



New Hampshire Housing Resident Selection 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). See [NH Housing's Criminal Screening Policy Guidance/Template](#)
- 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.