

## Tenant Selection/Approval Policy<sup>i</sup>

The Pike County Housing Authority utilizes the following policy for use when selecting and approving applicants to become tenants.

1. Applicant submits Pike County Housing Authority application to be reviewed.
2. Pike County Housing Authority reviews application in several ways including, but not limited to, the following methods.
  - A. Verification of credit history.
  - B. Verification of criminal history.
  - C. Verification of rental history.
  - D. Verification of personal references.
  - E. Home Inspections.
3. Pike County Housing Authority then issues an approval/denial letter for admittance into housing.
4. If applicant is approved they are then placed onto the Pike County Housing Authority waiting list to be placed into a unit. If applicant is denied they have the right to appeal, in writing, to request a secondary review (informal hearing) of their application, this will be done by someone other than those involved in making the original decision. The decision at the informal hearing is binding to all parties.
5. Pike County Housing Authority utilizes Non Site-Based waiting lists, meaning that individuals are placed on waiting lists according to bedroom size and type of unit needed. Pike County Housing Authority will make offers in sequence, until they are accepted, on order of priority, based upon this tenant selection plan and date and time, using the local preference list.
6. Pike County Housing Authority utilizes the Plan B method of making offers, meaning that we will make 2 to 3 offers for a suitable unit, to an applicant, strictly based upon the distribution of vacancies in the authorities units. For example, a 1<sup>st</sup> offer would be made to an applicant, based upon the site with the highest number of vacancies, if rejected then a 2<sup>nd</sup> offer would be made based upon the site with the second highest number of vacancies, if rejected again, Pike County Housing Authority may, at their discretion, make a 3<sup>rd</sup> offer based upon the site with the third highest number of vacancies. If rejected again, then the applicant will be placed at the bottom of the appropriate waiting list and the next applicant contacted. If there is only one suitable unit available and the offer is rejected, the applicant may keep their position on the appropriate waiting list until another suitable unit is offered. Pike County Housing Authority may make 3 offers to one applicant, but only two to others, depending on the availability of units.
7. In each fiscal year, at least 40% of the Pike County Housing Authorities new admissions to public housing must have incomes that do not exceed 30% of the area median income as published by HUD. An individual may be skipped on the appropriate waiting list to meet this statutory requirement. Documentation must be maintained for the reasoning.

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<sup>i</sup> 9/20/12 Version