



**PULLMAN ARTSPACE LOFTS  
RESIDENT SELECTION PLAN  
11137 S. Langley  
Chicago, IL 60628  
Owners: Pullman Artspace Lofts LP  
Managing Agent: Ludwig and Company**

**I. INTRODUCTION**

This Resident Selection Plan outlines the procedures that will be followed in selecting tenants for Pullman Artspace Lofts. Management is responsible for implementing these procedures.

Pullman Artspace Lofts does not offer subsidized rents. The Development is participating in one or more housing program, which provides affordable rents for tenants. These programs also have household income limitations. The tenant must pay the rents, indicated in the Rent Schedule in their entirety. In addition, this development does accept Housing Choice Vouchers.

**Tenant Type**

The Development is designated as housing exclusively for Family. Eight (8) Units will be reserved per the Statewide Referral Network Agreement and six (6) of them will be project base vouchers.

**Unit Distribution**

The Development will offer 38 rental units. The income limitations of the units are as follow: Nine (9) units at 30% income median, Eleven (11) units 50% income median and Fifteen (15) units at 60% income median.

**Civil Rights and Nondiscrimination Requirements**

**1. General**

Federal civil rights laws addressing fair housing prohibit discrimination against applicants or tenants on the basis of race, color, national origin, sex, age, disability, religion, and familial status. The Illinois Human Rights Act addressing fair housing prohibits discrimination against applicants or tenants on the basis of race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service.

The remaining paragraphs in this section provide brief descriptions of key federal civil rights laws regarding fair housing and accessibility.

Owner and Management shall be familiar and comply with the regulations implementing these applicable federal civil rights laws and any state civil rights laws or local ordinance regarding fair housing and accessibility.

**2. Fair Housing Act**

Fair Housing Act Amendments of 1988 ("Fair Housing Act") prohibits discrimination in housing on the basis of race, color, religion, sex, disability, familial status and national origin regardless of any federal financial assistance.

Under the Fair Housing Act, Owner and Management shall not take any of the actions listed below based on race, color, religion, sex, disability, familial status and national origin:

a. Deny anyone the opportunity to apply to rent housing, or deny to any qualified applicant the opportunity to lease housing suitable to his or her needs;

- b. Provide anyone housing that is different from that provided to others;
- c. Subject anyone to segregation, even if by floor or wing;
- d. Restrict anyone's access to any benefit enjoyed by others in connection with housing program;
- e. Treat anyone differently in determining eligibility or other requirements for admission, in use of the housing amenities, facilities or programs, or in the terms and conditions of a lease;
- f. Deny anyone access to the same level of services;
- g. Deny anyone the opportunity to participate in a planning or advisory group that is an integral part of the housing program;
- h. Publish or cause to be published an advertisement or notice indicating the availability of housing that prefers or excludes persons; and
- i. Retaliate against, threaten, or act in any manner to intimidate someone because he or she has exercised rights under the Fair Housing Act.

Fair Housing Act provides additional protections for persons with disabilities. It requires that the Management make reasonable accommodations in rules, policies, practices, or services as may be necessary to afford handicapped persons equal opportunity to use and enjoy a dwelling. Moreover, it contains specific accessibility requirements that apply to the design and construction of new multi-household housing.

Owner of federally assisted housing program shall display the Fair Housing poster required by the Fair Housing Act.

### **3. Title VI of the Civil Rights Act of 1964**

Title VI of the Civil Rights Act of 1964 prohibits all recipients of federal financial assistance from discriminating based on race, color or national origin.

### **4. Age Discrimination Act of 1975**

Age Discrimination Act of 1975 (the "Age Discrimination Act") prohibits discrimination based upon age in federally assisted and funded program, except in limited circumstances. It is not a violation of the Age Discrimination Act to use age as screening criteria in a particular program if age distinctions are permitted by statute for that program or if age distinctions are a factor necessary for the normal operation of the program or the achievement of a statutory objective of the program or activity.

### **5. Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination based upon disability in all programs or activities operated by recipients of federal financial assistance. Although Section 504 often overlaps with the disability discrimination prohibitions of the Fair Housing Act, it differs in that it also imposes broader affirmative obligations on the Owner to make their programs as a whole, accessible to persons with disabilities. Section 504 obligations include the following:

- a. Making and paying for reasonable structural modifications to units and/or common areas that are needed by applicants and tenants with disabilities, unless these modifications would change the fundamental nature of the project or result in undue financial and administrative burdens;
- b. Operating housing that is not segregated based upon disability or type of disability, unless authorized by federal statute or executive order;
- c. Providing auxiliary aids and services necessary for effective communication with persons with disabilities;



- d. Performing a self-evaluation of Management's programs and policies to ensure that they do not discriminate based on disability; and
- e. Developing a transition plan to ensure that structural changes are properly implemented to meet program accessibility requirements.

f. Section 504 also establishes accessibility requirements for newly constructed or rehabilitated housing, including providing a minimum percentage of accessible units.

Section 504 Coordinator:

Name: William Collins  
Telephone: 847-623-6200  
TDD Number: 711

**6. Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity**

Effective March 5, 2012, HUD implemented new regulations intended to ensure that HUD's core housing programs are open to all eligible persons regardless of sexual orientation, gender identity or marital status.

Owners and operators of HUD-assisted housing, or housing whose financing is insured by HUD, must make housing available without regard to sexual orientation, gender identity, or marital status.

All otherwise eligible families, regardless of marital status, sexual orientation, or gender identity, will have the opportunity to participate in HUD programs.

Owners and operators of HUD-assisted housing or housing insured by HUD are prohibited from asking about an applicant or occupant's sexual orientation and gender identity for the purpose of determining eligibility or otherwise making housing available.

**7. Executive Order 13166 – Limited English Proficiency**

Executive Order 13166 requires Owner/Management to 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.

**8. Policies to Comply with Violence Against Women Reauthorization Act of 2013**

The management and staff of Pullman Artspace Lofts fully adhere to the Violence Against Women Act and Department of Justice Reauthorization Act of 2005, Public Law 109-162 hereafter referred to as VAWA. Management will offer the VAWA Lease Addendum to each adult tenant.

VAWA provides legal protections to victims of domestic violence, dating violence, sexual assault or stalking. The protections prohibit management from evicting or terminating assistance from individuals being assisted under a project-based Section 8 program if the asserted ground for such action is an instance of domestic violence, dating violence or stalking.

The protections are as follow:

Management may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other "good cause" for termination of assistance, tenancy or occupancy rights of the victim of abuse.

Management may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse.



Management may request in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD 5382, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

Management understands that, regardless of whether state or local laws protect victims of domestic violence, rape, dating violence, sexual assault or stalking, people who have been victims of violence have certain rights under the Violence Against Women Act. If any resident wishes to exercise the protections provided in the VAWA, he/she should contact management office immediately. Management is committed to ensuring that the Privacy Act is enforced in this and all other situations. Management will not assume that any act is a result of abuse covered under the Violence Against Women Act. In order to receive the protections outlined in the VAWA, the applicant/resident must specify that he/she wishes to exercise these protections.

When Management responds to a claim of protected status under the VAWA we will request, in writing if appropriate, that an individual document the occurrence of the domestic violence. The individual claiming rights under the VAWA has the option to complete, sign, and submit the HUD-approved certification form (HUD-5382), or chose a different method of documentation of the abuse to verify his/her status as a victim of domestic violence. The resident will have 14 days to submit the form or provide another form of documentation. The owner/agent understands that the delivery of the certification form to the resident via mail may place the victim at risk, e.g., the abuser may monitor the mail. Therefore, in order to mitigate risks, management will work with the resident in making acceptable delivery arrangements, such as inviting them into the office to pick up the certification form or making other discreet arrangements.

If the resident received or attempted to receive assistance in addressing domestic violence, dating violence or stalking from a federal, state, tribal, territorial jurisdiction, local police or court, the resident may submit written proof of this outreach in lieu of HUD Form 5382.

In place of filling out and submitting HUD 5382, the victim may submit either of the following:

- A federal, state, tribal, territorial, or local police record or court record; or
- Documentation signed, notarized and attested to by a professional ( employee, agent or volunteer of a victim service provider, an attorney, medical personnel, etc.) from whom the victim has sought assistance in addressing domestic violence, dating violence or stalking or the effects of the abuse. The signatory attests under penalty of perjury (28 U.S.C. §1746) to his/her belief that the incident in question represents bona fide abuse, and the victim of domestic violence, dating violence or stalking has signed or attested to the documentation.

Management will carefully evaluate abuse claims as to avoid conducting an eviction based on false or unsubstantiated accusations.

The identity of the victim and all information provided to management relating to the incident(s) of abuse covered under the VAWA will be retained in confidence. Information will not be entered into any shared database nor provided to a related entity, except to the extent that the disclosure is

- Requested or consented to by the victim in writing;
- Required for use in an eviction proceeding or termination of assistance; or
- Otherwise required by applicable law.

**Management will retain all documentation relating to an individual's domestic violence, rape, dating violence, sexual assault or stalking in a separate file that is kept in a separate secure location from other applicant/resident files.**

**Notice of Occupancy Rights HUD Form 5380 and Certification HUD Form 5382** protects applicants, tenants and program participant from being evicted, denied housing assistance or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them.



All new move in and rejected applicants will receive a copy of the Notice of Occupancy Rights Under VAWA, HUD Form 5380 and the Certification HUD Form 5382.

Pullman Artspace Lofts has added the Notice of Occupancy Rights Under VAWA, HUD Form 5380 and Certification HUD Form 5382 to the application package.

**Emergency Transfer Plan HUD Form 5381 and Transfer Request HUD Form 5383** allow tenants who are victims of domestic violence, dating violence, sexual assault or stalking to request an emergency transfer and certify that they meet the requirements of eligibility for an emergency transfer under VAWA.

The Emergency Transfer Plan HUD Form 5381 and Transfer Request HUD Form 5383 has been implemented and is available should our property receive a request.

## **II. PREFERENCES**

### Existing Tenant Preferences (For Federally Assisted Housing Programs)

The following are reasons for unit transfers and applicable to existing residents:

- a) A unit transfer because of household size.
- b) A unit transfer based on the need for an accessible unit.
- c) A unit transfer of a non-handicapped individual living in a handicapped accessible unit to accommodate a handicapped applicant on the wait list. A lease addendum will be entered into with non-handicapped tenant living in a handicapped accessible unit.
- d) A unit transfer for medical reasons.

### Statutory Preferences

The Development must comply with the Statutory preferences for displacement.

- a) Displaced as a result of a governmental action.
- b) Displaced from an urban renewal area.
- b) Displaced as a result of a presidentially declared disaster.

### Verification of Preferences

The State Mandated Preferences will be verified by third party verification. Third party verification will also be utilized if the Owner has adopted any of the Former Federal Preferences. If Management has selected any of the optional preferences and will not be using third party verification the following means of verification will be utilized:

### Selection of Families for Participation

1. An eligible applicant who qualifies for a preference will receive housing before any other applicant who is not so qualified. These preferences take precedence over other applicants' place on the Waiting List, or date of submission of application.
2. Applicants will be informed of the availability of preferences, and will be given an opportunity to certify that they qualify for a preference. Applicants may claim a preference at any time during the application process.

### When a Preference Is Denied

1. If it is determined that an applicant does not meet the criteria for receiving a preference, the applicant will promptly receive a written notice of this determination from Management (**Exhibit D**). The notice will contain a brief statement of the reasons for the determination, and state that the applicant has the right

to meet with the Management's designee to review this decision. If the applicant requests a meeting, it will be conducted by a person or persons designated by Management.

2. Denial of a preference does not prevent the applicant from exercising any legal rights the applicant may have against Management and/or Owner.

#### Exceptions to the Preference Rule

1. Relocation and/or Unit Transfers:

Management will give priority to current households when their units are designated for rehabilitation or current households residing in a unit within the development that has been designated as uninhabitable by Federal, State, local municipalities or management due to fire, flood or other natural disaster.

Management will give first priority occupancy to those households, without requiring that these households qualify for any of the preferences.

### **III. PRE-APPLICATION PROCESSING**

Pullman Artspace Lofts will accept pre-applications from persons who respond to marketing efforts for the waiting list. All pre-applications will be screened according to the order in which it is received. All returned pre-applications will be logged in, indicating the date and time received, preference or request for accessible unit. Once waiting list is closed no more pre-applications will be accepted.

### **IV. WAITING LIST(S) PROCEDURES**

**Pullman Artspace Lofts** will maintain a Waiting List. Waiting List may be defined as a list that is formed when an applicant is eligible for tenancy, but no appropriately sized unit is available. The names will appear in the order of the date and time of receipt, preference, accessibility requirement or targeted program qualification from the Applications. Placement on the Waiting List does not guarantee that the persons are acceptable for occupancy at **Pullman Artspace Lofts**. Existing residents that require unit transfers will be placed on an In-House Waiting list as of date and time of request if no appropriately sized unit is available. Placement on the In-House Waiting List does not guarantee that the persons are approved to transfer. As units become available **Pullman Artspace Lofts** will alternate between the applicant at the top of the Waiting List and the resident at the top of the In-House waiting list to fill the unit.

**When placed on the waiting list, applicants must notify Pullman Artspace Lofts when the following changes occur:**

- Address and/or phone number
- Household composition
- Preference status
- Income

If an Applicant Household's compositions changes resulting in a need for a different apartment size, management will, upon notification by Applicant, give the applicant a new application date based on redetermination and applicant will be placed at bottom of new bedroom list.

#### **Contacting Persons on the Waiting List(s)**

1. Management will contact Applicants as follows:

When a unit becomes or will become available within 30 days, Pullman Artspace Lofts will select the next applicant who meets applicable preference criteria or whose name is chronologically at



the top of the appropriate Waiting List. Management will attempt to make contact with the applicant by telephone at least 3 times during the next 48 hour period. If contact cannot be made by telephone, a first class letter will be sent to the applicant requesting a date and time for interview.

Applicants, who respond timely and accept the offered unit, will be contacted to schedule an interview. This represents the beginning of the screening process. If Management does not receive a response within 10 days, the applicant will forfeit the opportunity to apply for the offered unit, but will remain at the top of the applicable Waiting List. When a second unit becomes available, Management will again attempt to contact the applicant and will explain that if the applicant does not respond within 10 days or fails to accept the second unit, the applicant's name will be removed from the applicable waiting list. If Management receives a timely response but the applicant rejects the first offered unit, the applicant will remain at the top of the applicable Waiting List. When a second unit becomes available, Management will again attempt to contact the applicant and will explain that if the applicant does not respond within 5 days or fails to accept the second unit, the applicant's name will be removed from the applicable waiting list.

2. If, after an interview has been scheduled, the applicant fails to attend or to contact Management to reschedule the interview, Management will attempt to make contact with the applicant by telephone. If there is no contact after 3 attempts within 48 hours, the applicant's pre-application will be placed in the inactive file. If Management contacts the applicant, Management will schedule another appointment if the applicant has good cause, such as an illness or accident, for failure to keep the original appointment. If the applicant again fails to attend the interview, Management will place the applicant's pre-application in the inactive file.

#### **Updating the Waiting List(s)**

Pullman Artspace Lofts will update the waiting list at least once every twelve months. Management will send a letter via regular mail to each applicant on the waiting list(s). The letter will include a Reply Card to be returned if the applicant is still interested in living at the Pullman Artspace Lofts. The applicant will be given 14 days (excluding weekends and designated Federal holidays) from the date the letter was mailed in which to respond. If no response is received, the applicant's Application will be removed from the waiting list and a letter will be sent informing the applicant of this action. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated and response time will recommence.

After each of the Waiting List(s) are updated based on the Reply Cards returned, an acknowledgement letter will not be sent to each applicant.

#### **Opening and Closing the Waiting List(s)**

##### **Closing the Waiting List(s)**

Pullman Artspace Lofts waiting list for one (1) bedroom apartments will continually remain open unless the waiting list exceeds a two (2) year wait.

When the Pullman Artspace Lofts decide to close the list, Management will advise potential applicants that the waiting list is closed and refuse to take additional applications. Management will also publish a notice to that effect in the publications (s) per the Affirmative Fair Housing Marketing Plan.

##### **Opening the Waiting List(s)**

Pullman Artspace Lofts waiting list shall always remain open.

## **V. AFFIRMATIVE MARKETING PLAN REQUIREMENTS**

Management will affirmatively market the development in its outreach efforts. Management will provide a copy of the Affirmative Fair Housing Plan to applicants upon request for review.

## **VI. THE (INTERVIEW) SCREENING PROCESS**

### **Application Requirements**

Management will obtain the following information that will be used to determine Project Eligibility from anyone who is seeking housing at Pullman Artspace Lofts.

Live in aides, new household members and police officers, security personnel or managers residing in HUD subsidized units will be subject to same screening for drug abuse and other criminal activity applied to other applicants.

1. The head of household must complete a written application certifying the accuracy of all information that is provided. In addition to providing applicant(s) the opportunity to complete applications at the Development, Management may also send out and receive applications by mail. Management shall accommodate persons with disabilities who, as a result of their disabilities, cannot utilize the Management's preferred application process by providing alternative methods of taking applications.
2. A credit report
3. Information obtained from a criminal background search
4. Verification of employment, income, bank accounts, and other assets, for each applicant household.
5. Verification of previous housing, for 2 years, is required.
6. Proof or certification of citizenship status for all members of the household is required.
7. Verification of Social Security Numbers for all members of the household is required.
8. Verification of Student Status

### **Completion of Application Process**

All applications will be processed within thirty (30) days after the date of the applicant's initial interview or within five (5) business days of receipt of all required documentation, whichever is later (excluding weekends and designated Federal holidays).

## **VII. ELIGIBILITY REQUIREMENTS**

### **Income**

The annual gross income of the applicant(s) must be less than or equal to the income limit established by the applicable program administrative rules for the appropriate household size.

### **Date of Birth**

Birth dates must be disclosed for all household members.

### **Sole Residence**

The unit must be the applicant's sole residence in order for the applicant to be eligible for housing.

### **Citizenship Requirements**

Only applicants and tenants who are United States citizens and eligible noncitizens may apply.



Specifics regarding citizenship requirements and the documentation process are provided in the attached Citizenship Requirements Addendum 1. Management will comply with these rules to ensure that only eligible families are approved.

### **Certification of Social Security Numbers**

The head of household/spouse/co-head must disclose social security numbers (SSNs) for all family members. In addition, applicants must provide adequate documentation or acceptable evidence of the SSN.

### **Student Eligibility Requirements (for Tax Credit only)**

Households consisting entirely of full-students are not eligible for Tax Credits unless the household is income eligible and one or more of the following exceptions applies to the household:

1. All members of the household are married (they do not need to be married to each other) and are entitled to file a joint tax return.
2. The household consists of single parent(s) and their child (or children) and no one in the household is a dependent of a third party.
3. At least one member of the household receives assistance under Title IV of the social Security Act (i.e. TANF).
4. At least one member of the household is participating in an officially sanctioned job training program.
5. At least one member of the household was formerly in foster care.

Full-time status for purpose of the LIHTC program includes attendance at regular facilities for five or more months during the calendar year in which the taxable year of the taxpayer begins.

## **VIII. OCCUPANCY STANDARDS**

Occupancy is restricted to those persons listed on the lease application only. No one else may occupy the apartment without prior management approval. The apartment must be the family's only place of residence.

The unit applied for must have enough space to accommodate the applicant's household. Occupancy standards must comply with federal, state and local occupancy standards, and/or laws in connection with occupancy requirements, fair housing and civil rights laws, as well as landlord-tenant laws and zoning restrictions. Maximum occupancy limits are established as follow:

One Bedroom	2 Person per unit
Two Bedroom	2-4 Persons per unit
Three Bedroom	4-6 Persons per unit

1. For the purpose of determining unit size for which an applicant may be eligible; Management will count the following as members of the household:
  - a. Fulltime household members
  - b. Live in aides
  - c. Foster Adults
2. Upon request, an applicant or resident may be placed on as many of the Development's Waiting List(s) that the household size qualifies.
3. A household may be required to provide proof of custody of related or unrelated occupants in order to be considered for a change in unit size.

## **IX. REJECTION CRITERIA**

The ability of the applicant to fulfill lease obligations will be considered. An applicant may be rejected for one or more of the following reasons:

### **A. Insufficient/Inaccurate Information on Application**

Refusing to cooperate fully in all aspects of the application process or supplying false information will be grounds for rejection.

### **B. Credit and Financial Standing**

1. Unsatisfactory history of meeting financial obligations (including, but not limited to timely payment of rent, outstanding judgments or a history of late payment of bills) will be considered. If an applicant is rejected based on the credit report, Management will provide the applicant with the reason for rejection and give the name of the credit bureau that performed the credit check. Applicants will also be given two weeks to dispute any information on the credit report.
2. The inability to verify credit references may result in rejection of an applicant. Special circumstances will be considered in which credit has not been established (income, age, marital status, etc.) and lack of credit history will not cause an applicant to be rejected.
3. The applicant's financial inability to pay his/her monthly contribution toward the rent of the unit may be assessed.

### **C. Criminal Convictions/Current Drug Use**

1. Applicants who fall into the following categories will be rejected.
  - a) current addiction to or engagement in the illegal use of a controlled substance.
  - b) any household containing a member(s) who was evicted in the last three years from federally assisted housing for drug-related criminal activity.  
Exception: if the evicted household member has successfully completed an approved supervised drug rehabilitation or the circumstances leading to the eviction no longer exist (e.g. the household member no longer resides with the applicant household).
  - c) any household member that is subject to a state sex offender lifetime requirement.
  - d) any household member for whom there is reasonable cause to believe that the member's behavior, from abuse or pattern of abuse of alcohol may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.
2. Applicants who fall into the following categories may be rejected. In addition, if other persons that will be living in the unit, fall into these categories, the applicant may be rejected.
  - a) criminal convictions that involved physical violence to persons or property, or endangered the health and safety of other persons within the last 5 yr(s);
  - b) criminal convictions in connection with the manufacture or distribution of a controlled substance within the last 5 yr(s); or

Note: The relevant "reasonable time" period is uniformly applied to all applicants in



a non-discriminatory manner and in accordance with applicable fair housing and civil rights laws.

**D. Household Characteristics**

Household size or household characteristics were not appropriate for the specific type of unit available at the time of application.

**X. REJECTION PROCEDURES**

**A. Written Notification**

Each rejected applicant will be promptly notified with a phone call and in writing of the reason(s) for rejection. This notice will advise the applicant that he/she may, within 30 days of receipt of the notice (excluding weekends and designated Federal holidays), respond in writing or request to meet with Management to discuss the notice. The notice shall also inform the applicant that responding to Management's notice does not prevent the applicant from exercising any legal rights he/she may have.

Each rejected applicant will receive a copy of the Notice of Occupancy Rights under the VAWA (HUD 5380) and the self-certification of a VAWA violation form (HUD 5382). If applicant feel cause of rejection was related to a VAWA related abuse they can request a meeting to discuss the rejection.

**B. Review of Rejected Applications**

The applicant will have 30 days (excluding weekends and designated Federal holidays) to respond in writing or request a meeting to discuss the rejection. Any meeting with the applicant or review of the applicant's written response will be conducted by a member of Management's staff who did not participate in the decision to reject the applicant.

If the applicant appeals the rejection, the applicant will be given a final written decision from Management within five days (excluding weekends and designated Federal holidays) of the written response or meeting. If the decision is reversed, the applicant will be offered a suitable vacant unit. If no such unit is available, the applicant will be offered the next appropriate unit.

**XI. SPECIAL OCCUPANCY CATEGORIES**

**A. Persons with Disabilities**

An applicant with disabilities will be given priority for an accessible unit if such applicant deems that this type of unit is appropriate for their household.

**XII. AMENDING THE TENANT SELECTION PLAN**

This Tenant Selection Plan is subject to change and/or amendments.

**XIII. CERTIFICATION**

By signing this Plan, Management certifies that the contents of this Plan will be followed as written, and that no other Tenant Selection Plan has been executed for the Development at this time, or will be executed in the future without written approval from the Illinois Housing Development Authority.

**MANAGEMENT:**

Entity Name: Ludwig and Company

Signature: \_\_\_\_\_

Print Name: Rosemary Wellington

Title: Director of Compliance

Today's Date: \_\_\_\_\_

**OWNER:**

Entity Name: Pullman Artspace Lofts Limited Partnership

Signature: \_\_\_\_\_

Print Name: Anthony P. Handberg

Title: Vice President

Today's Date: 12/4/17



**XIII. CERTIFICATION**

By signing this Plan, Management certifies that the contents of this Plan will be followed as written, and that no other Tenant Selection Plan has been executed for the Development at this time, or will be executed in the future without written approval from the Illinois Housing Development Authority.

**MANAGEMENT:**

Entity Name: Ludwig and Company

Signature: \_\_\_\_\_

Print Name: Rosemary Wellington

Title: Director of Compliance

Today's Date: 12-4-17

**OWNER:**

Entity Name: Pullman Artspace Lofts Limited Partnership

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: Vice President

Today's Date: 12/4/17





## CITIZENSHIP REQUIREMENTS

Only United States Citizens and eligible non-citizens may benefit from federal rental assistance. These requirements apply to families making application to the property, families on the waiting list and existing tenants. *(If the applicant is not proficient in English, management will arrange to provide this request in a language that is understood by the applicant.)* Please note that a mixed family *(a family with one or more eligible and one or more ineligible family members)* may receive either prorated assistance, continued assistance or a temporary deferral of termination of assistance.

All applicants for assistance will be required to submit evidence of citizenship or eligible immigration status at the time of application. This includes all family members, regardless of age. Please note that financial assistance is contingent on submission and verification of citizenship or eligible immigration status.

In order to verify citizenship of eligible immigration status, Exhibit 1 must be completed for each member of the household by the following date \_\_\_\_\_. In addition, management will also require verification of this declaration by requiring the following documentation:

- **From U.S. citizens**, presentation of a U.S. birth certificate or U.S. passport.
- **From non-citizens 62 years and older**, a signed declaration and proof of age.
- **From non-citizens under the age of 62**, a signed consent form (Exhibit 2) and one of the DHS-approved documents listed in Figure 1 (attached).

Non-citizens **not** claiming eligible immigration status may elect to sign a statement that they acknowledge their ineligibility for assistance.

If an applicant cannot supply the documentation with the specified timeframe, management may grant an extension of not more than 30 days, but only if the applicant certifies that the documentation is temporarily unavailable and additional time is needed to collect and submit the documentation. Management may establish a shorter extension period. Management will inform the applicant in writing if an extension period is granted or denied. If the request is granted, management will state (in writing) the new deadline. If the request is denied, management will state the reasons for the denial in writing.

Management cannot delay the family's assistance if the family submitted its immigration information in a timely manner but the DHS verification or appeals process has not been completed. If at least one member of the family has submitted the required documentation in a timely manner, the owner must offer the family a unit and provide prorated assistance to those family members whose documentation were received on time. Management must continue to provide prorated assistance to such families until information establishing the immigration status of any remaining non-citizen family members has been received and verified. The prorated assistance is calculated by multiplying a family's full assistance by a fraction. This is based upon the number of family members who are eligible compared with the total number of family members.

Once management has determined the final citizenship/immigration status of a family assisted prior to completion of the verification or appeal process, management will:

- Offer full assistance to a family that has established the eligibility of all of its members; or
- Offer continued prorated assistance to a mixed family, or temporary deferral of termination of assistance if the family does not accept the offer of prorated assistance; or
- Offer temporary deferral of termination of assistance to an eligible family. At the end of the deferral period the family must either pay market rent or vacate the unit.

Management will notify all families in writing as soon as possible if the secondary verification process returns a negative result and applicants may appeal management's decision directly to the DHS. The family must send a copy of the appeal directly to the management. The DHS should respond to the appeal within 30 days.





## **SOCIAL SECURITY NUMBER REQUIREMENTS**

The head of household/spouse/co-head must disclose social security numbers (SSNs) for all family household members. In addition, applicants must provide adequate documentation or acceptable evidence of the SSN including any of those listed below:

- Original Social Security card
- Driver's license with SSN
- Identification card issued by a federal, State or local agency, a medical insurance provider, or an employer or trade union
- Earnings statements on payroll stubs
- Bank statement
- Form 1099
- Benefit award letter
- Retirement benefit letter
- Life insurance policy
- Court records

Applicants do not need to disclose or provide verification of a SSN to be placed on the waiting list; however, applicants must disclose a SSN and provide adequate documentation to verify each SSN for all non-exempt household members before they can be housed.

If household members have not disclosed and/or provided verification of the SSN at the time a unit becomes available, the next eligible applicant must be offered the available unit.

The applicant who has not provided required SSN has 90 days from the date they are first offered an available unit to disclose/verify the SSN. During this 90-day period, the applicant may retain its place on the waiting list. After 90 days, if the applicant has been unable to supply the SSN documentation the applicant will be determined ineligible and removed from the waiting list.

If a child under the age of 6 years was added to the assistance applicant household within the 6-month period prior to the household's date of admission, the applicant may become a participant so long as the documentation is provided to management within 90 calendar days from the date of admission. An additional 90 days may be granted under certain circumstances. If the household does to provide the Social Security Number and adequate documentation to verify the Social Security Number within the prescribed timeframe, HUD requires that the owner/agent terminate tenancy.

The Social Security number requirements do not apply to:

- Individuals who do not contend eligibility immigrant status; and
- Individuals age 62 or older as of January 31, 2010, whose initial determination was begun before January 31, 2010.

### Acceptable DHS Documentation

- Form I-551, *Alien Registration Receipt Card* (for permanent resident aliens)
- Form I-94, *Arrival-Departure Record* annotated with one of the following:
  - "Admitted as a Refugee Pursuant for Section 207";
  - "Section 208" or "Asylum";
  - "Section 243(h)" or "Deportation stayed by Attorney General";
  - "Paroled Pursuant for Section 212(d)(5) of the INA."
- Form I-94, *Arrival-Departure Record* (with no annotation) accompanied by one of the following:
  - A final court decision granting asylum (but only if no appeal is taken);
  - A letter from DHS asylum officer granting asylum (if application was filed on or after October 1, 1990) or from an DHS district director granting asylum (application filed before October 1, 1990);
  - A court decision granting withholding or deportation; or
  - A letter from an asylum officer granting withholding of deportation (if application was filed on or after October 1, 1990).
- Form I-688, *Temporary Resident Card* annotated "Section 245A" or "Section 210".
- Form I-668B, *Employment Authorization Card* annotated "Provision of Law 274a.12(11)" or "Provision of Law 274a.12."
- A receipt issued by the DHS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and that the applicant's entitlement to the document has been verified.
- Form I-151, *Alien Registration Receipt Card*.
- Other acceptable evidence. If other documents are determined by the DHS to constitute acceptable evidence of eligible immigration status, they will be announced by notice published in the *Federal Register*.