

## Tenant Selection Plan Guidelines

The tenant selection plan should be a written policy to ensure that new tenants are selected in conformance with the owner's policies, and all applicable federal requirements.

The tenant selection plan should describe the criteria that will be used to identify eligible tenants. The plan should include the following;

- ❑ Be consistent with the purpose of providing housing for very low-, low- and moderate income families depending upon the funding source(s) attached with the development.
- ❑ It should be related to the program requirements and the applicant's ability to comply with the terms of the lease. Specifically, the HOME regulations limit the incomes of the households that may occupy HOME-assisted units, same as the Risk-Sharing, Project-Based Section 8 and Housing Credit Programs. In addition, the owner cannot refuse to lease HOME-assisted units to tenants receiving rental assistance, including Section 8 certificates and vouchers.
- ❑ The plan should be in conformance with all federal requirements, including Fair Housing and Equal Opportunity.
- ❑ The plan should also describe the procedures that will be used to review applications from prospective tenants.
- ❑ The procedures should provide for a written waiting list from which tenants will be selected in chronological order.
- ❑ A rejected applicant must be given prompt written notification of the grounds of rejection.