



**HOUSINGVISIONS**  
Real Plans. Real People. Real Progress.

## TENANT SELECTION PROCEDURES

a. The applicants for the project will be selected for housing on a random basis. When a unit becomes available, a list of applicants appropriate to the unit's size and income eligibility as well as any special needs features will be generated by our waitlist.

b. Applications will be available at the office of the managing agent, Housing Visions, as well as local community service organizations. Applications will continuously be received. The initial application period will close at the time all units are occupied.

c. Completed applications will be logged in by date and time received and given a position (number) on our waitlist. Notes will be made regarding special needs priorities. All applications will be processed for approval/denial as quickly as possible when the applicant comes to the top of the waitlist. Any denials will be removed from the list. Approvals will be noted as such.

d. Tenant eligibility will be determined during the application processing cycle by the following factors:

### Income Certification

Proof of Income, i.e. employment verification, tax returns, pay stubs, bank statements and public assistance identification cards

Applicants meeting income guidelines will receive further review consisting of:

Landlord References (current and previous landlords contacted) or Character References if never rented

Credit History (including past rental history, indebtedness to utilities/vendors)

Criminal History

Sex Offender Status

e. Applicants may be removed from consideration due to the following factors:

Over Income

Negative Credit History

Negative Landlord References

History of Destructive Behavior

History of Criminal Activity

Registered Sex Offender Status

Falsification of Documents

