MaineHousing
MAINE STATE HOUSING AUTHORITY

Low Income Housing Tax Credit
Tenant Selection Plan Outline Criteria

When creating a Tenant Selection Plan – at a minimum, the following items should be outlined in the plan:

Notation that families and individuals applying for housing in all apartments will be selected on a first come, first served basis based on Program eligibility and preference criteria regardless of race, color, religion, ancestry, sex, sexual orientation, national origin, gender identity or expression, marital status, disability, familial status or receipt of public assistance. All Federal, State, and local Equal Opportunity and Fair Housing Laws will be adhered to.

Property description and location
- Number of Units
- Unit Size
- Resident Services Coordinator on site

Property requirements
- Population served
- Age requirements
- Household Income Requirements
  Documentation that will be needed for area medium income requirements and how often income re-certification will occur
- Preferences (if any) and how applied

Procedures for
- Accepting applications and pre-applications
- Rejecting applications
- Opening and Closing the waitlist
- Unit Transfers
- Appeal process for denied applicants **(no time frame requirements)**
- Process if applicant refuses an offered apartment for any reason other than medical or other substantial hardship **(Recommended)**

Occupancy standards
- Occupants per bedroom and the basis for the standard (local code, square footage, etc.)

VAWA
- Denying procedure and notifying applicate of VAWA protections
- Emergency Transfer Plan

Screening Criteria **(Recommended)**
- Sex Offender
- Criminal background check
- Landlord references - Reference sources should, include current and prior landlords.
- Personal references - Those providing such references should be asked specific questions which are directed toward rental obligations.
- Credit checks
- Other owner/agent requirements

Student eligibility
- List applicable exceptions for program type(s)

HUD 811
- An addendum for properties with pledged HUD 811 units must be attached the TSP. There is a sample addendum in I/Management/forms and letters/closing and pre-occupancy.

MH recommends the selection criteria include a determination of the prospective tenant's ability to meet rental obligations to pay rent and utilities, care for the unit and not cause or permit disturbances.

***** THIS SHOULD NOT BE CONSIDERED AN ALL INCLUSIVE LIST AND PROJECT-SPECIFIC CHARACTERISTICS, PROGRAM RULES AND OTHER FACTORS CAN REQUIRE ADDITIONAL CRITERIA**