

Resident Selection Plan Checklist

Property Name	
Property Contract Number	
Owner Name	
Managing Agent Name	
Date of Analysis	
Reviewer Name	

Indicate if the required topics are included in the plan. These topics must be included and described as specified in the 4350.3

In Plan?	Page Number	Compliant?	Required Topics
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Project eligibility requirements:
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Project-specific requirements (see Chapter 3, Section 2);
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Citizenship requirements (see Chapter 3, Section 1); and
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Social security number requirements (see Chapter 3, Section 1).
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Income limits (including economic mix requirements for Section 8 properties) (see Chapter 3, Section 1).
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Procedures for accepting applications and selecting from the waiting list:
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Procedures for accepting applications and pre-applications (see Chapter 4, Section 3);
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Procedures for applying preferences (including income-targeting in Section 8 properties) (see Chapter 4, Sections 1 and 4);
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant screening criteria (see Chapter 4, Sections 1 and 4);
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Required drug-related or criminal activity criteria; Other allowable screening criteria; and
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Procedures for rejecting ineligible applicants (see Chapter 4, Section 1).
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Eligibility of students to receive Section 8 assistance (see Chapter 3, Sections 2 and 3)**



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<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Occupancy standards (see Chapter 3, Section 2).
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Unit transfer policies, including selection of in-place residents versus applicants from the waiting list when vacancies occur (see Chapter 7, Section 3).
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	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 (see Chapter 2, Section 3).
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Policy for opening and closing the waiting list for the property (see Chapter 4, Section 3).
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Student Rule

Indicate recommended topics that are included in the plan.

In Plan?	Page Number	Compliant?	Recommended Topics
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant notification and opportunity to supplement information already provided (see Chapter 4, Sections 1 and 4).
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Procedures for identifying applicant needs for the features of accessible units or reasonable accommodations (see Chapter 2, Section 3).
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Updating the waiting list (see Chapter 4, Section 3).
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Policy for notifying applicants and potential applicants of changes in the tenant selection plan (see Chapter 4, Section 1).
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Procedures for assigning units with originally constructed design features for persons with physical disabilities (see Chapter 2, Section 3).
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Charges for facilities and services (see Chapter 6, Section 3).
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Security deposit requirements (see Chapter 6, Section 2).
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Unit inspections (see Chapter 6, Section 4).
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Annual recertification requirements (see Chapter 7, Section 1).
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Interim recertification reporting policies (see Chapter 7, Section 2).
<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Implementation of house rule changes (see Chapter 6, Section 1).



