



Kentucky Housing Corporation

Tenant Selection Plan Checklist

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Introduction

HUD 4350.3 Chapter 4 states owners must develop and make public written tenant selection policies and procedures that include descriptions of the eligibility requirements and income limits for admission. A clear intake process and applicant screening plan are essential to rental program operations. This criteria is more commonly known as the Tenant Selection Plan (TSP) or Tenant Selection Criteria. It is typically posted in a public area of the community, one that allows both applicants and residents to view at any time. Owners should review the TSP at least annually to ensure that they reflect current operating practices, priorities, and HUD requirements.

Guidelines for Fair Tenant Selection Procedures

- Tenant selection procedures should specify the criteria that will be used to select tenants.
 - Tenants should be selected based on *objective* criteria. These criteria should be related solely to program qualification and the tenant's ability to pay the rent and abide by the terms of the lease, such as household income, housing history, credit history, and/or lack of criminal record. Property owners/managers must apply selection criteria consistently to all applicants, in accordance with fair housing laws.
 - Tenant selection criteria should expressly prohibit bias in the selection process. This includes prohibiting discrimination and favoritism toward friends or relatives, or other situations in which there may be a conflict of interest.
 - Tenant selection criteria can give preference to persons with specific needs only when the project's written agreements state to do so.
- Tenant selection procedures must state that owners/managers will provide a written explanation of the grounds for rejection to all rejected applicants.

HUD Required Contents of the TSP

1. Project Eligibility Requirements
 - a. Project specific requirements
 - b. Citizenship/Immigration status requirements
 - c. Social Security Number (SSN) requirements*
2. Income Limits
3. Procedures for taking applications and selecting from the waiting list
 - a. Taking applications
 - b. Preferences
 - c. Income-targeting
 - d. Applicant screening criteria
 - e. Procedures for rejecting ineligible applicants
4. Occupancy Standards
5. Unit transfer policies
6. Policies to comply with Section 504 of the Rehabilitation Act of 1973, The Fair Housing Act Amendments of 1988, and Title VI of the Civil Rights Act of 1964.
7. Policy for opening and closing the waiting list
8. Eligibility of students
9. Violence Against Women Act (VAWA) protections

HUD Recommended Topics

1. Applicant notification and opportunity to supplement information already provided
2. Procedures for identifying applicant needs for the features of accessible units or reasonable accommodations
3. Updating the waiting list
4. Policy for notifying applicants and potential applicants of changes in the tenant selection plan
5. Procedures for assigning units with originally constructed design features for persons with physical disabilities
6. Charges for facilities and services
7. Security deposit requirements
8. Unit inspections
9. Annual recertification requirements
10. Interim recertification reporting policies
11. Implementation of house rule changes

Kentucky Housing Corporation Recommended Topics

1. Grievance policy
2. Pet policy
3. Assistance animal policy
4. Annual inspections and reviews