. A mixed household, a household with one or more ineligible members and one or more eligible members (eligibility in this section refers only to citizenship or immigration status), may receive prorated assistance.

Applicants will be notified in writing of the detailed documentation and verification of citizenship requirement. All citizenship status will be verified through the Social Security Administration and eligible immigration status will be verified through the Department of Homeland Security.

#### **Social Security Number Requirement**

Disclosure and verification of the full social security numbers (SSN) for all household members.

1. The SSN requirements do not apply to:
  - a. Individuals who do not contend eligible immigration status.
  - b. Individuals age 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010.
2. Timeframe for Providing Social Security Numbers
  - a. Applicants currently on or applying to the waiting list: Applicants do not need to disclose or provide verification of a SSN for all non-exempt household members at the time of application and for placement on the waiting list. However, applicants must disclose and provide verification of a SSN for all non-exempt household members before they can be housed.

- b. Housing applicants from the waiting list: If all non-exempt household members have not disclosed and/or provided verification of their SSNs at the time a unit becomes available, the next eligible applicant must be offered the available unit.

The applicant who has not disclosed and/or provided verification of SSNs for all non-exempt household members has 90 days from the date they are first offered an available unit to disclose and/or verify the SSNs. During this 90-day period, the applicant may, at its discretion, retain its place on the waiting list. After 90 days, if the applicant is unable to disclose and/or verify the SSNs of all non-exempt household members, the applicant shall be determined ineligible and removed from the waiting list.

#### **Sole Residency Requirement**

A household will only be eligible for assistance if the unit will be the family's only residence. Tenants must not receive assistance for two units at the same time, known as dual subsidy.

Management will screen applicants through HUD's Enterprise Income Verification System (EIV) existing tenant database as part of the screening process in order to determine if any applicant household members are currently residing at another Multifamily Housing or Public and Indian Housing (PIH) location. Management may need to follow up with an applicant's current housing provider in order to coordinate move-out and move-in dates.

#### **Consent & Release Forms Requirement**

All adult members of the household must sign the required HUD Consent Forms (HUD 9887/9887-A), regardless of whether they report income. These forms must be signed prior to move-in, and annually at recertification time.

#### **Student Eligibility Requirement**

Section 8 assistance shall not be provided to any individual who:

- Is enrolled as either a part-time or full-time student at an institution of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized education credential;
- Is under the age of 24;
- Is not a veteran of the United States Military;
- Is not married;
- Does not have a dependent child;
- Is not a person with disabilities, as such item is defined in 3(b)(3)(E) of the United States Housing Act of 1937 (42 U.S.C. 1437a(b)(3)(E)) and was not receiving section 8 assistance as of November 30, 2005
- Is not living with his or her parents who are receiving Section 8 assistance; and
- Is not individually eligible to receive section 8 assistance **and** has parents (the parents individually or jointly) who are not income eligible to receive Section 8 assistance.

For a student to be eligible independent of his or her parents (where the income of the parents is not relevant), the student must demonstrate the absence of, or his or her independence from parents. The student must meet all of the following criteria to be eligible for Section 8 assistance. The student must:

1. Be of legal contract age under state law;
2. Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy, or meet the US Department of Education's definition of an independent student. To be classified as an independent student, the student must meet one or more of the following criteria:
  - Be at least 24 years old by December 31 of the award year for which aid is sought;
  - Be an orphan or a ward of the court through age of 18;
  - Be a veteran of the US Armed Forces;
  - Have legal dependents other than a spouse;
  - Be a graduate or professional student; or
  - Be married.
3. Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations; and
4. Obtain 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 by the parents/guardians.

## **Occupancy Standards**

Each bedroom shall be occupied by not more than two persons. Each residential unit may not be occupied by fewer persons than there are bedrooms.

Management maintains separate waiting lists for each available unit size at the property. Applicant households are to determine which unit size waitlist(s) they are applying to. If an applicant household qualifies for more than one unit size available at the property they may choose to apply to one or all available unit size waiting lists.

If the household composition changes after the household has been placed on the waiting list it will be the responsibility of the applicant household to notify management. Management will update the waiting list information. At that time management will determine if the household meets the occupancy standards criteria for the selected unit sizes. If the household no longer qualifies for the unit size they originally selected, they will be removed from the inappropriate waiting list and:

- If the appropriate sized unit is available at the property management will place the household on the waiting list for the appropriate sized unit maintaining the original application date; or
- If the appropriate sized unit is not available at the property management will notify the household in writing that they are no longer eligible for the property, and have been removed from further consideration on the waiting list.

## **Application Process**

All adult (aged 18 and over) members of the household must complete an application. If basic eligibility is met (head of household over 18 or emancipated and reported income under the maximum income limits), the site staff will either place the applicant(s) on the appropriate waiting list or provide the applicant(s) with the appropriate release of data and verification forms for signature in preparation for lease up.

This community **does not** use any Statutory, Federal, Local or Owner preferences.

### **Required Documentation**

This documentation is not required to submit an application to the waiting list, however must be submitted before the applicant household can move into a unit. Management will not accept photocopies, or documents that appear fraudulent or altered. This documentation must be the original, which management will photocopy. Management will store the copies in the applicant's file.

- Social Security Cards for all household members.
- Driver's License or other forms of Photo ID for all adult household members.
- Certified Birth Certificates for all household members. Please note short form or birth cards are not acceptable alternatives.
- All adult household members must sign the HUD consent forms.
- Evidence of income from all sources: wages, social security, disability, workers compensation, unemployment, pensions, etc.
- Evidence of all assets: bank statements, real estate tax assessment notices, etc.
- Any other verifications supporting any and all information provided by the family.

## **Applicant Screening Criteria**

All adult applicants will be screened through the following four part screening process: disclosure & verification, credit, landlord and criminal history. Each type of screening will be considered in combination with the other areas of screening to make a final determination to approve or deny an applicant.

### **Disclosure & Verification Criteria**

As part of the screening process, any answers or documentation provided by an applicant as part of the application are subject to verification. Failure to disclose any information and/or answer all questions in the application or attachments to the application, fully and truthfully, may constitute grounds for denial or rejection of your application.

All income must be verifiable independent of the applicant. Self-employed applicants must provide acceptable proof of income (e.g. income tax returns or accountant letter). Income from assets will be calculated and used in the overall household income determination.

### **Credit History Criteria**

Management will obtain credit reports on all adult applicants. An applicant's credit report will be reviewed for:

- Owing Utility Providers: Applicants who owe a balance to a utility provider for present or prior residences will not be considered for admission until the account is paid to satisfaction. Proof of payment or a payment plan must be produced within 30 days of notification by management. If the balance is not paid in full the applicant will have to produce a verifiable statement from the utility company with the total amount that has to be paid prior to them turning service on in the applicant's name. Before the applicant can be offered a unit they will have to bring in proof of payment of that amount.

- Credit History: Evidence of past timely payment problems as it relates to a household's ability to pay rent, and for reporting of past eviction proceedings. Medical & student debts will not be considered in making this determination. Applications will not meet eligibility if the head of household or co-head of household has a past-due balance on their credit that is \$2,500.00 or greater. This applies to all accounts that are past-due, charged off, or placed for collection by the creditor(s), except for those debts that are medical or student loan/tuition related. Negative indications in any or all of the above are sufficient grounds for denying approval of an application. Applicants will not be denied for lack of credit history.

### **Landlord History Criteria**

A landlord verification of residency must be available for all addresses lived in by all adult applicants for two years prior to the application date. All verifications should be available independent of the applicant. An applicant's credit report and landlord verifications will be reviewed for:

- Evictions: Any eviction that has occurred within the past five (5) years for any reason.
- Owing Prior Landlords: Applicants who owe an outstanding debt to a present or prior landlord will not be considered for admission until the debt is satisfied. Proof of debt satisfaction must be provided within 30 days of notification by management.
- Late Payment of Rent: Evidence of more than three (3) late payments of rent in twelve months prior to the application date.
- Non-Compliance with Rental Agreement: Includes evidence of any failure to comply with the terms of rental agreements at prior residences, such as failure to recertify as required, providing shelter to unauthorized persons, keeping pets, or other violations of the rental agreement or rules and regulations.
- Prior residency at this community that resulted in eviction or the placement of file information reflecting an objectionable resident is sufficient grounds for denying approval of an application.

Negative indications in any or all of the above are sufficient grounds for denying approval of an application.

### **Criminal History Criteria**

All adult applicants will be screened for criminal activity. All adult household members are required to complete the Criminal History Affidavit as an attachment to the application. Management will obtain criminal history reports and conduct a multi-state sex offender search processed through a credit reporting agency on all adult applicants.

Management shall reject any household if a member of the applicant household:

- Has been evicted from federally assisted housing in the past 3 years for drug related or criminal activity.
- Is currently engaged in illegal use of drugs or in other criminal activity.
- Has committed a sexual offense or is subject to a state lifetime sex offender registration.
- Gives the landlord reasonable cause to believe that a member's illegal use or pattern of illegal use of drugs or behavior from abuse or pattern of abuse of alcohol, may interfere with the health, safety and right to peaceful enjoyment by other residents.

Management may reject any household if a member of the applicant household:

- Has been convicted of or pending trial for:
  - A felony or misdemeanor in the five years prior to the application date.
  - A violent criminal offense.
  - A drug related offense.
- Has a demonstrated history of domestic violence.

### **Rejecting Applications**

Once a household has been placed on the waiting list(s) it may be necessary to remove their name from the waiting list for the following reasons:

- The applicant no longer meets the eligibility requirements for the property or program;
- The applicant does not meet the property's applicant screening criteria;
- The applicant fails to respond to a written notice for an eligibility interview;
- Mail sent to the applicant's address is returned as undeliverable; or
- The unit that is needed – using household size as the basis – changes, and no appropriate size unit exists in the property.

Once management has determined it is necessary to remove an applicant from the waiting list they will notify the applicant in writing of their decision to deny the application. The notice will specify why management is rejecting the application, and gives the applicant 14 days to contact management in writing or to request an informal meeting to discuss the application denial. Applicants with a handicap or disability have the right to request reasonable accommodations to participate in the informal hearing process.

- A. If the applicant fails to respond to the notice of Application Denial within the 14 days the decision will be considered final and no further correspondence will be sent. On the 15<sup>th</sup> day the applicant will be removed from the waiting list.
- B. If the applicant does respond, a notice of final determination regarding the application will be sent within 5 days of receipt of the applicant's correspondence or the informal meeting. At that time management will remove the applicant from the waiting list if that is the final determination.

If an applicant is removed from the waiting list, and subsequently management determines that an error was made in removing the applicant, the applicant will be reinstated at the original place on the waiting list.

### **VAWA Protections: Victims of Domestic Violence, Dating Violence or Stalking**

The Violence Against Women Act (VAWA) provides that criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or the threatened victim of that abuse. VAWA also provides that 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.

Management utilizes form HUD-50066 to certify that a person is a victim of domestic violence, dating violence, or stalking. In lieu of a certification, a tenant may provide: A federal, State, tribal territorial, or local police record or court record; Documentation signed and attested to by an employee, agent or volunteer of a victim service provider, an attorney or a medical professional, from which the victim has sought assistance in addressing domestic violence, dating violence or stalking, or the effects of abuse.

Management is mindful that the delivery of the certification form to the tenant in response to an incident via mail may place the victim at risk. Therefore, management may require that the tenant come into the office to pick up the certification form and will work with tenants to make delivery arrangements that do not place the tenant at risk.

If an individual does not provide the form FIUD-50066 or the information that may be provided in lieu of the certification by the 14th business day (or any approved extension), none of the VAWA protections afforded to the victim of domestic violence, dating violence or stalking will apply. However, in certain circumstances, at the discretion of Management, assistance may be provided to an individual based solely upon the individual's statement or other corroborating evidence.

NOTE: Any household containing a member with a demonstrated history of committing domestic violence, dating violence, and/or stalking must exclude that member from the household to be considered for residency.

### **Selecting Applicants from the Wait List**

This procedure applies to units, existing tenants, and applicants of the Project Based Section 8 program only. Vacancies will be filled in the following order of priority:

- In-house unit transfers are given priority over new applicants on the waiting list. Households enrolling in the Project Based Section 8 program which they were not previously counted in would not be considered a transfer for the purposes of applicant selection, but would be treated in the same manner as a new applicant.
- Accessible units or units with accessibility features will be offered first to tenants and then to applicants who have requested and are determined eligible for the specific type of accessible unit or features. Applicants may request an accessible unit or a unit with accessibility features on their application. It may be necessary for applicants to complete the Verification of Disability and Need for Reasonable Accommodation/Modification form and submit additional documentation in order for management to determine eligibility for an accessible unit. This preference does not apply in circumstances when the accessible unit that becomes available, does not have the type of features requested by the tenant/applicant.
- 40% of the units that become available in each year must be leased to families whose income does not exceed the extremely low income limit (30% of the area median income). Management will assure compliance with income targeting by admitting only extremely low-income families until the 40% target is met. In order of application date, management will select eligible applicants from the waiting list whose income is at or below the extremely low-income limit to fill the first 40% of expected vacancies in the property. Once this target has been reached, applicants will be selected in order of application date. This procedure may mean skipping over some applicants with higher incomes, however, such applicants will retain their place on the waiting list and we will not skip over an applicant whose income meets the extremely low income limit.

### **Move-in Certification Process**

When an applicant is next on the wait list as determined by the selection process laid out above, management will notify them in writing that it is time to start the move-in certification process. At that time it will be necessary for all adult household members to report to the community's leasing office with all required documentation that has not previously been submitted. In order to

receive subsidized housing all adult members must cooperate with the certification process. Applicants are obligated to report all income and assets. Applicants are obligated to complete all applications, verifications and certification completely and accurately. Management is required to verify any and all information provided by the household, but specifically any of the following if applicable to the household:

- Income of all household members
- Assets of all household members
- Allowable expenses for all household members
- Student status, financial aid and tuition of all adult household members
- Any other items as they relate to the final determination of rent

Within 90 days after the move-in HUD form 50059 has been transmitted to TRACS management will utilize HUD's Enterprise Income Verification System (EIV) to verify all income information obtained from tenants. EIV accesses the National Directory of New Hires database which contains income information that has been reported through various State and Federal agencies. This information includes W-4 new hires, wages, and unemployment benefits. EIV also accesses the Social Security Administration database which includes information on all of the Social Security benefits programs.

### **Annual Recertifications & Interim Reporting Requirement**

Tenants receiving subsidy must complete the certification process annually, and are required to report certain changes in factors which effect rent between regularly scheduled recertifications. More detailed information regarding these requirements can be found in paragraph 15 and 16 of the HUD Model Lease. Management will utilize EIV for all annual and interim recertifications.

### **Unit Transfers**

Current residents who need to transfer due to one of the following reasons would be given priority over new applicants on the project's waiting list. Transfers will be granted for the following reasons, and in the following order of priority.

**1. Unit Rendered Uninhabitable Transfer:**

Management may initiate a unit transfer when a unit has been rendered uninhabitable due to fire, natural disaster or other circumstance if management determines that the circumstance giving rise to the unit being rendered uninhabitable was not caused by the negligence of the resident household members or their guests.

**2. Uninhabitable Due to Required Repairs Transfer:**

Management may initiate a unit transfer when a unit is in need of repairs to correct defects hazardous to life, health or safety or in need of repairs deemed necessary by management that cannot be performed with the Resident residing in the Unit.

**3. Reasonable Accommodation Transfer:**

A resident with a disability may request a unit transfer when an accessible unit or unit with some accessibility features is needed by the resident as a reasonable accommodation. The resident shall complete the Request for Transfer Form. In addition, the resident may be required to complete the Verification of Disability and Need for Reasonable Accommodation/Modification form as part of such requests.

Management will provide reasonable accommodations to individuals with a disability to the maximum extent feasible. Management may modify the Resident's existing unit or transfer the Resident to another unit with the features required, upon availability. If a transfer is required, management will be responsible for reasonable moving costs. No Resident shall be permitted to transfer into an accessible unit from a non-accessible unit unless he or she actually requires the features of that unit, except in an emergency, as determined by management.

**4. Accessible Unit Transfer:**

Management shall require a resident to transfer when the unit is equipped with accessibility features that the occupying household does not need, and a resident or applicant has been identified who does need the accessibility features of the unit.

**5. Under or Over-housed Transfer:**

Management shall require a resident to transfer when a household's composition changes, and the unit is no longer appropriately sized based on the occupancy standards established above and an appropriately sized unit becomes available.

In the event of a management initiated or required transfer management will notify the tenant in writing of the requirement & reason for transfer, the time frame for transfer, and consequences for failing to transfer.

Transfers for reasons other than those listed above will not be permitted. Other reasons include but are not limited to:

- Tenants wishing to transfer to a different sized unit which they meet the occupancy standards for, but are not currently under or over housed will not be considered for a transfer. They must wait until the community waiting list is opened and apply to the waiting list.

- Existing households who wish to separate into two or more households will not be considered for a transfer. If an existing household wishes to separate into multiple households they must wait until the community waiting list is opened and apply to the waiting list.
- Conventional Tenants who desire subsidy are not eligible to transfer into a Project Based Section 8 slot/unit. Conventional tenants who desire subsidy must apply to the Section 8 wait list when the wait list is open and are subject to the application procedures and eligibility requirements of the Section 8 program as described in this document.

### **Compliance with Section 504 and Fair Housing**

It is the policy of the company to comply with any and all current or future legislation protecting the individual rights of residents, applicants and staff, including but not limited to:

24 CFR, part 1 Title VI of the Civil Rights Act of 1964;

24 CFR, part 8 Section 504 of the Rehabilitation Act of 1973;

24 CFR, part 100 et seq Fair Housing Act;

24 CFR, part 146 Age Discrimination Act of 1975;

24 CFR 200.600 Affirmative Fair Marketing Regulations;

24 CFR 880.612a, 881.601, 883.701, 884.223a, 886.329a (Allows preference for occupancy by elderly families in certain Section 8 developments);

42 U.S.C. 13641 Title VI, Subtitle D of Housing and Community Development Act of 1992 (Sets forth criteria under which certain HUD-subsidized multifamily properties can choose to serve elderly only, or set-aside a portion of the property for elderly only); and

Uniform Federal Accessibility Standards (UFAS) effective July 11, 1988.

Management shall not discriminate on the basis of race, color, sex, religion, age, handicap, disability, national origin, familial status or any other protected class adopted by State or local government:

1. Deny to any person(s) the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to lease housing suitable to his or her needs;
2. Provide housing which is different from that provided others;
3. Subject a person to segregation or disparate treatment;
4. Restrict a person's access to any benefit enjoyed by others in connection with the facility;
5. Treat a person differently in determining eligibility or other requirements for admission;
6. Deny a person access to the same level of services;
7. Deny a person the opportunity to participate in a planning or advisory group which is an integral part of the housing program;
8. Publish or cause to be published an advertisement or notice indicating the availability of housing that prefers or excludes persons;
9. Discriminate in the provision of brokerage services or in residential real estate transactions;
10. Discriminate against someone because of that person's relation to or association with another individual;
11. Retaliate against, threaten, or act in any manner to intimidate someone because he or she has exercised rights under the Fair Housing Act.

Management shall not automatically deny admission to a particular group or category of otherwise eligible applicants. Each applicant in a particular group or category will be treated on an individual basis in the normal processing routine.

Management will seek to identify and eliminate situations or procedures that create a barrier to equal housing opportunities for all. In accordance with Section 504, management will make reasonable accommodations for individuals with disabilities (applicants or residents). Such accommodations may include a change in the method of administering policies, procedures, or services.

In addition, management may perform modifications to housing and non-housing facilities where such modifications would be necessary to afford full access to the housing program for qualified individuals with disabilities. However management is not required to:

1. Make structural alterations that require the removal or altering of a load bearing structural member;
2. Provide an elevator in any multifamily housing project solely for the purpose of locating accessible units above or below the grade level;
3. Provide support services that are not already part of its housing programs;
4. Take any action that would result in a fundamental alteration in the nature of the program service;
5. Take any action that would result in an undue financial and administrative burden on management or the Property (including structural impracticality as defined in the Uniform Federal Accessibility Standards).



In the event that a tenant believes he/she is in need of a reasonable accommodation/modification pursuant to the above, he/she shall submit a written request to: **Chappelle Gardens; 24 Johnson Terrace, Hartford CT 06120; Attention: Site Manager**

Upon receipt, management/owner shall review the written submission, and if necessary, shall require the tenant to complete the Verification of Disability and Need for Reasonable Accommodation/Modification form, and provide additional documentation or meet with management to discuss the request. Provided that tenant has submitted all necessary documentation and complied with management/owner requests, a final written determination shall be issued within thirty (30) days after receipt of the tenant's initial written request.

In the event that a tenant disagrees with the final determination issued by management/owner, he/she may contact: **Boston Regional Office of FHEO; US Department of Housing and Urban Development; Thomas P. O'Neill, Jr. Federal Building; 10 Causeway Street, Room 321; Boston Massachusetts 02222-1092**

**Waiting List Policy**

The waiting list will be opened and closed by placing an announcement in the Apartment Rentals section of **Hartford News, Hartford Courant** and **Journal Inquirer**.

The waiting list for a particular size of unit may be closed when the average wait will be a year or more. When a waiting list is opened, the public announcements will indicate where and when to apply, and will conform with the Affirmative Fair Housing Marketing Plan posted in the Management Office.

**All applicants must contact management every 6 (six) months to remain on the waiting list.**

**Modification of Tenant Selection Plan**

This Tenant Selection Plan will be reviewed from time to time, but at least annually, by Ownership and Management and appropriate changes made when necessary. This Tenant Selection Plan will be available for review in the site Management Office during regular business hours.

**I have read and understand the Tenant Selection Plan for Chappelle Gardens:**

(R) \_\_\_\_\_

Signature

\_\_\_\_\_

Date

(R) \_\_\_\_\_

Signature

\_\_\_\_\_

Date



**We do business in accordance with the Federal Fair Housing Law  
(Fair Housing Amendments Act of 1988)**

