



**TENANT SELECTION PLAN (TSP) CHECKLIST
and CERTIFICATION**
Project-Based Section 8 Properties
(Based on HUD Handbook 4350.3, Rev. 1, Chg. 4)
(HUD 9834 E 14.g.)

Please complete one for each property in the portfolio and attach the appropriate Tenant Selection Criteria. Identify other properties in the management portfolio that use the same TSP.

Project Name: _____	Project Number: _____
Project Type: Eld/Disabled: _____ Fam: _____ Disabled Only: _____ Eld. Only (62+): _____	
Last Revision Date of the TSP: _____ Reviewed By: _____	
MaineHousing Asset Manager Date	
List all properties that use the same TSP: _____	

Required Topics/Provisions Figure 4-2 & HUD guidance	Citation	Y	N	Comments
Project-specific requirements <i>(If property is designated for special, targeted population, the owner must define population to be served.)</i>	Ch. 3, 3-15B Ch.4, 4-4C1a			
Citizenship Requirements <i>(Owner must describe how citizenship/ immigration requirements are implemented, including policies regarding verification of citizenship and under what circumstances the owner will permit a temporary deferral of termination of assistance.) SAVE verification for non-citizens</i>	Ch. 3, Sec. 1 SAVES 3-12H Ch.4, 4-4C1b			
Social Security Number (SSN) Requirements <i>(Owner must identify the requirements for disclosing and providing verification of the complete and accurate SSN assigned to them except for those individuals who do not contend eligible immigration status or tenants who were 62 or older as of January 31, 2010 and whose initial determination of eligibility was begun before January 31, 2010. Failure to disclose and provide documentation and verification of SSNs will result in and applicant not being admitted.</i>	Ch. 3, 3-5b Ch.4, 4-4C1c			
Income Limits <i>(Owner must identify the income limit schedule used – i.e. LI -80% AMI, VLI - 50% AMI, or ELI – 30% AM. See HAP contract to determine income limits requirements. ELI families are now defined as very low-income families whose incomes do not exceed the higher of the federal poverty level or 30 percent of AMI.)</i>	Ch. 3, 3-6 Ch.4, 4-4C2 Figure 3-3			
Procedures for Accepting Applications and Pre-applications	Ch. 4, 4-4C3a			
Procedures for Applying Preferences <i>(Owner should describe the acceptable sources of preference verification and must define how preferences affect order in which applicants are accepted.) NOTE: state, local or residency preferences must be HUD approved.</i>	Ch. 4, 4-4C3b			
Income-targeting <i>(Owners must including income targeting – i.e. 40% of new move-ins at 30% AMI and a description of how the income targeting affects the order in which applicants are selected from the waiting list.)</i>	Ch. 4, 4-4C3c Notice H 00-18, Sec. 5-			

Required drug-related or criminal activity criteria including State lifetime sex offender registration check in all states where applicant household members have resided or using a database that checks against all state registries (e.g. the Dru Sjodin National Sex Offender Database) <i>(Owner must describe property standards used to screen information on drug-related or criminal activity – including sex offender registration.)</i>	Ch. 4, 4-4C3c,d & Notice H 2002-22			
Required marijuana screening criteria	HUD Memorandum Dec 29, 2014			
Procedures for using the EIV Existing Tenant Search <i>(O/As must establish procedures in their Tenant Selection Plan for using the EIV Existing Tenant Search to determine if the applicant or any member of the applicant's household are being assisted under a HUD rental assistance program at another location.)</i>	Ch. 4, 4-4C3d & Ch. 9, 9-8B1			
Other allowable screening criteria <i>(Owner must describe property standards used to screen information such as rental history, credit history, home visitations, and references.)</i>	Ch. 4, 4-4C3d, 4-4D & Figure 4-2B			
Procedures for Rejecting Ineligible applicants <i>(Owner must describe circumstances for rejection and how extenuating circumstances may be considered, including right of applicant to appeal.)</i>	Ch. 4, 4-4C3e			
Occupancy Standards <i>(Owner must describe the determination of appropriate unit size and procedures to place families on the list for more than one unit size.)</i>	Exhibit 3-2, 3-14C & Ch. 4, 4-4C4			
Unit transfer policies - including selection of in-place residents vs. applicants from the waiting list <i>(Owner's description must include provisions for circumstances which include transfer because of family size, changes in household composition, change in subsidy, certifiable medical reasons or accessibility features.)</i>	Ch. 7, 7-15 & Ch. 4, 4-4C5			
Policies to comply with Sec. 504 of the Rehabilitation Act of 1973 and the Fair Housing Act and other relevant civil rights laws and statutes <i>(Owner must include language regarding non-discrimination based on race, color, religion, sex, national origin, disability, familial status and, in Maine, sexual orientation – M.R.S.A Title 5, Sec. 4852)</i>	Ch.2, Section 3 & Ch. 4, 4-4C6			
Policy for opening and closing the waiting list <i>(Owner must describe the methods used to announce opening and closing the waiting list.)</i>	Ch. 4, 4-4C7			
Eligibility of students to receive Section 8 rental assistance	Ch.3 Section 1, 3-13 & Ch. 4, 4-4C8			

Policies for applying [Violence Against Women Act Reauthorization Act of 2013 \(VAWA\)](#) Notice H2017-05

	Citation	Y	N	Comments
Denied applicants are informed of their VAWA Protections Provided HUD Form 5380 & HUD Form 5382	Ch. 4, 4-4C9 & Notice H2017-05			
Policy establishing an Emergency Transfer Plan HUD Form 5381 (EMG Transfer request form is 5383)	Ch. 4, 4-4C9 & Notice H2017-05			

NOTE: Other HUD Recommended Topics/Provisions for the Tenant Selection Plan may also be found in Ch. 4 (Figure 4-2)

NOTE: Pursuant to Chapter 2, Sec. 2-9 of HUD Handbook 4350.3, REV-1, Chg. 4 and the “Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons” which was published in the Federal Register on January 22, 2007, housing owners must take reasonable steps to ensure meaningful access to the information and services they provide for persons with limited English proficiency. This may include interpreter services and/or written materials translated into other languages.