

Resident Selection Plan

Thank you for your interest in calling one of our communities your home! The BlueLine Property Management team has been hired by the owner of this apartment community in the position of Managing Agent to lead the day to day operations of this community. BlueLine Property Management does not discriminate on the basis of disability status or any other protected class in the admission or access to its federally assisted programs and activities.

I. The Purpose of the Resident Selection Plan

The Resident Selection Plan helps to ensure that applicants are selected for occupancy in accordance with Rural Development (RD), Home program, HUD and/or the Internal Revenue Service (IRS) requirements and established management policies.

II. The Availability of the Resident Selection Plan

The Resident Selection Plan is available to the public upon request. It may be reviewed in the rental office during normal office hours.

III. Equal Opportunity, Nondiscrimination Policy and Nondiscrimination Statement

The BlueLine Property Management company operates Equal Housing Opportunity communities. As such, all properties associated with BlueLine Property Management hold to all federal fair housing, civil rights and state and local regulations concerning nondiscrimination in housing, including:

1. ***The Fair Housing Act***; which prohibits discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability and familial status. The Fair Housing Act applies to housing regardless if federal financial assistance is present or not.
2. ***Title VI of the Civil Rights Act of 1964***; which prohibits discrimination based on race, color or national origin in any program or activity receiving federal financial ***assistance***.
3. ***Age Discrimination Act of 1975***; which prohibits discrimination based upon age in any program or activity receiving federal financial assistance, except in limited circumstances.
4. ***Section 504 of the Rehabilitation Act of 1973***; which prohibits discrimination based on the presence of a disability in all programs or activities operated by recipients of federal financial assistance.
5. ***The Equal Access Rule***; which ensures equal access to individuals in accordance with their gender identity.

Non-Discrimination Statement (for USDA RD only)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.



Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

BlueLine Property Management company will take steps to the maximum extent feasible to accommodate requests for effective communication with persons with disabilities. We will make alternate accommodations up to the point at which further accommodations would result in either a fundamental alteration in the nature of the project or create an undue financial and administrative burden. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act, the property will attempt to make such changes as will reasonably accommodate people with disabilities within the regulations governing the housing program. BlueLine Property Management will provide appropriate assistance when needed or when requested as a reasonable accommodation. **For example:** the community may provide forms in an appropriate language, including large print or braille, provide interpreters or readers, or allow assistance from caseworkers, family members and other aides.

Policies for Applying Violence Against Women Act (VAWA) Protections

The Violence Against Women Act Reauthorization of 2013 (VAWA) provides protections to women or men who are the victims of domestic violence, dating violence, sexual assault and/or stalking. The BlueLine Property Management Company understands that, regardless of whether state or local laws protect victims of domestic violence, dating violence, sexual assault or stalking, people who have been victims of violence have certain protections provided through the Violence Against Women Reauthorization Act of 2013 (VAWA 2013).

If any applicant wishes to exercise the protections provided in the VAWA 2013, he/she should contact the Community Manager immediately.

The BlueLine Property Management Company will not assume that any act is a result of abuse covered under the VAWA 2013. In order to receive the protections outlined in the VAWA 2013, the applicant/applicant must specify that he/she wishes to exercise these protections.

Please see the BlueLine VAWA Policy attached to the Resident Selection Criteria.

Program Eligibility Requirements

Based on Federal regulations, BlueLine Property Management may admit only eligible applicants. In the selection of applicants for admission, eligibility criteria have been established in accordance with RD and IRS guidelines. The following eligibility standards will be applied in accordance with RD, IRS and/or HUD requirements:

1. The household's annual income must not exceed program income limits at move-in:



2. The head of household, spouse, and co-head (regardless of age) and all adults in each household must sign an Authorization for Release of Information and the BlueLine Property Management Company created verification documents prior to move-in and annually thereafter;
3. The unit for which the household is applying must be the household's only residence;
4. An applicant must agree to pay the rent required by the program under which the applicant will receive assistance.
5. All information reported by the household is subject to verification:

Procedures for Accepting Applications

BlueLine Property Management will accept applications from all interested parties who wish to be admitted to the property during normal business hours. Any prospective resident may, upon request, complete and submit an application. Basic program and eligibility information may be given to prospective applicants; however, only submitted applications can determine the applicant's eligibility. Management will not pre-screen prospective applicants by giving an opinion regarding the application outcome. All applicants approved for housing must qualify under the eligible factors in the above sections.

Processing Applications

Applications will be processed on a first come, first serve basis. Applications will not be accepted or processed without the required background screening fee for each household member 18 years of age and older.

When and How to Apply

Applications are accepted during normal business hours. Applicants may apply in person, by mail, facsimile or email. All applications must be complete with no blanks and must be signed and dated. No applications will be processed until the applicant has given their written consent, which is satisfied by signing all forms of the application packet in the designated places. Due to different project specific requirements, BlueLine Property Management does not maintain a centralized application process. In order to apply for residency, applicants must provide a complete application to each specific property they wish to apply for.

Procedure for Accepting Applications

Persons desiring housing must complete the application packet in its entirety. All individuals 18 years of age and older, regardless of relationship to one another, who will be living in the unit must be identified and are required to complete and sign and date an application packet. All household members 18 years of age and older must sign all required verification forms in order to determine program eligibility.

Denied Applications

Once applicant screening has been complete and all materials have been verified and evaluated, any application not meeting the above criteria will be denied. Applicants that have been denied will be notified in writing. All denials will list the reason(s) for the denial and advise the applicant that they have fourteen (14) business days to contact Management for an appointment to discuss the denial.

Appeals

All denied applicants have the right to appeal the decision. The request for appeal must be in writing and made with fourteen (14) business days from the date of the denial letter. In accordance with HUD regulations, persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process. Any meeting with the applicant to discuss the applicant's denial will be conducted by a property staff member who was not involved in the initial decision to deny admission or assistance. Any decision to overturn the initial denial is entirely rendered at the hearing.

A meeting with Management regarding the denial does not imply that the denial will be overturned. A copy of the denial letter will be placed with the application and the application will remain at the property for a minimum of three years. Denied applications will not be returned to applicants.

Applicant Screening Criteria

BlueLine Property Management is committed to selecting qualified residents in a non-discriminatory manner. All application Information will be verified consistently and in the same manner to avoid giving favorable or unfavorable treatment to any particular applicant. All applicants who reside at the Property, including live-in aides, persons being added to household, police officer’s or other security personnel, must consent to management’s screening process.

Methods of applicant screening will include:

- a) Criminal background check;
- b) Sex offender registry search;
- c) Credit check;
- d) Verification of past rental history (for the past five years);
- e) Enterprise Income Verification (EIV) Existing Tenant Search to ensure the application is not receiving HUD Section 8 assistance; and
- f) Additional BlueLine Property Management adopted criteria established below.

It is our policy to investigate the background of all persons interested in living in our community for the last ten (10) years. BlueLine Property Management will deny admission to the project for cause if the applicant or a member of the applicant’s household has any of the following reported criminal related reason that have occurred within the timeline identified below prior to the application date regardless of the applicants age at the time the offense was committed. All records are evaluated from the date of the disposition.

Offense	Felony	Misdemeanor
Arson	10 Years	7 Years
Assault and Battery, I	7 Years	3 Years
Assault and Battery II	10 Years	5 Years
Bad Checks	5 Years	2 Years
Burglary I or II	10 Years	5 Years
Crimes Against Animals	3 Years	1 Year
Crimes Against Children	7 Years	3 Years
Destruction of Property	10 Years	5 Years
Disturbance of Peace	3 Years	Approved
Domestic Crimes	7 Years	3 Years
Drug Offenses I	3 Years	Approved
Drug Offenses II	3 Years	Approved
Drug Offenses III	7 Years	3 Years
Drug Offenses IV, V and VII	10 Years	5 Years
Drug Offenses VI	7 Years	3 Years



Embezzlement	5 Years	3 Years
Fraud I and II	5 Years	3 Years
Harassment	3 Years	Approved
Homicide I, II, III, IV	ANY	7 Years
Kidnapping I and II	10 Years	5 Years
Offense	Felony	Misdemeanor
Organized Crime	7 Years	3 Years
OUI, OVI or DWI	3 Years	Approved
Robbery	10 Years	5 Years
Sex Crimes – Other	7 Years	3 Years
Sex Crimes Against a Person OR Child	ANY	7 Years
Theft/Larceny	7 Years	3 Years
Weapons Related I and II	7 Years	3 Years

In addition, the BlueLine Property Management will obtain rental verifications from current and past five (5) years of addressed. Applicants will be denied for derogatory landlord history if any of the following are reported:

- Late 4 or more times in a year
- Repeated lease violations
- Excessive damage to unit
- Damage to common areas
- Disruptive conduct (resident or guests)
- Eviction filed within last two years
- Unauthorized occupants
- False information provided
- Eviction from subsidized housing within last three years

BlueLine Property Management will also review applicants credit reports. Having unfavorable credit will not be an automatic denial. If there are past landlords listed where you either currently owe money to or owed money to and have paid, rental verifications will be obtained for those addresses as well.

After a review of each household member's credit report, BlueLine Property Management will deny admission for the following credit reasons:

- Balance(s) owed to utility company (this does not include cell phone or cable/satellite providers)
- Balance(s) owed to previous Landlords

Applications will be approved if applicant can provide documentation that balances owed of less than \$500 are paid to previous landlord in full. If balance is more than \$500, applicant can provide documentation regarding payment plan with previous landlord.

Unit Transfers

Should a need arise for a current resident to transfer to either a smaller or larger unit, "in-place" residents will be given priority over applicants on the Waiting List. Unit Transfers shall be strictly limited to the following situations:

- a) **Reasonable Accommodation:** When approved as a reasonable accommodation that would allow the tenant's full use of the property based on a disability related need.
- b) **Over/Underutilization of unit:** When a change in household composition causes the current unit to be over or underutilized. For example, if a household size changes a unit transfer to a larger or smaller unit may be requested by the resident or may be required by Management. Per the occupancy standards above, a minimum of one person per bedroom and a maximum of two persons per bedroom are required.
- c) **Need for Accessible Unit:** When a resident needs a unit with handicap-accessible amenities and fixtures.
- d) **Medical Necessity:** Medical reason certified by a doctor.
- e) **Deeper Subsidy:** The availability of a deeper subsidy which would decrease resident rent responsibility.

Unit transfer approval may be granted once all required documentation is received. If written documentation of the need for accommodation is required, BlueLine Property Management will inform the resident and request the resident's authorization for verification.

Residents transferring must be current with rent, pass a unit inspection and have no unresolved lease violation notices. BlueLine Property Management has elected to establish a policy of requiring a new security deposit be paid to the new unit. Any excessive damages deemed beyond normal wear and tear or caused by abuse, neglect or willful destruction shall be billed to the resident in the form of an itemized list of damages.

Modification of the Resident Selection Plan

Management will review this Resident Selection Plan at least once annually to ensure that it reflects current operating practices, program priorities, and the funding representative's requirements. If management and/or funding rep feel the plan needs to be modified in any way, a notice of such modification will be provided by mail to applicants on the waiting list, and by public forum to other interested persons who may have an interest in becoming applicants.