

Tenant Selection Plan Review Checklist

for use with *Tenant Selection Plan Policy for Properties Monitored by the North Carolina Housing Finance Agency*

Property Management Company: _____

Property: _____

Reviewer: _____

Federal Tax Credits or TCAP or Exchange (Allocation Year: _____) Targeting

Key Rural Development HUD HOME

1. POPULATION		Comments
a. Income Restrictions		
i. Does the property have an income maximum listed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
IF YES: Is the income maximum stated as a number of units at % of median income?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
IF YES: Is how the income limit is available specified? (web site address, contacting the on-site office, or attachment to the TSP)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
ii. Does the property have an income minimum listed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
IF YES: Is the income minimum so restrictive as to create a barrier to housing for an applicant with a federal or state housing voucher/rent assistance?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
IF YES: Does the minimum income either exempt households with rental assistance from the policy itself, or base the minimum income on the tenant's out of pocket rental payment and utility allowance?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
iii. Does the TSP affirm that reliance on state and federal housing vouchers will not be grounds to deny an application?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
b. Population Type		
i. Does the TSP state whether the property is intended to house families or the elderly?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
IF ELDERLY: Does the TSP clearly state the age restriction?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
IF ELDERLY: Does the TSP make clear which federal elderly definition is used?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
IF ELDERLY: Is the property's age restriction 62+?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
IF ELDERLY: Is the property's age restriction 55+?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
IF 55+ and Targeting: Does the TSP explain that in at least 80% of units, one household member must be at least 55; in up to 20% of units, one household member must be at least 45; and all additional household members must be at least X years of age?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
IF 55+: Does the TSP indicate if there are any units with no age restriction?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

c. Student Status (see student rules chart on last page)			
i. Do student rules govern the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>Only SHDP properties are allowed to not have student rules.</i>			
IF YES: Does the TSP include the student rules?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
IF YES: Is there a clear definition of either an eligible student or an ineligible student?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2. Occupancy Policy		Comments	
Does the property have an occupancy policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
IF YES: Does the TSP state the minimum and maximum household size by unit size?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
3. SCREENING CRITERIA		Comments	
a. Credit Reports			
i. Is credit criteria described with enough specificity that an applicant can reasonably self-determine whether they meet the established standard for approval?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
ii. Does the TSP state that the criteria will be waived for applicants participating in any programs or receiving assistance which provides the landlord with the ability to recover any economic losses related to the tenancy? [HUD Special Claims; Key]	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
iii. Is good standing with the local utility companies used by the unit (electric, gas, and/or water) a requirement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
IF YES: Is the good-standing requirement clearly stated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
IF YES: Does the good-standing requirement only cover electric, gas and/or water?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
b. Criminal Record Checks			
i. Is criminal criteria described with enough specificity that an applicant can reasonably self-determine whether they meet the established standard for approval?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
ii. Is the screening criteria no more restrictive than the Model Policy on Screening Applicants with Criminal Records contained in NCHFA's 2/8/16 guidance memo?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
c. Landlord References			
i. Is reference criteria described with enough specificity that an applicant can reasonably self-determine whether they meet the established standard for approval?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
ii. In the situation where a negative landlord reference is due to unpaid rent or money owed, does the criteria state that this will not be held against applicants participating in programs or receiving assistance which provides the landlord with the ability to recover economic losses? [HUD Special Claims; Key]	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4. PREFERENCES OR PRIORITIES		Comments	
Does the property participate in the Targeting Program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
IF YES: Does the TSP include this: The property participates in a state program in which X percent of the units in the property are set aside as they become available to house eligible applicants receiving a referral from NC DHHS. Until the percent of units is reached, those applicants will be offered units ahead of anyone else on the waiting list.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Separate from the Targeting Program, does the property have local, state or federal preferences?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
IF YES, does the TSP describe the preferences and how they impact selection from the property waiting list?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
IF YES, does the TSP describe the documentation required to establish preference eligibility?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5. APPLICATION PROCESS			Comments
a. Does the TSP specify how pre-applications and applications are taken?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
b. Does the TSP clearly state alternative methods for accepting applications?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
c. Does the property charge an application fee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

IF YES: The fee is: \$ _____

IF FEE: Does the TSP explain that Targeting Program and TCLI applicants are not charged a fee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
d. Are reservation fees charged?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

6. WAITING LIST			Comments
a. Does the TSP specify the number of waiting lists used to select a tenant household for the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
IF THERE ARE MULTIPLE WAITING LISTS: Does the TSP specify their purpose and priority ranking?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
b. Does the TSP specify how applicants are selected from each waiting list – first come, first serve or other?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
c. Does the TSP specify how preferences impact selection from the waiting list(s)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
d. Does the TSP specify how the waiting list is updated to maintain fairness and accuracy, and disclose the circumstances under which an applicant is removed from the waitlist?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
e. Does the TSP specify the methods of advertising used to announce opening and closing of the waiting list?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
f. Does the TSP specify the policies on opening and closing the waiting list?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

7. MULTIPLE LEVELS OF INCOME AND RENT TARGETING			Comments
Does the property have multiple levels of income and rent targeting?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
a. IF YES: Does the TSP specify how applicants are selected for the various rent levels?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
b. IF YES: Does the TSP specify the policy for assigning lower rent levels to in-place tenants versus waiting listed applicants as they become available at the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

8. NOTIFYING APPLICANTS			Comments
a. Acceptance			
Does the TSP describe the process for notifying applicants of acceptance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the TSP describe what the applicant needs to do and in what timeframe to secure the unit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the TSP describe the period the unit will be held before moving to the next applicant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

b. Rejection			
Does the TSP describe the process and timeline for notifying applicants of rejection, including the method of notification (which must include a written form of notification, appeal rights and the process and requirements for filing an appeal)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the TSP state that communications include the specific reasons for the rejection?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the TSP state that rejection is based solely on the written criteria specified in the Tenant Selection Criteria?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the TSP state that if rejection is based on information received from a third party, contact information is provided so the rejected applicant can investigate and challenge the adverse information?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
c. Appeal			
Does the TSP explain that denial notification includes clear specification of appeal rights, process and deadlines?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
d. Reasonable Accommodation			
Does the TSP explain the right to a Reasonable Accommodation by an applicant with a disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9. NONDISCRIMINATION STATEMENT			Comments
Does the TSP have a nondiscrimination statement that lists federal and state protected classes (race, color, national origin, religion, sex, familial status, disability)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
10. FEDERAL FAIR HOUSING REGULATIONS			Comments
a. Does the TSP explain intent to comply with all applicable federal regulations related to fair housing? This includes the Fair Housing Act, the 1988 Fair Housing Amendments Act, Title VI of the Civil Rights Act of 1964, and the Violence Against Women Act (VAWA).	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
b. Does the property receive federal funding?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
i. IF YES: Does the TSP explain intent to comply with Section 504 of the Rehabilitation Act of 1973?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
ii. IF YES: Does the TSP explain that Oral Language Services (i.e. Interpretation) and Written Language Services (i.e. Translation) may be required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
iii. IF YES: Is the accessibility logo on the TSP?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
11. REASONABLE ACCOMMODATION			Comments
Does the TSP describe the process and timeline for a disabled applicant to request a reasonable accommodation/reasonable modification?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the TSP describe the timeline for management to respond to a request for RA/RM?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the TSP explain that if a RA request is submitted, the unit will be held until the request determination is finalized and communicated in writing to the applicant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the TSP explain that in the event of a denial of a request for RA, the applicant will be afforded 3 business days to challenge the decision before the unit can be rented to another qualified applicant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
12. UNIT TRANSFER			Comments
Does the property have a transfer policy listed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
IF YES: Is the transfer policy described?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Properties with federal funding must have a transfer policy that is described.

Whether or not the property has a transfer policy, does the TSP include the procedures for selecting between applicants on the waiting list and current tenants who need a unit transfer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are all reasons for unit transfer (family size, change in family composition, medical reason, need for accessible unit, need for reasonable accommodation, households residing in an accessible unit that do not need the accessibility features) included in the TSP?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does the property charge transfer and redecorating fees?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
13. PETS		Comments
Does the property have a pet policy listed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
IF YES: Does the TSP disclose the pet policy?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
14. SMOKING		Comments
Does the property have a smoking policy listed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
IF YES: Does the TSP disclose the smoking policy?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
15. OTHER POLICIES		Comments
Does the property have any mandatory policies or programs that an applicant needs to be aware of before applying to the property (down payment assistance program, etc.)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
IF YES: Does the TSP disclose the policies?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	