

EUCALYPTUS GARDEN APARTMENTS
100 Banning Drive, PO Box 2229, Avalon, CA. 90704
(310)510-9627 Fax (310)510-9533
Egalnbox@outlook.com

Tenant Selection Plan

1. Give Applicant Application and TICQ. When Application and TICQ are completed, inquire about the requested apartment size and the household size to ensure that we have a unit available and that the household meets minimum and maximum occupancy standards.

If a unit is not available, notify the applicant that they can be placed on a first-come, first-served waiting list, maintained by unit size. If the tenant needs an accessible unit and one is not available, they will be on the waiting list for the next available accessible unit.

Being on the waiting list/accessible list does not qualify a tenant for housing. Due to HCD, HUD and California Tax Credit Allocation Committee guidelines, approval is done when a unit becomes available.

Minimum number of occupants to unit size is as follows:

Bedroom Size	Square footage	Price Range	Minimum occupants
Studio	326	\$625-\$1298	1
One	496	\$713-\$1772	1
Two	610	\$782-\$2006	3
Three	800	\$871-\$2470	4

2. Review Application
 - Ensure applicant has been employed on Catalina Island for a minimum of 90 days (3 months) or has Passive/ or guaranteed income.
3. Collect supporting information (Income / Rental / Etc.)
 - Verify Rental History
 - Income Verification (Be sure all income is completely verifiable). This includes all wages, SSA, SSI, SSDI, pensions, spousal and child support, and stocks. Bonds, and any other income.
4. Estimate income and get third-party documentation
5. Run Background Check
6. Check credit history
 - Does the name and Social Security number match the application
 - Does the address history match the application
 - (If the above information does not match, request further documentation.)
 - Check Credit Report Summary (Collections/Balances, etc...)
 - Check Score Cards (FICO and Beacon scores)
 - Check for collections (Utility bills, loans, other properties, court-ordered collections, etc.)
 - Check current trade lines (Are current accounts delinquent, number of obligations, etc.)
 - Check Inquiries (Are there recent inquiries from other properties? Has the applicant applied for lots of credit in a short period of time)



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- Check credit warning messages

7. Check criminal/civil background

- Clearance through Megan's Law.
- Reject all applicants with felony convictions.
- Are there any recent or unreported evictions?
- Are there any current civil suits in process?
- Does the applicant have a criminal history?

8. Approve or Deny Application

Be consistent when approving or denying applications. While each application may be considered individually, it's important to use the same standards for each and every applicant.

- Denial of an applicant must be in written form to the address given during the application process and must notify applicants who are found ineligible to occupy the Unit, and the reason for the ineligibility, and of their right to appeal this determination.

9. Grievance Procedures / Appeal

The complaint should be in writing and contain information regarding the alleged discrimination, including the name, address, and phone number of the grievant and the location, date, and description of the alleged incident. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities, upon request.

The grievant and/or his/her designee should submit the complaint as soon as possible, but no later than 60 calendar days after the alleged violation, to: CFY Development, Inc.

Grievance Procedures,
1724 10th Street, Suite 120,
Sacramento, CA 95811

Or email at info@cfydevelopment.com

10. Assigning accessible units

Assign available accessible units in the following order:

- Current tenant with disability
- Next qualified applicant on the wait list needing an accessible unit
- A non-disabled applicant on the wait list

