

Tenant Selection Plan Content Checklist (updated 7/16/18)

Property Management Company:

Property Name:

Person submitting Plan:

NCHFA Reviewer:

Regulations this property is subject to:

Federal Tax Credits or TCAP or Exchange -

Rural Development -

HUD Section-8 -

HOME -

TSP Section	TSP Requirement	Completed by Owner/Agent	Completed by NCHFA	
		Where is this in the TSP? Page #, Section #, Section Title	Is it OK? Yes, No, NA, or NI	Comment/Corrective Action Needed
1. a. i	Does the property have an income maximum listed, expressed as a number of units at % of median income?			
1. a. i	Does the TSP specify how the income limit is available? (website, contacting the on-site office, attachment to TSP)			
1.a.ii	Does the property have a minimum income policy listed?			
1.a.ii	IF YES: Is the minimum income so restrictive as to create a barrier to housing for an applicant with a federal or state housing voucher/rent assistance?			
1.a.ii	IF YES: Does the minimum income policy 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?			
1.a.iii	Does the TSP affirm that reliance on state and federal housing vouchers will not be grounds to deny an application? [N/A: for properties where voucher can't be used.]			
1.b.i	Does the TSP state whether the property is intended to house families or the elderly?			
1.b.ii	IF ELDERLY: Does the TSP clearly state the age restriction?			
1.b.ii	IF ELDERLY: Does the TSP make clear which federal elderly definition is used?			
1.b.ii	IF ELDERLY: Is the property's age restriction 62+?			
1.b.ii	IF ELDERLY: Is the property's age restriction 55+?			
1.b.ii	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 or unrestricted?			
1.b.ii	IF 55+: Does the TSP indicate if there are any units with no age restriction?			
1.c.i	Does this property participate in a program that has mandatory student rules?			
1.c.i	IF YES: Does the TSP include the correct student rules?			
2.a	Does the property have an occupancy policy related to household size?			
2.a	IF YES: Does the TSP state the minimum and maximum household size by unit size?			
3.a.i	Are credit criteria described with enough specificity that an applicant can reasonably self-determine whether they meet the established standard for approval?			
3.a.ii	Does the TSP state that the criteria will be waived for applicants (and additional household members, if any), 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 and/or Key Special Claims]			
3.a.iii	Is good standing with the local utility companies used by the unit (electric, gas, and/or water) a requirement?			
3.a.iii	IF YES: Is the good-standing requirement clearly stated?			
3.a.iii	IF YES: Does the good-standing requirement only cover electric, gas and/or water?			
3.b.i	Are criminal criteria described with enough specificity that an applicant can reasonably self-determine whether they meet the established standard for approval?			
3.b.i	Does the criminal screening criteria offer individualized assessments?			
3.b.i	Does the criminal screening criteria comply with or is less restrictive than the Convictions – Exclusions and Individualized Assessment Periods matrix?			
3.b.i	Does the criminal screening criteria comply with the requirements regarding pending charges?			
3.b.i	Does the criminal screening criteria comply with the prohibition on blanket exclusions?			
3.b.ii	Are the screening criteria no more restrictive than the Model Policy on Screening Applicants with Criminal Records contained in NCHFA’s 3/19/2018 policy memo titled Fair Housing and Tenant Selection Policy for Properties Monitored by NCHFA?			

3.c.i	Are Landlord reference criteria described with enough specificity that an applicant can reasonably self-determine whether they meet the established standard for approval?			
3.c.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 and/or Key Special Claims]			
4.a	Does the TSP list all local, state, or federal preferences the property is subject to?			
4.a	IF YES, does the TSP describe the preferences and how they impact selection from the property waiting list?			
4.b	IF YES, does the TSP describe the documentation required to establish preference eligibility?			
4.c	Does the property participate in the Targeting Program?			
4.c	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.			
5.a	Does the TSP specify how pre-applications and applications are taken?			
5.a	Does the TSP clearly state alternative methods for accepting applications?			
5.b	Does the property charge an application fee?			
5.b	IF YES: Does the TSP disclose the amount of the fee?			
5.b	What is the amount of the application fee?			
5.b	Does the application fee exceed \$35?			
5.c	IF FEE: Does the TSP explain that Targeting Program and TCLI applicants are not charged a fee?			
5.d	Are reservation fees charged? (they are prohibited)			
6.a	Does the TSP specify the number of waiting lists used to select a tenant household for the property?			
6.a	IF THERE ARE MULTIPLE WAITING LISTS: Does the TSP specify their purpose and priority ranking?			
6.b	Does the TSP specify how applicants are selected from each waiting list – first come, first serve or other?			
6.c	Does the TSP specify how preferences impact selection from the waiting list(s)?			

6.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?			
6.e	Does the TSP specify the methods of advertising used to announce opening and closing of the waiting list?			
6.f	Does the TSP specify the policies on opening and closing the waiting list?			
7	Does the property have multiple levels of income and rent targeting?			
7.a	IF YES: Does the TSP specify how applicants are selected for the various rent levels?			
7.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?			
8.	Does the TSP describe the process for notifying applicants of acceptance?			
8.a	Does the TSP describe what the applicant needs to do and in what timeframe to secure the unit once accepted?			
8.a	Does the TSP describe the period the offered unit will be held before moving to the next applicant?			
8.b	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)?			
8.b	Does the TSP state that communications include the specific reasons for the rejection?			
8.b	Does the TSP state that rejection is based solely on the written criteria specified in the Tenant Selection Criteria?			
8.b	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?			
8.c	Does the TSP explain that written denial/rejection of application notification shall include clear specification of appeal rights, process and deadlines? The deadline must be no less than 8 business days from the date of the denial notification letter.			
8.d	Does the TSP explain that written denial/rejection of application notification shall include the right to a Reasonable Accommodation by an applicant with a disability?			

9	Does the TSP have a nondiscrimination statement that lists federal and state protected classes (race, color, national origin, religion, sex, familial status, disability)?			
10.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).			
10.b	Does the property receive federal funding (HOME, HUD, RD)?			
10.b.i	IF YES: Does the TSP explain intent to comply with Section 504 of the Rehabilitation Act of 1973?			
10.b.ii	IF YES: Does the TSP explain that the landlord may be obligated to provide Oral Language Services (i.e. Interpretation) and Written Language Services (i.e. Translation)?			
10.b.iii	IF YES: Is the accessibility logo on the TSP?			
11	Does the TSP describe the process and timeline for a disabled applicant to request a reasonable accommodation/reasonable modification?			
11	Does the TSP describe the timeline for management to respond to a request for Reasonable Accommodation or Reasonable Modification?			
11	Does the TSP explain that if a Reasonable Accommodation request is submitted, the unit will be held until the request determination is finalized and communicated in writing to the applicant?			
11	Does the TSP explain that in the event of a denial of a request for Reasonable Accommodation, the applicant will be afforded 8 business days to challenge the decision before the unit can be rented to another qualified applicant?			
12	Does the property have a transfer policy listed? <i>Properties with federal funding (HOME, HUD, RD) must have a transfer policy that is described.</i>			
12	IF YES: Is the transfer policy described?			
12.a	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?			
12.a	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?			
12.b	Does the property charge transfer and redecorating fees? (Transfer fee may not be charged)			
13	Does the property have a pet policy?			

13	IF YES: Does the TSP disclose the pet policy?			
13	IF YES: Does the pet policy include an exception for service and assistance animals?			
14	Does the property have a smoking policy listed?			
14	IF YES: Does the TSP disclose the smoking policy?			
15	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.)?			
15	IF YES: Does the TSP disclose the policies?			