



## **New Hampshire Housing Resident Selection Plan Outline**

The Resident Selection Plan is a plan developed by the Management Company or Owner and is for the managing of a particular property. It should:

- Be consistent with the purpose of providing housing for low-income and very low-income families;
- Be reasonably related to the funding program and the resident's ability to perform the obligations of the lease;
- Provide for the selection of residents based on a written waiting list in the chronological order of application received, preferences and priorities for selecting applicants, procedures for accepting and screening applicants;
- Be sure your plan has no residency preferences;
- Comply with Fair Housing and Equal Opportunity requirements and compliance with Section 504, if applicable;
- State that the owner will give prompt written notice to any rejected applicant, with an explanation of the grounds for the rejection.

### **Elements of the Resident Selection procedures**

1. Permitted Screening Criteria. Owners should consider at least the following factors and may establish other criteria not prohibited by Paragraphs 2 and 3 below. The costs of screening must not be charged to applicants in Section 8 properties. Such costs may be charged against the project operating account. For properties that can charge such costs, it should be reasonable and based on actual costs to obtain the screening.
  - a. Demonstrated ability to pay rent on time.
  - b. Comments from former landlords (endorsements from at least two is preferred).
  - c. Credit references (lack of credit history, as opposed to poor credit history, is not sufficient justification to reject an applicant).
  - d. Eligibility of students.
  - e. Criminal history (prohibition on drug related activity or lifetime registration on the sex offenders list).
  - f. Housekeeping habits (visits to the applicant's current residence may be made to assess housekeeping habits).
  - g. Income eligibility
  - h. Age restricted housing for the elderly (HOPA)

2. Prohibited Screening Criteria
  - a. Physical examinations must not be a condition of admission.
  - b. Donations or contributions must not be a condition of admission, except that cooperative housing projects may charge a membership fee.
  
3. Non-discrimination. Owners must comply with all Federal, State, or local fair housing and civil rights laws and with all Equal Opportunity requirements.
  - a. Federal laws forbid discrimination based on race, color, religion, sex, national origin, familial status or disability.
  - b. Complaints alleging violations of these requirements must be referred to HUD's Regional Office of Fair Housing and Equal Opportunity.
  - c. State law also includes in addition to a. marital status, age, creed, sexual orientation and gender identity.
  
4. Additional elements to be used. The following should be included in the plan:
  - Advertising;
  - Outreach;
  - Marketing strategy for accessible units;
  - Income limits;
  - Project specific requirements (mention the type of funding being used and any specific requirements of that program or if it is non-Section 8 senior housing what age requirement there is (follow HOPA));
  - Certification and Recertification procedures;
  - Methods of verification;
  - Pre-occupancy orientation;
  - Rent collection procedures;
  - Resident-management relations;
  - Resident grievance and appeal procedures;
  - Unit transfers;
  - Move-outs.

The Resident Selection Plan should be tailored for the property being managed.