

TENANT SELECTION PLAN

Madison Supportive Housing
"Development"

Madison, Wisconsin

Rethke Washington, LLC
"Owner"

Heartland Housing, Inc.
"Management"

I. INTRODUCTION

This Tenant Selection Plan (the "Plan") outlines the procedures that will be followed in selecting tenants for the Development. Management is responsible for implementing these procedures.

A. Unit Distribution

The Development will offer 60 units. This () includes (X) does not include a management unit. The income limitations of these units are as follows:

 0 market rate (no income restriction) units

 6 units at 30 % median income

 33 units at 50 % median income

 21 units at 60 % median income

 0 manager unit(s)

If a household occupying an income-restricted unit experiences a change of income so as to no longer qualify for the unit, the household may remain in the rental unit, subject to applicable Low Income Housing Tax Credit (LIHTC) regulations. In such a case, Management must make every effort to rent to tenants meeting the income limitations stated above.

B. Rent Structure

The initial rent structure for the development, by unit size and income distribution, is attached to this Tenant Selection Plan (**Exhibit A**).

II. Non-Discrimination

It is the policy of Heartland Housing to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and any legislation protecting the individual rights of residents, applicants or staff which may subsequently be enacted.

Heartland Housing will not discriminate on the basis of race, color, sex, religion, age, disability, national origin, familial status, sexual orientation, ancestry, source of income, medical condition, gender identity or any other arbitrary basis in the leasing, rental, or other disposition of housing or related facilities, or in the use or occupancy thereof. In addition, Heartland Housing will not:

- Deny to any applicant the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to lease housing suitable to his/her needs;
- Provide housing which is different from that provided others;
- Subject a person to segregation or disparate treatment;
- Restrict a person's access to any benefit enjoyed by others in connection with the housing program;
- Treat a person differently in determining eligibility or other requirements for admission;
- Deny a person access to the same level of services; or
- Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the housing program.

Heartland Housing shall not automatically deny admission to a particular group or category of otherwise eligible applicants. Each applicant in a particular group or category will be treated on an individual basis in the normal processing routine.

Section 504 of the Rehabilitation Act of 1973

It is the policy of Heartland Housing to assure that qualified individuals with handicaps or disabilities are not discriminated against on the basis of their handicap or disability. Heartland Housing also assures that these individuals will have equal opportunity to receive and enjoy the benefits of living at the development.

Reasonable Modifications

Heartland Housing will allow reasonable modifications to individual units or common areas when requested by applicants and residents with disabilities. If considered reasonable by Property Name Apartment, these modifications will be made at the property's expense. If deemed to be unreasonable, an active dialogue will be opened between Property Name Apartment and the disabled applicant or resident to find a mutually agreeable solution.

Reasonable Accommodations

Heartland Housing will seek to identify and eliminate situations or procedures that create a barrier to equal housing opportunity for all. In accordance with Section 504 of the Rehabilitation Act of 1973, Heartland Housing will make reasonable accommodation for individuals with handicaps or disabilities (applicants or residents). Heartland Housing will make reasonable adjustments to rules, policies, and services in order to enable an applicant or resident with a disability to have an equal opportunity to use and enjoy the unit and the common area of dwelling, or to participate in or have access to other activities conducted or sponsored by the development.

In reaching a reasonable accommodation with, or performing structural modifications for otherwise a qualified individual with disabilities, Heartland Housing is not required to:

- Make structural alterations that require the removal or altering of a load-bearing structural member
- Provide support services that are not already part of its housing programs;
- Take any action that would result in a fundamental alteration in the nature of the program or service;

- Take any action that would result in an undue financial and administrative burden on the development, including structural impracticality as defined in the Uniform Federal Accessibility Standards (UFAS).

III. **PREFERENCES**

A. **Establishing Preferences**

Preferences are not permitted if they in any way negate affirmative marketing efforts or fair housing obligations. There are no preferences mandated by the State of Wisconsin and there are no preferences at the development for the LIHTC units.

The development will establish the following preferences (check all that apply):

1. Former Federal Preferences _____
2. HUD Pre-approved Preferences
 - a) Preference for working families _____
 - b) Preference for persons with disabilities _____
 - c) Preference for victims of domestic violence _____
 - d) Preference for elderly, displaced, homeless, or disabled single person over other single persons _____
3. Residency Preferences (with HUD approval) _____
4. Local Preference (as established by local PHA) _____

B. **Selection of Families for Participation**

1. An eligible applicant who qualifies for a preference will receive housing before any other applicant who is not so qualified. These preferences take precedence over other applicant's place on the Waiting List (as defined below), or date of submission of application.
2. Applicants will be informed of the availability of preferences, and will be given an opportunity to certify that they qualify for a preference. Applicants may claim a preference at any time during the application process.

C. **When a Preference Is Denied**

1. If it is determined that an applicant does not meet the criteria for receiving a preference, the applicant will promptly receive a written notice of this determination from Management (**Exhibit B**). The notice will contain a brief statement of the reasons for the determination, and state that the applicant has the right to meet with the Management's designee to review this decision. If the applicant requests a meeting, it will be conducted by a person or persons designated by Management.
2. Denial of a preference does not prevent the applicant from exercising any legal rights the applicant may have against Management and/or Owner.

IV. PRE-APPLICATION CARD PROCESSING

A. Distribution of Pre-Application Cards

1. Initial outreach efforts will include telephone contact as well as a letter (**Exhibit C**) will be sent to persons who respond to the initial marketing inviting them to come and complete a pre-application card (**Exhibit D**). This letter will also inform persons about the Development's preferences and will indicate that all applicants will be given an opportunity to show that they qualify for a preference.
2. The letter will state that those persons qualifying for a preference will receive housing before any other applicant who is not so qualified.
3. In addition, the letter will inform all applicants that for those not claiming a preference that screening will be conducted according to the order in which the Pre-Application Cards are received.
4. All returned Pre-Application Cards will be logged in, indicating the time and date received (**Exhibit E**). The Pre-Application log will indicate whether the applicant has claimed a preference or has requested a handicapped accessible unit.

B. Processing Pre-Application Cards

1. Pre-Application Cards will be filed in the order of receipt. In addition, Pre-Application Cards will also be categorized according to preferences, unit size and Special Occupancy Categories, as defined in Section X.
2. No Pre-Application Cards will be accepted after the date on which 95% occupancy of the Development has been reached and the applicable Waiting List has been closed.
3. All Pre-Application Cards will be retained on-site permanently.

V. WAITING LIST PROCEDURES

A. Definition of Waiting Lists

The Development will maintain a general waiting list for the six (6) LIHTC units and an interest list for the 54 Section 8 Project-Based Voucher program. The Community Development Authority (CDA) will maintain the waiting list for the 54 Section 8 Project-Based Voucher program (PBV) units. The PBV waiting list will consist of PBV applicants who have passed the Development's screening criteria and have received preliminary eligibility by the CDA for the Section 8 PBV program. All reference to the term 'waiting list' here within this TSP refers to the LIHTC waiting list maintained by the development."

The names of all persons from whom Pre-Application Cards were received, but who were not contacted for an interview, will receive a letter stating that they have been placed on the applicable Waiting List and informed of their position on the Waiting List. A person's position on the Waiting List will be based on the chronological order in which he/she applied for occupancy to the Development. Names on each Waiting List will appear in order of receipt of the Pre-Application Cards with priority given to those who qualify under a Special Occupancy Category (as defined under Section X). Placement on a Waiting List, however,

does not guarantee that the person is eligible or acceptable for occupancy at the Development.

B. Contacting Persons on a Waiting List

1. Management will contact Applicants as follows: When a unit becomes available, the Pre-Application Card with the top preference priority number for that unit size and type will be selected. The Pre-Application Card with the top priority number from the applicable Waiting List for that unit size will be selected. Management will telephone the selected applicant at least three times during the next 48-hour period. If the applicant cannot be reached, a letter will be sent to the applicant requesting a date and time for an interview. If Management does not receive a response to the letter within ten business days from the date of the letter, the applicant will forfeit the opportunity to apply for the available unit but will remain at the top of the applicable Waiting List. When a second unit becomes available, Management will send another letter to the applicant. This letter will explain that if the applicant does not respond within the period specified, the applicant's Pre-Application Card will be placed in the inactive file. If the applicant does not respond and his/her Pre-Application Card is placed in the inactive file, a final letter will be sent informing the applicant that his/her name has been removed from the Waiting List.
2. For LIHTC units, if the applicant refuses a unit, he/she will remain at the top of the applicable Waiting List. However, a letter will be sent informing him/her that after the second refusal, his/her name will be removed from the applicable Waiting List and placed in the inactive file. For Section 8 PBV units, if the applicant refuses a unit, he/she will be removed from the waitlist and the unit will be offered to the next applicant on the list.
3. When an interview is scheduled but the applicant fails to attend, an attempt will be made to contact the applicant by telephone. If there is no contact after three attempts within 48 hours, the applicant's Pre-Application Card will be placed in the inactive file. If the applicant is contacted, and the applicant had good cause, such as illness or accident, for failure to keep the original appointment, another appointment will be scheduled. If the applicant again fails to attend the interview, the applicant's Pre-Application Card will be placed in the inactive file.

C. Updating the Waiting List

1. Following the completion of initial interviews, the LIHTC Waiting Lists will be updated at least once every twelve months in the following manner: Management will send a letter to each applicant on each of the Waiting Lists (**Exhibit F**). The letter will include a Reply Card (**Exhibit G**) to be returned if the applicant is still interested in living at the Development. The applicant will be given 15 days (excluding weekends and designated Federal holidays) from the date the letter was mailed in which to respond. If no response is received, the applicant's Pre-Application Card will be placed in the inactive file, and a letter will be sent informing the applicant of this action.
2. After the LIHTC waiting list is updated based on the Reply Cards returned, a current status letter (**Exhibit H**) will be sent to each applicant informing the applicant of the position of their Pre-Application Card within the unit category. The current status letter will also inform the applicant that it is their responsibility to notify the Management office of any change in address, telephone number or telephone

device for the deaf (TDD) number (if applicable).

D. Closing/Reopening the Waiting List

1. Closing the Waiting List

Once the number of Pre-Application Cards for a unit size equals the projected unit turnover for that unit size for a three-year period (see chart below), and the Development has attained 95% occupancy, Pre-Application Cards will not be accepted and the Waiting List will be closed.

<u>Unit Size</u>	<u>Annual Projected Turnover</u>	<u>Maximum Pre-Application Cards (Annual Projected Turnover x 3)</u>
0 BR	2	6

2. Reopening the Waiting List

For LIHTC waiting list only: If, based on Annual Projected Turnover, it is anticipated that all persons who have submitted Pre-Application Cards for a specific unit size will be housed within the next twelve months, the Waiting List for that population and unit size only will be reopened and Pre-Application Cards will again be accepted. Notice of the reopening the Waiting List will be presented to the general public through marketing efforts. The only exception to this notice will be in those cases where the Development is experiencing an unexpected vacancy loss due to unusual turnover. All persons contacting the Development regarding the Waiting Lists will be informed of this policy.

3. Exceptions with Regard to Closing the Waiting List

If a development has a closed Non-Preference Waiting List, Management may place an applicant claiming a preference on one of the Preference Waiting Lists, unless Management determines that the applicable Preference Waiting List contains an adequate pool of applicants to fill the expected vacancies. If this determination is made, the applicable Preference Waiting List will be closed. Management will inform all persons inquiring of this policy.

VI. THE INTERVIEW PROCESS

A. Application Requirements

A complete application includes the following information:

1. A written application submitted by the applicant household.
2. A credit report ordered by Management.
3. Verification of income, bank accounts and other assets, etc., as applicable for each applicant household.
4. Social security numbers for all members of the household, or a certification if a person has not been assigned a social security number.
5. Birth certificate, passport or other proof of citizenship status. Only applicants who are US citizens or eligible non-citizens may benefit from federally assisted units.

B. Completion of Application Process

All applications will be processed within thirty days after the date of the applicant's initial interview or within five business days of receipt of all required documentation, whichever is

later (excluding weekends and designated Federal holidays).

VII. ELIGIBILITY REQUIREMENTS

A. Income

The annual gross income of the applicant must be less than or equal to the income limits established by the applicable program administrative rules for the appropriate household size.

B. Sole Residence

The unit must be the applicant's sole residence in order for the applicant to be eligible for housing.

C. Section 8 PBV Eligibility

Applicants of the fifty four (54) Section 8 PBV units must meet HUD's definition of homeless to qualify, have a history of chronic homelessness, participate in a social service screening, and have the ability and commitment to enter into a lease contract and contract for supportive services.

D. Eligibility of Students

Households comprised of full-time students, as defined by LIHTC rules, are not eligible for housing at the Development unless they qualify for one of the exceptions as defined by LIHTC rules.

VIII. OCCUPANCY STANDARDS

The unit applied for must have enough space to accommodate the applicant's household. In selecting a unit size for the applicant, Management's occupancy standards must comply with federal, state and local occupancy standards, and/or laws in connection with occupancy requirements, fair housing and civil rights laws, as well as landlord-tenant laws and zoning restrictions. **For the purposes of the Madison Supportive Housing, a studio unit will accommodate no more than one (1) person.**

IX. VAWA PROTECTIONS

1. The Landlord may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other "good cause" for termination of assistance, tenancy or occupancy rights of the victim of abuse.

2. The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse

3. The Landlord may request in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation may result in denial of housing.

X. SELECTION AND REJECTION CRITERIA

Meeting the eligibility requirements under Section VI does not mean that an applicant will be a suitable tenant. All units must also meet the following selection and rejection criteria. Applicants determined to be suitable for tenancy must also pass CDA Section 8 screening and eligibility criteria in order to be offered a PBV unit. The ability of the applicant to fulfill lease obligations, along with any related explanations offered by the applicant concerning the facts involved, including any changes in circumstances, will be considered. An applicant may be rejected for one or more of the following reasons:

A. Insufficient/Inaccurate Information on Application

Refusing to cooperate fully in all aspects of the application process or supplying false information will be grounds for rejection.

B. Credit and Financial Standing

1. Unsatisfactory history of meeting financial obligations (including, but not limited to timely payment of rent, outstanding judgments or a history of late payment of bills) will be considered. If an applicant is rejected based on the credit report, Management will provide the applicant with the reason for rejection and give the name of the credit bureau that performed the credit check. Applicants will also be given two weeks to dispute any information on the credit report.
2. The inability to verify credit references may result in rejection of an applicant. Special circumstances will be considered in which credit has not been established (income, age, marital status, etc.) and lack of credit history will not cause an applicant to be rejected. In such circumstances, Management may require that a person with a history of credit worthiness guarantee the lease.
3. The applicant's financial inability to pay his/her monthly contribution toward the rent of the unit will be assessed. Ordinarily, the total of the applicant's monthly contribution plus other long-term obligations (payments extending more than twelve months) should be less than 45% of his/her monthly gross income. Income ratios will be considered in the context of the applicant's credit and employment history and potential for increases in income.

C. Criminal Convictions and Current Drug Use

1. Applicants who fall into the following categories may be rejected. In addition, if other persons that will be living in the unit fall into these categories, the applicant may be rejected.
 - a) Criminal convictions that involved physical violence to persons or property, or endangered the health and safety of other persons within 5 years;
 - b) Criminal convictions in connection with the manufacture or distribution of a controlled substance within 5 years; or
 - c) Current addiction to or engagement in the illegal use of a controlled substance.
2. If an applicant is currently receiving treatment for addiction to a controlled substance, the applicant will not be rejected so long as he/she is acceptable as a tenant in all other respects.

3. All circumstances regarding criminal convictions, including the period during which the convictions occurred, will be considered.
4. Management determines that an applicant's use or pattern of illegal use of a controlled substance or such person's use or pattern of abuse of alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents or Management. (For the purpose of this Plan, "pattern" shall mean more than one incident.)
5. Applicants who fall into the following categories will be rejected.
 - a) Any household member has been evicted from Federally-assisted housing for drug-related criminal activity, for three years from the date of eviction. If the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program or circumstances leading to the eviction no longer exist (e.g. the household member no longer resides with the applicant household) the Owner may, but is not required to, admit the household.
 - b) Any household member is currently engaging in illegal drug use.
 - c) Any member of the household is subject to a lifetime registration requirement or is currently registered under a state sex offender registration program. During the admissions screening process, the Owner must perform the necessary criminal history background checks in the state where the housing is located and in other states where the household members are known to have resided.
 - d) The Owner determines that there is reasonable cause to believe that a household member's illegal use (or a pattern of illegal use) of a drug or abuse (or pattern of abuse) of alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. (Screening standards must be based on behavior, not the condition of alcoholism.)
 - e) Any member of the applicant's household has been convicted of the manufacture of methamphetamine on the premises of federally subsidized housing (lifetime).
 - f) Violent criminal activity which indicates a pattern of violence that may threaten the safety of residents or staff.
 - g) Any criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, the owner or any employee who is involved in the housing operations.
 - h) Unlawfully obtaining government assistance.

D. Unsanitary Housekeeping

Housekeeping will be considered only if home visits are conducted (see Section VI (B)). Housekeeping criteria are not intended to exclude households whose housekeeping is only superficially unclean or disorderly if such conditions do not appear to affect the health, safety

or welfare of other residents.

E. **Extenuating Circumstances**

The development has adopted the following policy regarding extenuating circumstances:

Extenuating circumstances will be considered in circumstances when applicants would normally be rejected. The applicant will have to provide in writing (from a third party social service agency) the circumstances where he/she will be an acceptable resident in the future.

If the applicant is a person with disabilities, Management must consider extenuating circumstances where this would be required as a matter of reasonable accommodation.

XI. **REJECTION PROCEDURES**

A. **Written Notification**

Each rejected applicant will be promptly notified in writing of the reason(s) for rejection (**Exhibit I**). This notice will advise the applicant that he/she may, within 14 days of receipt of the notice (excluding weekends and designated Federal holidays), respond in writing or request to meet with Management to discuss the notice. The notice shall also inform the applicant that responding to Management's notice does not prevent the applicant from exercising any legal rights he/she may have.

B. **Review of Rejected Applications**

The applicant will have 14 days (excluding weekends and designated Federal holidays) to respond in writing or request a meeting to discuss the rejection. Any meeting with the applicant or review of the applicant's written response will be conducted by a member of Management's staff and Supportive Service Staff who did not participate in the application process or in the decision to reject the applicant. However the final decision will lie with the property management staff.

If the applicant appeals the rejection, the applicant will be given a final written decision from Management within five days (excluding weekends and designated Federal holidays) of the written response or meeting. If the decision is reversed, if the decision is reversed, the applicant will be offered a suitable LIHTC unit or referred to the CDA for Section 8 screening as required for a Section 8 PBV unit. If no such unit is available, the applicant will be offered the next appropriate unit.

XII. **SPECIAL OCCUPANCY CATEGORIES**

Applicants will be interviewed and processed as authorized in Sections V through VIII, with exceptions made as follows:

Persons with Disabilities

An applicant with disabilities will be given priority for an accessible unit if such applicant deems that this type of unit is appropriate for their household.

Unless an applicant requests placement in an accessible unit, Management will not inquire whether a member of the applicant's household has a disability, or the nature or severity of any disability.

Should an applicant deem that an accessible unit is appropriate for the applicant's

household, Management may inquire as to whether an applicant's household is qualified for the accessible unit.

If the household deems that the accessible unit is not appropriate for the household's needs, the household's name will be returned to its place on the Development's Waiting Lists, as applicable.

XIII. SECTION 504 COORDINATOR

If the Development employs 15 or more persons, a Section 504 Coordinator must be designated. Does the Development employ 15 or more persons?

_____ Yes No

If "Yes" was checked, indicate the name of the Development's Section 504 Coordinator:

Name: _____

Telephone Number: _____ TDD Number _____

XIV. AMENDING THE TENANT SELECTION PLAN

This Tenant Selection Plan may be amended only with the prior written approval of the owner/agent.

DRAFT

XV. CERTIFICATION

By signing this Tenant Selection Plan, Management certifies that the contents of this plan will be followed as written, and that no other Tenant Selection Plan has been executed for the development at this time, or will be executed in the future without written approval from the owner and agent.

Submitted:

**Management
Heartland Housing, Inc.**

By: _____ Date: _____
Kandyse McCoy-Cunningham, Director of Property Management
Heartland Housing, Inc.

Owner

By: Rethke Washington, LLC

By: Rethke Washington MM, LLC, Managing Member

By: Heartland Housing, Inc., Sole Member

By: _____ Date: _____
Michael Goldberg, Executive Director

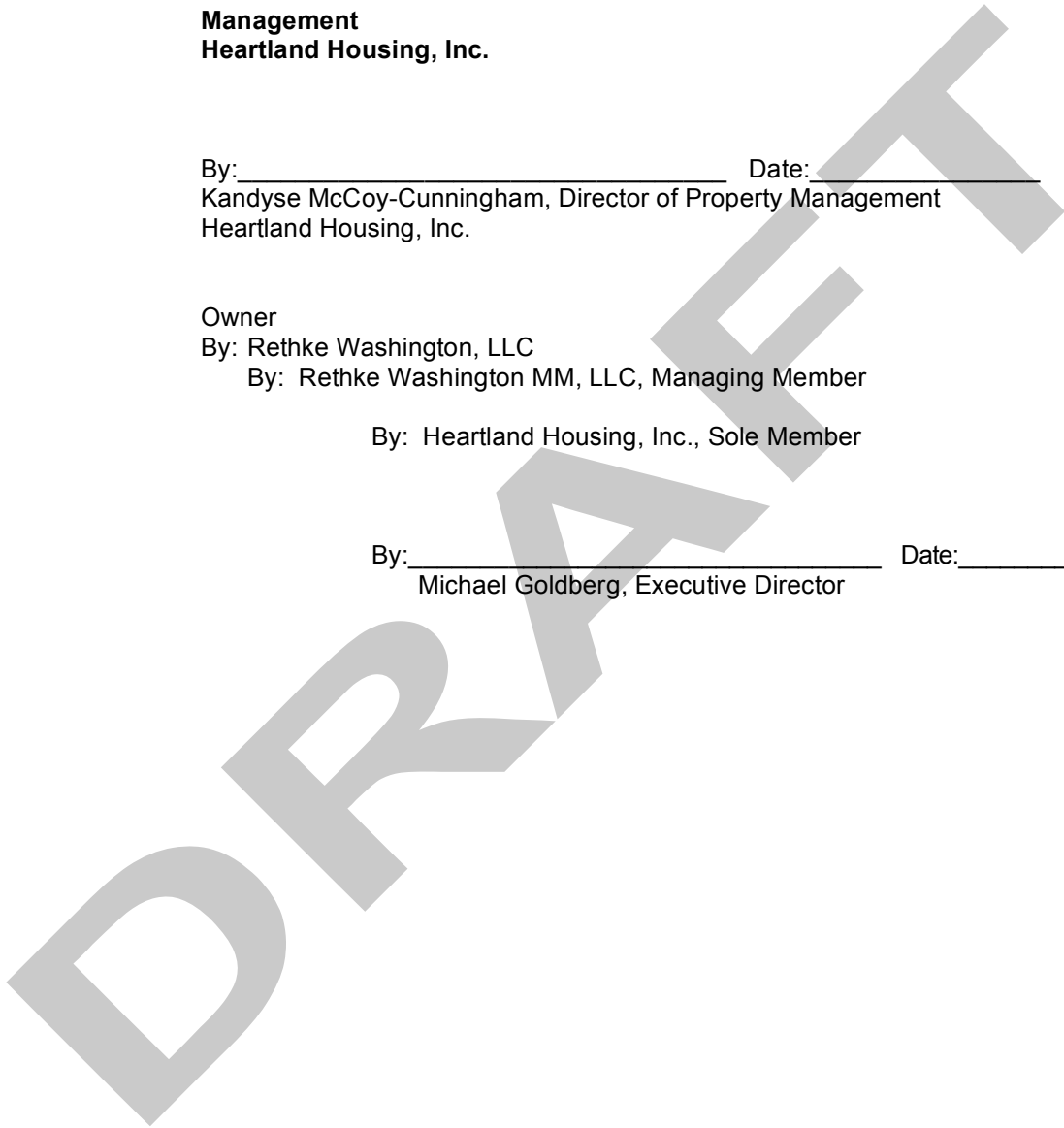


EXHIBIT A

RENT STRUCTURE

Fifty-four (54) units have Project-Based Rental Assistance (PBRA) from the City of Madison Community Development Authority (CDA) and Dane County Housing Authority (DCHA). Tenants qualifying for these units will be responsible for paying 30% of their adjusted gross income for rent. CDA and DCHA will pay the Development the difference between the tenant's portion of the rent and the contract rent. The initial rent structure for the development is below.

Unit Type	# Units	# BRs	# BAs	Sq. Ft. (Gr.)	Rent (Mo.)
LIHTC Only	3	0	1	350	\$383
30% AMI Total	3				
PBRA	33	0	1	350	\$682
50% AMI Total	33				
PBRA	21	0	1	350	\$682
60% AMI Total	21				

The rents shown are the initial rents set for the development. Periodically, a WHEDA-approved rent schedule will be generated, in response to owner submissions, and will constitute an addendum to the Tenant Selection Plan. Please refer to the current income and rent limits schedule published by WHEDA for the maximum allowable rent.

EXHIBIT B

DENIAL OF PREFERENCES LETTER

Not Applicable- No established preferences

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EXHIBIT C

Marketing Reply Letter

Not Applicable- Only Pre-Application will be sent on request

DRAFT

EXHIBIT D

Pre-Application (See attached)

DRAFT

EXHIBIT E
Waitlist (LIHTC Only)

App Time	First Name	Last Name	Income	Letter Date	Comments	Accessible Unit Request	Preference Type	Address	City	State	Zip

DRAFT

**HEARTLAND
ALLIANCE**
HOUSING

EXHIBIT F

**Waiting List Update Letter
(LIHTC Only)**

Date: _____

Dear _____:

We are currently in the process of updating our Waiting List for _____ Apartments. You have expressed in interest in living at our apartments and your name has been placed on our Waiting List.

If you are still interested in living at _____ Apartments, please return the enclosed card within 14 days of the postmark date (excluding weekends and designated federal holidays). **If you do not return the card in 14 days, you will be removed from our Waiting List.**

It is not necessary to call or come in to the office at this time. We will contact you when an apartment is ready and your name has reached the top of the Waiting List. If you have further questions, please feel free to contact me at the property. Thank you.

Sincerely,

Property Manager
Name of Apartment Building
Address
Phone Number

208 S LaSalle Street, Suite 1300 Chicago, IL 60604 Ph 312.660.1300 Fax 312.660.1500 www.heartlandalliance.org



**HEARTLAND
ALLIANCE**
HOUSING

EXHIBIT G

Waiting List Reply Card (LIHTC ONLY)

WAITING LIST REPLY CARD

I AM STILL INTERESTED IN LIVING AT:

Apartment Name: _____

Your Name: _____

Current Address: _____

Home Phone: _____

Work Phone: _____

Unit Size Desired: 0 BR 1BR 2 BR 3 BR

208 S LaSalle Street, Suite 1300 Chicago, IL 60604 Ph 312.660.1300 Fax 312.660.1500
www.heartlandalliance.org



EXHIBIT H

Wait List Current Status Letter (LIHTC ONLY)

N/a- This letter is not used

DRAFT

EXHIBIT I

Denial From Housing Letter

**HEARTLAND
ALLIANCE**
HOUSING

Date: _____

Dear _____:

Thank you for your interest in renting an apartment at _____ Apartments. After careful consideration of your application, we regret to inform you that we are not able to accept your application for tenancy at this time for the following reason(s).

- Unable to establish contact during the application process.
- Gross annual income is over the income limits established by our funding requirements.
- Unable to document the eligibility required for the property/unit.
- Insufficient/inaccurate information on the application.
- Negative Information on Background and/or Credit Check. You may get a copy of your results by contacting _____.
- Household size not appropriate at the time of application.
- Insufficient evidence that essential requirements of tenancy can be met

If you wish to appeal this decision, please write a letter to Mrs.. Kandyse McCoy-Cunningham, Director of Property Management, at 208 S. LaSalle Street Suite 1300 Chicago IL 60604, within 14 days of the postmark date (excluding weekends and designated federal holidays). If you have further questions, please feel free to contact me at the property. Thank you.

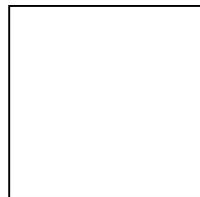
Sincerely,

Property Manager
Phone Number

208 S LaSalle Street, Suite 1300 Chicago, IL 60604 Ph 312.660.1300 Fax 312.660.1500 www.heartlandalliance.org



DRAFT





Heartland Housing, Inc.
Pre-Application Card

B. This is a pre-application card for housing at (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> San Miguel Apartments | <input type="checkbox"/> Leland Apartments |
| <input type="checkbox"/> Parkway Apartments | <input type="checkbox"/> Mae Suites |
| <input type="checkbox"/> Karibuni Apartments | <input type="checkbox"/> Los Vecinos |
| <input type="checkbox"/> Jazz on the Boulevard | <input type="checkbox"/> Prairie Apartments |
| <input type="checkbox"/> Hollywood House | (Milwaukee) |

Name	Birth Date	Age	SS#	Time Student over the next 12 months Y or N

Address:

Street _____

City _____ State _____ ZIP Code _____

Phone: _____

B. WHO WILL BE LIVING IN YOUR HOUSEHOLD

	Name	Relationship to head	Birth Date	Sex	SS#	Time Student over the next 12 months Y or N

CURRENT HOUSING AND INCOME INFORMATION:

Bedroom size requested (check one):

BR 3

BR 2

BR 1

Studio

Current Rent Amount: \$ _____ Are you currently homeless? _____

Monthly Household Income: \$ _____ Your Current Employer or Source of Income: _____

Are you interested in an accessible unit or accommodation? _____

Do you have Pets? _____ Please

Describe _____

Case Manager's Name/Number/Email and

Organization: _____

PREFERENCE IN HOUSING: If you qualify in one of the following categories, please check the box.

Verification will be required if you state a preference.

- Displaced from an urban renewal area Displaced as a result of a governmental action
- Displaced as a result of a major disaster Homeless or referred from Homeless Prevention

***This pre-application card does not guarantee you will be offered an apartment. You will need to complete a full application in order to be considered for housing.**

208 S LaSalle Street, Suite 1818 Chicago, IL 60604 Ph 312.660.1300 Fax 312.660.1500
www.heartlandalliance.org

F
OR OFFICE USE ONLY
Date of Pre-App.: _____
Time: _____
Income eligible: Y N
Household Size: Y N



DRAFT