

# Tenant Selection Plan Checklist

HUD does not approve tenant selection plans (except when owners wish to adopt local or residency preferences). However, if HUD staff become aware that a plan fails to comply with applicable requirements, the owner must modify the plan accordingly.

## HUD Required Topics

Project eligibility requirements

Project-specific requirements

Citizenship requirements

Social security number requirements

Income limits (including economic mix requirements for Section 8 properties)

Procedures for accepting applications and pre-applications

Procedures for applying preferences (including income-targeting in Section 8 properties)

Required drug-related or criminal activity criteria

Applicant screening criteria

Procedures for rejecting ineligible applicants

Occupancy standards

Unit transfer policies, including selection of in-place residents versus applicants from the waiting list when vacancies occur.

Policies to comply with Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act and other relevant civil rights laws and statutes.

Policy for opening and closing the waiting list for the property.

Eligibility of students to receive Section 8 assistance

## **HUD Recommended Topics**

Applicant notification and opportunity to supplement information already provided

Procedures for identifying applicant needs for the features of accessible units or reasonable accommodations

Updating the waiting list

Policy for notifying applicants and potential applicants of changes in the tenant selection plan

Procedures for assigning units with originally constructed design features for persons with physical disabilities

Charges for facilities and services

Security deposit requirements

Unit inspections

Annual recertification requirements

Interim recertification reporting policies

Implementation of house rule changes

## **AHTCS Recommended Topics**

Verification of income through EIV

Tenant's obligations to repay

Eligibility of a remaining family member

Live-in Aide policy

Pet policies

Assistance animals as reasonable accommodations

Tenant modifications to the unit

Methods to comply with the Limited English Proficiency (LEP) requirements

Methods to comply with the Violence against Women Act (Section 8 only)

Privacy Act Requirements