

Laurel Hill Center  
**TENANT SELECTION PLAN**  
For Laurel Grove and Laurel Court Apartments

**Eligibility requirements**

- 1) Income: At least 40% of households admitted each year must be in the "extremely low income" category (30% or less than the median income for households of similar size and the area.) At the time of admission household income must qualify for a subsidy amount.
  
- 2) Disability: All households must include a tenant with a disability that qualifies for residency at the complex. This complex is limited to tenants with severe and persistent mental illnesses defined as follows:  
  
An adult who "has a severe and persistent mental or emotional impairment that seriously limits his or her ability to live independently (e.g., by limiting functional capacities relative to primary aspects of daily living such as personal relations, living arrangements, work, recreation, etc.), and whose impairment could be improved by more suitable housing conditions."
  
- 3) Compliance with certification/recertification requirements:  
Applicants must be certified prior to admission.  
Cooperation with recertification on an annual basis (e.g., provide information and sign releases) Tenants must inform the HUD Property Management Team of changes in income, expense, household composition and any other relevant eligibility information in a timely manner.

**Nondiscrimination goals**

People of all cultural, ethnic, and linguistic backgrounds, national origins, languages, disabilities, religions, colors, sizes, gender identities and sexual orientations are encouraged to apply.

**Accepting applications**

Initial screening applications will be accepted From anyone who wants to submit one unless the waiting list is closed.

Applicants that qualify based upon a review of the initial screening application will be tentatively placed on the waiting list.

**Interview requirements**

Every applicant being evaluated for an available unit will be interviewed by a member of the HUD Property Management Team.

Any person interested in discussing subsidized housing at the complex may arrange to meet with the a member of the HUD Property Management Team by phoning (541) 435-6340 or writing Laurel Hill Center 2145 Centennial Plaza Eugene, OR 97401 Attn: HUD Property Management Team.

The following are subjects that could be discussed:

- 1) Eligibility criteria
- 2) Screening criteria
- 3) Income and Asset Questionnaire completion
- 4) Verification release forms
- 5) Certification and recertification requirements
- 6) Requirement to notify upon change in income, expenses or household composition
- 7) Sole residence requirement
- 8) Other subsidy requirements
- 9) Waiting list procedures

**Screening criteria**

Each applicant will be screened for:

- 1) **Prior landlord relations**  
A phone call will be made to the current & previous landlord  
The following may be grounds for disqualification:  
Nonpayment of rent  
Three or more lease violations  
Nonpayment of unit damages  
Failure to provide required notice upon vacation of unit
  
- 2) **Illegal drug use or history**  
Applicants who are currently using or selling illegal drugs will be disqualified until documented successful completion of rehabilitation program (to be verified) and current abstinence.
  
- 3) **Alcohol problems**  
Applicants with current alcohol problems will be disqualified if it is believed they will interfere with the health, safety, or peaceful enjoyment of the property by other tenants
  
- 4) **Prior eviction from subsidized complexes**  
Applicants that have been evicted from subsidized housing within the past 3 years for drug related criminal activities will be disqualified, from date of eviction. Possible exception for successful completion of qualified rehabilitation program.
  
- 5) **Individuals subject to lifetime sex offender registration are not permitted.**

**Notifying applicants who are rejected**

A letter will be sent to each rejected applicant within 30 days of the determination. Determination will occur upon review of the initial screening application or upon verification of the full application.

The rejection notice will include:  
Reason for rejection  
An offer to meet and discuss the rejection

**Placing applicants on the waiting list**

When no units are available applicants that appear to meet the eligibility criteria and screening criteria will be placed on the waiting list.

The waiting list will remain open until more applicants are on the list than could reasonably be expected to obtain housing units within one year, at which time the list will be closed.

Applicants on the waiting list must comply with the waiting list requirements noted below to remain on the list.

**Waiting list processing**

Annually the HUD Property Management Team will mail a copy of the current initial screening application on file and a blank form to each applicant on the waiting list. The applicant must complete a new initial screening application form with updated information and return both forms to the HUD Property Management Team within 30 days to remain on the waiting list.

**Removal from the waiting list**

Applicants will be removed from the waiting list for the following:

- 1) Applicant refusal of an available unit offered by the HUD Property Management Team.
- 2) Failure to complete and return a updated re-application to the HUD Property Management Team yearly and in a timely manner. The updated re-application will indicate:
  - a) Continued desire to obtain subsidized housing
  - b) Veracity of information on file (e.g., phone #, address, income, etc.)
  - c) Continued apparent eligibility
- 3) Change in status that makes the applicant ineligible
- 4) Failure of the applicant to respond to written or verbal contacts by the HUD Property Management Team in a timely manner.
- 5) Failure of the applicant to keep the HUD Property Management Team updated regarding applicant information (e.g., address, phone number, etc.)

**Filling vacancies**

Waiting list applicants are ranked / selected as follows:

<b>Owner Preferences (scoring):</b>		<b>Value</b>
1)	currently receiving Laurel Hill Center's outreach services for 4 months or longer	25
2)	living in a more restrictive setting than needed (group home, foster care, other)	5
3)	living in substandard housing or homeless; must meet attached HUD criteria	10
4)	being involuntarily displaced (this applies to anyone in shelter or safe housing)	5
5)	paying more than 50% of your income towards rent	10
6)	staying with friends or relatives without a place of your own	5

Applicants with equal preference scores will be selected in chronological order based upon date submitted.