

MONT PLEASANT COMMONS
MONT PLEASANT YMCA HOUSING CORPORATION
1502 Chrysler Avenue
Schenectady, NY 12303
518.382.1848

Dear Applicant:

Thank you for your interest in making Mont Pleasant Commons your new home.

Please be aware that Mont Pleasant Commons is a non-smoking facility.

As you may know, this facility is federally subsidized and there are Federal requirements that must be met in order for you to qualify to be placed on the waiting list:

1. You must be 62 years of age at the time the application is received.
2. 2018 annual income cannot exceed \$27,250 for one person and \$31,100 for two people, as set forth by HUD.

Included with the application is a document entitled "Tenant Selection Plan. Please be sure to read this document.

Please note that incomplete applications can not be accepted and/or processed.

If you have any questions regarding the application or any of the forms, please contact the office at 518 382-1848.

Again, thank you for your interest in Mont Pleasant Commons and we look forward to assisting you.

Sincerely,



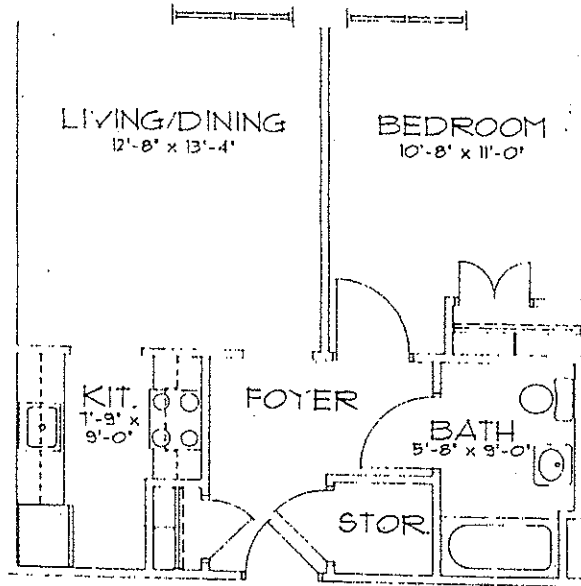
April Hall, COS, CSHM
Director
Mont Pleasant Commons

Please note documents are two-sided

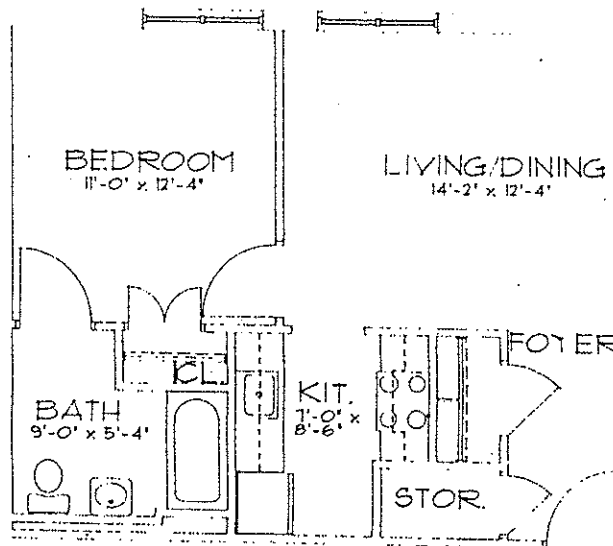
YOU NEED ONLY RETURN THE APPLICATION



MONT PLEASANT COMMONS
MONT PLEASANT YMCA HOUSING CORPORATION
1502 Chrisler Avenue
Schenectady, NY 12303
518.382.1848



TYPICAL UNIT "A" 536 S.F.



TYPICAL UNIT "B" 540 S.F.



**Capital District YMCA
Mont Pleasant Commons
1502 Chrisler Avenue
Schenectady NY 12303**

Applicant Information

APPLICANT ONE - HEAD OF HOUSEHOLD

First Name: _____ Middle: _____ Last: _____

Date of Birth: _____ SSN: _____

Present Street Address: _____

City: _____ State: _____ Zip: _____

Mailing Address if different from above: _____

Telephone Number: _____

Current Student
Yes or No

Income Information:

HUD sets financial limits and in order to qualify total income for all members of the household must be furnished and confirmed prior to final approval.

INCOME	Monthly	Annually
Wage/Salary:	_____	_____
Social Security:	_____	_____
Supplemental Social Security (SSI):	_____	_____
Pension:	_____	_____

AL ___ AK ___ AZ ___ AR ___ CA ___ CO ___ CT ___ DE ___ FL ___ GA ___
HI ___ ID ___ IL ___ IN ___ IA ___ KS ___ KY ___ LA ___ ME ___ MD ___
MA ___ MN ___ MS ___ MO ___ MT ___ NE ___ NV ___ NH ___ NJ ___ NM ___
NY ___ NC ___ ND ___ OH ___ OK ___ OR ___ PA ___ RI ___ SC ___ SD ___
TN ___ TX ___ UT ___ VT ___ VA ___ WA ___ WI ___ WY ___ or d Guam ___
Puerto Rico ___ Virgin Islands ___

Rental History:

Note: 1) This does not apply if applicant currently owns/lives in their own home.
2) We will not contact your landlord without your written permission.

Current Landlord Information:

Name: _____ Phone _____

Address: _____
(street) (city) (state) (zip)

Previous Landlord Information (within past 5 years):

Name: _____ Phone _____

Address: _____
(street) (city) (state) (zip)

Additional Information

Circle Answer

Are you in need of any reasonable accommodation, i.e. hearing or vision impairment accommodation

Yes No

Are you in need of interpretive or language services?

Yes No

PLEASE NOTE MONT PLEASANT COMMONS WAS BUILT ALMOST 30 YEARS AGO AND WE DO NOT MEET THE ADA BATHROOM CLEARANCE GUIDELINES FOR WHEELCHAIR ACCESSIBLE BATHROOMS. WE FEEL IT IS IMPORTANT FOR YOU TO VISIT THE BUILDING TO ASSURE THE UNIT IS ACCESSIBLE AND SAFE FOR YOUR NEEDS.

Please provide us with any information you feel will help Management better assist you in the application process or any other requirements/needs you might have regarding an apartment.

Background Check:

All applicants will be screened for credit and criminal history. You may refer to the Tenant Selection Plan for the rejection criteria specific to criminal and/or eviction policy.

Circle Answer

Have you ever been convicted on a felony?

Yes No

Have you ever been convicted of a drug-related crime?

Yes No

Have you ever been convicted of a violent crime?

Yes No

Are you subject to State Lifetime sex offender registry
In any state

Yes No

Have you ever been evicted for any reason?

Yes No

If yes, please list date(s), address(es) and reasons for
eviction: _____

I attest that the information listed above regarding my income and assets are complete and true to the best of my knowledge.

I understand that upon filing this application, it will be acted upon Mont Pleasant Commons.

The applicant agrees that upon request, he/she will provide documentation of any information in this application and will be available for an interview. The applicant further agrees that it is their responsibility to provide updated and current information. I authorize Mont Pleasant Commons to verify the information contained in this application or obtained during the eligibility interview. I (understand that my filing of this application does not entitle me to an apartment.

Signature of Applicant _____ Date _____

Return the completed application to:

Mont Pleasant Commons
1502 Chrysler Avenue
Schenectady, NY 12303

Or fax to:

518 382-1942

Or email to:

ahall@cdymca.org

MARKETING:

HOW DID YOU FIND OUT ABOUT MONT PLEASANT COMMONS? _____

Required Attachments:

Criminal History
Tenant Background Investigation Consent Form
Form HUD-27061-H
Form HUD-92006

Criminal History

Please list all household members - additional sheets are available from the Occupancy Department

Warning: Title 18, Section 1001 of the United States Code, states that a person is guilty of a felony for knowingly and willing making false or fraudulent statements to any department or agency of the United States of the Department of Housing and Urban Development.

Name: _____ D.O.B. ___/___/___

Social Security Number _____/_____/_____

List all names and aliases you have used, include maiden name. Explain the reason for using aliases, attach addition pages if necessary. If none, write none.

Have you even been arrested/convicted of any crime other than a traffic infraction? If yes, list all convictions, use additional pages if necessary.

Have you ever committed fraud in a Federally Assisted Housing Program (Section 8 or Conventional Public Housing) or been requested to repay money for knowingly misrepresenting information to such a housing program? If yes, please explain, attached additional pages if necessary.

Failure to disclose complete record of convictions or fraud, repayment of money to a housing program will be cause for denial of your application. If it is later determined that you did not disclose this information, you tenancy will be terminated.

I know that knowingly making a false statement in this application is a crime, *punishable by imprisonment or fine*. I also waive any right to privacy and authorize Mont Pleasant Commons to check into my criminal history, if any.

I have also been informed that false statements made herein are punishable as a ***Class A Misdemeanor pursuant to Section 210.45 of the Penal Law of the State of New York.***

I hereby swear that the information I have provided is true and accurate **AFFIRMED UNDER PENALTY OF PERJURY.**

Signature _____ Date _____

Signature _____ Date _____

MONT PLEASANT COMMONS

TENANT BACKGROUND INVESTIGATION CONSENT FORM

DISCLOSURE In relation to your lease agreement, your prospective landlord may obtain a consumer report or an investigative consumer report. Such reports may include information as to your character, general reputation, personal characteristics, and mode of living. Also, subsequent reports may be requested to update, renew or extend your lease agreement. This disclosure is given to you in compliance with the Federal Fair Credit Reporting Act and applicable state law. You have the right to request additional disclosures as to the nature and scope of the investigation from your prospective landlord. Such request must be made in writing.

The following information is for the sole purpose of undertaking a tenant background investigation.

Current Name		Previous Name(s) -- e.g. maiden name (use additional paper if needed)					
First		First		First			
Mid		Mid		Mid			
Last		Last		Last			
Suffix		Suffix		Suffix			
Address (No PO Boxes)							
City			State		Zip		
County							
Day Phone		Evening Phone					
Email Address							
Social Security Number			Date of Birth*		Month		
Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male	May we contact your current employer?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Name as appears on Driver's License							
Driver's License Number				Driver's License State of Issue			
Professional License Type (If applicable.)				Professional License State			
Professional License Number				Professional License Expiration Date			
For the past ten years, list the county and state of your previous places of residence (use additional paper if needed):							
County (Not Country)		State	From	Month	Year	to Month	

Have you ever been convicted of a misdemeanor or felony? Yes No

Do you have any pending criminal charges against you at this time? Yes No

If yes to either question, where: _____ Date of Offense: _____

Nature of Offense: _____ Court: _____

Please explain: _____ Case Number: _____

A conviction record will not necessarily be a bar to employment. Factors such as job relatedness, age at the time of the offense, type of offense, and rehabilitation will be taken into account.

AUTHORIZATION RELEASE I certify receipt of this notice and the attached summary of rights and hereby give permission to my prospective landlord and its agents to verify the information submitted by me and to conduct a background investigation on me. I understand this may include social security number verification and address history, criminal history, driving history, a credit report, education history, license/certification verification, past employment information, reference checks and/or any other public records. I authorize the complete release of these records. Such verification shall not constitute a violation of my right to privacy in any manner and I hereby release them from all liability whatsoever for actions related to this information. I understand that the sole purpose of obtaining this information is for reasons related to my lease. I understand that I must provide my date of birth to complete the background investigation and acknowledge that my date of birth will not influence any decisions made.

ACKNOWLEDGEMENT I acknowledge receiving a summary of my rights under the FCRA and a copy of the NY Corrections Law Article 23-A.

New York Applicants Only Upon written request, you will be informed whether or not a consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency.

Print Name of Applicant/Employee _____ Signature of Applicant/Employee _____ Date _____

MONT PLEASANT COMMONS

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed

or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

Race and Ethnic Data Reporting Form

U.S. Department of Housing and Urban Development
Office of Housing

OMB Approval No. 2502-0204
(Exp. 06/30/2017)

Mont Pleasant Commons

1502 Chrysler Ave., Schenectady NY 12303

Name of Property	Project No.	Address of Property
Capital District YMCA - Mont Pleasant YMCA Housing Corporation		202-PRAC
Name of Owner/Managing Agent		Type of Assistance or Program Title:

Name of Head of Household	Name of Household Member
----------------------------------	---------------------------------

Date (mm/dd/yyyy): _____

Ethnic Categories*	Select One
Hispanic or Latino	
Not-Hispanic or Latino	
Racial Categories*	Select All that Apply
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	

*Definitions of these categories may be found on the reverse side.

There is no penalty for persons who do not complete the form.

Signature

Date

Public reporting burden for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. Owners/agents must offer the opportunity to the head and co-head of each household to "self certify" during the application interview or lease signing. In-place tenants must complete the format as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. Once system development funds are provided and the appropriate system upgrades have been implemented, owners/agents will be required to report the race and ethnicity data electronically to the TRACS (Tenant Rental Assistance Certification System). This information is considered non-sensitive and does not require any special protection.

Instructions for the Race and Ethnic Data Reporting (Form HUD-27061-H)

A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

1. The two ethnic categories you should choose from are defined below. You should check one of the two categories.

1. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."

2. **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. The five racial categories to choose from are defined below: You should check as many as apply to you.

1. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

2. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

3. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."

4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING

This form is to be provided to each applicant for federally assisted housing

Instructions: Optional Contact Person or Organization: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

Applicant Name:	
Mailing Address:	
Telephone No:	Cell Phone No:
Name of Additional Contact Person or Organization:	
Address:	
Telephone No:	Cell Phone No:
E-Mail Address (if applicable):	
Relationship to Applicant:	
Reason for Contact: (Check all that apply)	
<input type="checkbox"/> Emergency <input type="checkbox"/> Unable to contact you <input type="checkbox"/> Termination of rental assistance <input type="checkbox"/> Eviction from unit <input type="checkbox"/> Late payment of rent	<input type="checkbox"/> Assist with Recertification Process <input type="checkbox"/> Change in lease terms <input type="checkbox"/> Change in house rules <input type="checkbox"/> Other: _____
Commitment of Housing Authority or Owner: If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
Legal Notification: Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

Check this box if you choose not to provide the contact information.

--	--

Signature of Applicant

Date

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.

Mont Pleasant Commons

Tenant Selection Plan

August, 2014
Revised March, 2015
Revising May, 2016
A Hall

**Tenant Selection Plan
Mont Pleasant Commons**

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Mont Pleasant Commons Tenant Selection Plan

HUD Subsidized Program type 202 PRAC
Resource HUD Handbook 4350.3
Rev 1 Chng 4 Chapters 2-4
HSG Notice 2015-01

Mont Pleasant Commons encourages and supports affirmative programs in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or nation origin. We also comply with Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance from the U.S. Department of Housing & Urban Development, the Fair Housing Act Amendments of 1988 and Title VI of the Civil Rights Act of 1964.

Notice 2015-01 – In February, 2015, HUD released *HSG Notice 2015-01 Notice of Program Eligibility for HUD Assisted and Insured Housing Programs for All People Regardless of Sexual Orientation, Gender Identity or Marital Status as Required by HUD's Equal Access Rule.*

In July 2015, HUD released Housing Notice 2015-06 Program Eligibility in Multifamily Assisted and Insured Housing Programs in Accordance with HUD's Equal Access Rule.

This Notice provides additional guidance addressing protections in place to ensure equal access to housing opportunities regardless of sexual orientation, gender identity or marital status.

In response to the above notice we have removed from our application any question(s) pertaining to sex or marital status as they have no bearing on the approval or denial of any application.

The guidelines stated below are to determine who can be admitted to reside at the facility (final approval will be subject to all verified material):

Project Eligibility Requirements

Project Specific Requirements -The head of household must be 62 years of age or older.

Social Security Number Requirements - Applicants and tenants must disclose SSNs for all households members, except those who do not contend eligible immigration status, and tenants age 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010, and provide verification of the complete and accurate SSN assigned to them. Exception to disclosure of SSN: **For Section 202 PRAC, the restriction on providing assistance to noncitizens does not apply. (Par. 3-5, Chg 4)**

Citizenship Requirements - At this property individuals who do not contend eligible immigration status must sign a certification, containing the penalty of perjury clause, certifying to that effect. The certification will support the individual not being subject to the requirements to disclose or provide verification of a SSN. The certification must be retained in the tenant file. (Par. 3-9, Chg 4)

Income Limit Requirements - A resident must meet income guidelines for the county in which the facility is located as set forth by HUD. Income limits are updated by HUD annually. Established for the year 2016, 1 person's maximum annual income can not exceed \$25,300 and \$28,900 for a 2 people.

Procedures for Accepting Applications

An applicant must submit a completed Application. Incomplete applications will not be accepted and will be returned to the sender with a letter indicating the missing information. The incomplete application will be held on file for a response up to, but not exceeding 30 days. After that time if no response has been received we will consider the application withdrawn.

Applications are accepted by mail at Mont Pleasant Commons, 1502 Chrisler Avenue, Schenectady, New York 12303. Other acceptable methods of submitting an application are: delivered to office at the above address Monday through Friday 9 to 4 PM; faxed to 518 382-1942 or emailed to ahall@cdymca.org.

An application is stamped with the date and time it is received. It is then evaluated. Any application meeting the requirements as stated in the Project eligibility and Income Limit will be placed on the wait list.

Any application not meeting these requirements will be rejected and not placed on the waiting list.

If you require assistance in reading, understanding or completion of an application, please call 518 382-1848 and request a reasonable accommodation.

Applicant Screening Criteria

The sole purpose of Mont Pleasant's Commons screening process is to 1) determine the program eligibility (age and income) and 2) to narrowly tailor our screening criteria to select the applicant who is most likely to meet the responsibility of the Lease (pay rent and maintain the unit) and who is unlikely to damage the premises or disrupt the quiet enjoyment of other tenants.

Once an application is received and screened for project eligibility (age and income) and before the application is placed on the waiting list, a background check will be

performed.

Applications will be immediately rejected based upon 1) applicant's disclosure of eviction history or 2) Criminal History Search resulting in any conviction of one or more Federal Drug charges.

Upon being selected and offered a unit the following information is required by HUD:

Existing Tenant Search – As part of U.S. Department of Housing and Urban Development's Rental Housing Integrity Improvement Project, EIV was developed as a web-based computer system containing individual's income information who participates in HUD's rental assistance programs.

EIV is used to search for an existing applicant called an "Existing Tenant Search" to assure that the applicant is not residing in another subsidized facility and that rental assistance it being provided to the proper household.

For more information about EIV you may request a brochure entitled "EIV & You" and one is provided to you each year during your annual recertification.

Eviction – Using EIV, any applicant found previously evicted from Federally Funded HUD housing will automatically be denied.

Any applicant having been evicted from non Federally Funded HUD housing will automatically denied.

Landlord References – Applicant will require a positive Landlord reference and that would include:

- Rent being paid in a timely manner
- Compliance with facility policies
- Compliance with Lease requirements
- Property left in an acceptable condition

Credit history - The applicant's credit history will be searched via a credit reporting agency. If a credit report shows a negative status, such as foreclosure, Management will review each case individually. It is our policy to consider extenuating circumstances.** (Par 4-28 B Chg. 4). If these conditions exist, the applicant will be asked to give a written statement describing the circumstances.

Criminal History Search – A nation-wide criminal screening will be performed for each member of the household. Criminal screening indicating the following is grounds for denial of application:

Felony or misdemeanor history related to any household member's eviction from federally-assisted housing for drug-related activity.

Any household member being subject to a lifetime sex offender registration program.

Felony or misdemeanor history in the past seven (7) years relating to other criminal activity that threatens the health, safety, and right to peaceful enjoyment of the property by other residents or the health and safety of the owner, employees, contractors, subcontractors, or agents of the owner.

Other allowable screening criteria

Any household member currently engaging in or has engaged in violent criminal activity or other criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, or of the site's employees, contractors, or agents.

A resident must be able to live according to and abide by the terms of their lease agreement.

Student Eligibility

There are restrictions at most communities for providing Section 8 assistance to any individual who is enrolled as either a part-time or a full time student at an institute of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized education credential. Restrictions will apply if the student:

- Is under the age of 24
- Is not married
- Is not a veteran of the US Military
- Does not have a dependent child
- Is not a person with disabilities, as such term is defined in 3(b)(3)(E) of the US Housing Act of 1937 (42U.S.C. 1437 a(b)(3)(E) and was not receiving Section 8 assistance as of November 20, 2006); and
- Is not living with his or her parents who are receiving Section 8 assistance; and
- Is not individually eligible to receive Section 8 assistance and has parents (the parents individually or jointly) who are to income eligible to receive Section 8 assistance.

HUD Conditions Under Which Owners Will Reject Applicants

The applicant does not meet the program age or income requirements.

Using EIV, any applicant found previously evicted from Federally Funded HUD housing and/or non-Federally funded housing will be rejected.

Criminal History Search resulting in any conviction of one or more Federal Drug charges will result in applicant rejection.

Refusal to Sign consent forms, as required by 24 CFR 5.230 owner must deny any

applicant who refuses to sign consent forms, including HUD-9887 (Par. 4-9 B 3 Chg 4)

Procedures for rejecting ineligible applicants

Once the applicant screening criteria has been completed and all materials have been evaluated, any application not meeting the above requirements will be rejected and the applicant will receive written notification.

The applicant shall have fourteen (14) days from the date of the letter to respond in writing or to request a meeting date to discuss the rejections. When an applicant is rejected, more detailed information concerning appeal rights will be furnished at the time of rejections.

Waiting List Procedures

The applicants place on the waiting list is determined by the date on which the completed application is received. However, acceptance to the waiting list does not automatically guarantee eligibility for an apartment. Further screening as described in the applicant screening criteria section will be completed at the time an apartment is offered.

Based on chronological order, from the waiting list, an offer of an apartment will be made by letter. A person offered an apartment has five (5) working days from the date of mailing to notify the office of their intention to accept or reject the offered apartment. If mail is returned due to incorrect mailing information we will attempt to contact the applicant by phone. Any deviation from this time frame must be approved in writing by the Director.

Any applicant who is offered a unit and is not able to move at that time will be put at the bottom of the list. If the individual is offered a unit for the second time and refused, the applicant will be removed from the waiting list. The individual may reapply at any time.

Updating Waiting List

At least twice a year a notice will be mailed to every household on the waiting list. The applicant must indicate their interest in remaining on the waiting list and mail the notice back to the property. Any notice returned "unable to forward" from the post office will be removed from the list. For those who do not respond a second notice will be generated informing them that they are being removed from list.

At that point an updated waiting list will be generated and mailed to those who remain on the list.

Occupancy Standards

No more than two (2) persons may reside in any apartment.

Procedures for Identifying and Assigning Units with Accessible Features

Any applicant in need of an accessible unit will be identified from the application. Under "Additional Information" on Page two (2) of the application it asks if any member of the household is in need of a "mobility accessible unit" and/or "in need of a reasonable accommodation". It will be noted in the software file that the applicant has indicated a need for an accessible unit.

Mont Pleasant was designed with a total of 5 accessible units in the building.

When an accessible unit becomes available the waiting list will be reviewed for anyone indicating a need for an accessible unit and they will be offered the unit first, regardless of their ranking on the list. (Par. 4-15 C 2 Chg 4)

Annual Recertification Requirement

HUD requires the household income and expenses be reviewed to assure that they are paying the proper subsidy and you are paying the proper rent. (7-4 A1-8)

The lease indicates in Paragraph 8 d 3 and 22 that if a household does not comply with the supplying of all required information it is a substantial violation of the Lease and grounds for eviction.

Interim Recertification Requirement

An interim recertification is processed for the following reasons: decrease in income; increase in income of \$200 or more a month and/or increase in medical expense/allowance. (7-11 A1-5)

Unit Inspection

Each unit will be inspected, with the tenant, upon move in. Thereafter each unit will be inspected a minimum of once a year, up to 4 times a year as scheduled by management.

A notice will be given at least 5 business days in advance of any inspection.

Each unit will be inspected, with the tenant, upon move out.

Unit Transfer Policy

A transfer request is only granted for medically necessary reasons, to be confirmed by a letter from the resident's physician.

Transfer requests will be placed on an in-house waiting list, in the order of the date they are received. In-house transfers have priority in with regard to accessible units and apartment availability.

Reasonable Accommodation as defined by the Fair Housing Act as any accommodation by management in rules, policies (including acceptance of assistance animals as an exception to a "no" pet rule) and practices of services to give a person with a disability an equal opportunity to use and enjoy a dwelling unit or common space. It is your responsibility to inform management of a situation where a Reasonable Accommodation is needed.

Reasonable Accommodations should be submitted in writing. If unable to provide the request in writing, please notify management. Reasonable structural modifications to units and/or common areas that are needed by applicants and tenants with disabilities may be approved and funded by Mont Pleasant Commons, unless these modifications would change the fundamental nature of the project or result in undue financial and administrative burdens.

Policy for Opening and Closing the Waiting List

It is not the policy of the Mont Pleasant YMCA Housing Corporation to close the waiting list for the Mont Pleasant Commons.

Violence Against Women's Act (VAWA)

VAWA was enacted to assist in housing cases of concerns of victims of domestic violence. The Act provides legal protections to victims of domestic violence, dating violence or stalking. An applicant who certifies that they were the victim of domestic violence can be admitted for housing even with poor landlord references **if** the can provide evidence that the negative reference were due to the domestic violence. The applicant must provide certification beyond self certification of the domestic violence (i.e. police report, court records, social services).

The Act also prohibits owner/agent from evicting or terminating assistance if the asserted grounds for such action is an instances of domestic violence and such violence is verified.

Please contact us for further information if you believe this applies to you.

Security Deposit Requirements

HUD requires collection of a security deposit at the time of the initial lease execution. The amount of the required deposit is equal to the Total Tenant Payment, line 50 from the HUD 50059 form.

