



## TENANT SELECTION PLAN

### Orchard Bluff Mobile Home Park

1345 SE Carl Pickel Drive Port Orchard, WA 98366

Phone: (360) 895-0693 Fax: (360) 895-4303

[www.HousingKitsap.org](http://www.HousingKitsap.org)

Orchard Bluff Mobile Home Park is an 88-lot Washington State Department of Commerce Housing Trust Fund (HTF) program funded community. This property is located in Port Orchard, Washington. The property is owned and managed by Housing Kitsap (HK); a government entity authorized to provide affordable housing in Kitsap County.

### ELIGIBILITY REQUIREMENTS

Households applying for residency must meet the following criteria:

- The household must meet Washington State Department of Commerce Housing Trust Fund (HTF) program financial criteria for housing.
- All household members must be 55 years or older.
- The household must have verified income of at least two-and-a-half times the amount of rent, unless the household is applying with a verified available subsidy.
- The mobile home within the Orchard Bluff Mobile Home Park community must be the household's only residence.
- The household must disclose and provide verification of the Social Security Numbers of all household members. Refer to the SOCIAL SECURITY NUMBER REQUIREMENTS section for additional information.
- All adult household members must sign an Authorization to Release Confidential Information prior to tenancy and annually thereafter.
- Household members must provide consent to verify all information reported by the household.

### INCOME LIMITS

Maximum income limits based on the Area Median Income (AMI) as determined each year by the Washington State Department of Commerce Housing Trust Fund (HTF) program. Income Limits are published by HTF at <https://www.hudexchange.info/programs/htf/htf-rent-limits/> and are subject to change without notice. Applicants can call the Property Manager at the management office at (360) 895-0693 to inquire about current income limits.

### APPLICATION SELECTION:

The **SELLER** of the mobile home within the Orchard Bluff Mobile Home Park community selects the **PURCHASER** of their home through private sale or with the assistance of a Real Estate Agent.



This institution is an equal opportunity provider and employer

Housing Kitsap welcomes qualified tenants without regard to race, color, national origin, creed, religion, sex, marital status, familial status, disability or due to ownership of a service animal. Housing Kitsap provides reasonable accommodations to persons with disabilities. If you need this document in an alternate format, please contact Housing Kitsap Section 504 Coordinator, Freddy Linares at (360) 535-6128 or 2244 NW Bucklin Hill Road, Silverdale, WA 98383.



Once the purchaser has been selected for the home by the seller, the Orchard Bluff Mobile Home Park Property Manager must be contacted by the seller in writing at least 15 days in advance of the date of the intended sale. The purchaser must meet with Orchard Bluff Mobile Home Park Property Manager as soon as possible to begin processing their application to qualify for the community. The purchaser cannot reside within the community until approved by HK.

## **PROCEDURES FOR ACCEPTING APPLICATIONS**

Once the purchaser contacts the Orchard Bluff Mobile Home Park Property Manager an interview appointment will be scheduled with the household. During the interview, the household will complete all remaining application and certification forms, including forms to verify income and assets, landlord reference forms, personal or professional references, and release of information forms. Photo ID and verification of Social Security Number must be provided and will be used to conduct a background check including criminal, rental, eviction and credit history.

## **SOCIAL SECURITY NUMBER REQUIREMENTS**

Applicants are required to have or disclose their Social Security Number (SSN). The documentation required to verify the SSN is a valid Social Security Number card issued by the Social Security Administration, an original document issued by a federal or state government agency with contains the name and SSN of the individual along with identifying information of the individual, or any of the following: Work Visa, Alien Registration Receipt Card, Temporary Resident Card, IRS Individual Taxpayer ID Number, or Employment Authorization Card.

## **TENANT SCREENING CRITERIA**

### **Application Criteria**

- Applicants must meet all criteria listed in the ELIGIBILITY REQUIREMENTS section of this document.
- Applicants must provide all required documentation and information, sign all required documents, and update management with any changes to contact information within requested timelines. Failing to submit all required documents, and update management with any changes to contact information within requested timelines will result in the denial of the application.
- Applicants must not submit false, misleading or incomplete information in the application process. Submitting false, misleading or incomplete information in the application process will result in the denial of the application.

### **Rental and Credit History Criteria**

- Applicants must demonstrate history of paying rent in full and on time. If the applicant(s) has no rental history, a credit check must show no unpaid utility bills.
- References from landlords from the past five years must be clear of any reluctance to rent to applicants again due to failure to pay rent or other charges, damage to the premises, or disturbances to the peaceful enjoyment of the premises.
- Applicants must not owe any money to current or former landlords.
- Applicants must have no history of unlawful detainers or eviction proceedings for non-payment or other lease violations against any household member within the five years prior to applying for a lot.
- Grounds for denial for negative rental history include:
  - Any rental reference that includes constant late (three or more late payments in a twelve-month period, beginning on the first occurrence) or unpaid rental obligations
  - Lack of proper Notice to Vacate by the applicant

### **Rental and Credit History Criteria continued...**

- Any eviction within the past 5 years
- Poor housekeeping habits resulting in health or safety hazards
- Unauthorized pets or persons
- Severe damage to the property beyond normal wear and tear



- Police activity

### **Public Records Screening**

Public records screening criteria are designed to help ensure the safety and protection of people and property.

- Applicants and any household members with pending criminal charges for drug violations or violent crimes will not be considered for housing until charges have been formally dismissed. If an application reaches the top of the waitlist, and the applicant or any household member has pending criminal charges, the applicant may retain their position until charges are dismissed, or for 120 calendar days, whichever is shorter. If charges have not been dismissed after 120 calendar days, the applicant may request an extension for up to an additional 30 calendar days and must provide documentation from a legal aide or court system that shows the case is pending.
- An application may be denied if applicant or any household member demonstrates abusive or violent behavior that may pose a direct threat to the health, safety, or welfare of residents, the public, or staff.

The U.S. Department of Housing and Urban Development prohibits the following persons from receiving federally subsidized housing:

- Any household containing a member(s) who was evicted in the last five years from federally assisted housing for drug-related criminal activity.
- A household in which any member is currently engaged in illegal use of drugs or federally controlled substances or for which there is reasonable cause to believe that a household member's illegal use or pattern of use of illegal drugs or federally controlled substances may interfere with the health, safety, and right to peaceful enjoyment of the property by residents, staff or guests (CFR 5.854)
- Any applicant or household member who is subject to lifetime registration requirements under any State sex offender registration program; or (CFR 5.856)
- Any household member if there is reasonable cause to believe that a 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. (CFR 5.857)

Further screening criteria include:

- Applicants with any drug-related misdemeanor convictions for manufacturing, distribution, or possession with intent to distribute within the past two (2) years must complete the individual assessment process before being considered for housing.
- The following requires two (2) years free of criminal convictions immediately following the most recent conviction:
  - A single misdemeanor or gross misdemeanor conviction for assault (without a weapon), disturbing the peace, property crimes, or other convictions, except traffic violations.
- The following requires five years free of criminal convictions immediately following the most recent conviction:
  - A single drug-related felony conviction,
  - A history of multiple misdemeanor or gross misdemeanor convictions for assault (without a weapon), disturbing the peace, property crimes, or other convictions, except traffic violations.
  - A single incident of felony assault
  - Conviction of sexual assault, domestic violence or abuse, elder abuse, or child abuse
- The following requires seven years free of criminal convictions immediately following the most recent conviction, and also requires an Individual Assessment by management.
  - Any violent felony not previously addressed
  - A history of multiple felony assaults and/or violent crimes
  - Any conviction for violence involving a weapon of any kind



- Conviction of a hate crime

Applicants and all household members with a criminal record of any offense(s) not listed above may request an individual assessment process. Please request information about this process from the management office.

## **VICTIMS OF DOMESTIC VIOLENCE**

An applicant's or a tenant's status as a victim of domestic violence, dating violence, or stalking is not a basis for denial of rental assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission.

## **LIVE-IN AIDES/ATTENDANTS**

Live-In Aides/Attendants must complete a Caregiver/ Live-In Aide application and all required forms and attachments and be approved by management prior to occupancy. Live-In Aides/Attendants must pass all screening criteria except the criteria regarding rental history or regarding the ability to make timely rental payments, as they are not responsible for rental payments. Live-In Aides/Attendants will be required to provide identification and proof of SSN in order to conduct the screening.

## **REJECTION OF INELIGIBLE APPLICANTS**

Applicants who do not meet the screening criteria will be notified in writing why they will not be accepted as tenants. They will be given an opportunity to meet with the Co-Director of Property Management to discuss any questions they have regarding the screening criteria or to appeal the decision by presenting additional information relevant to the screening process.

## **APPLICANT GRIEVANCE PROCEDURE**

When HK makes a decision that has a negative impact on an applicant, the household is often entitled to appeal the decision. Informal hearings are intended to provide a means for an applicant to dispute a determination of ineligibility for admission to a property. Informal hearings provide applicants the opportunity to review the reasons for denial of admission and to present evidence to refute the grounds for denial.

### **Notification**

HK will send a Notification of Adverse Action within two (2) business days of the recommendation of the denial of admittance or the recommendation of increased deposit resulting in the adverse action.

### **Request for a Hearing**

Each hearing process must begin with the request for a hearing. A request for an informal hearing must be made in writing\* and delivered to HK either in person or by first class mail, by the close of the business day, no later than ten (10) business days from the date of HK's notification of denial of admission. The request must contain the following information:

- The reason for the grievance or contest of HK's proposed action;
- The action relief sought; and
- Additional information.

If the tenant or prospective tenant's request for a hearing is not received within the given time, HK's decision will become final.

\*Persons with a disability may request a reasonable accommodation in order to meet this requirement.



### **Scheduling an Informal Hearing**

HK will schedule and send written notice of the informal hearing within five (5) calendar days of the household's request.

### **Conducting an Informal Hearing**

The informal hearing will be conducted by a person other than the one who made or approved the decision under review or a subordinate of this person. The applicant will be provided an opportunity to present written or oral objections to the decision of HK. The person conducting the informal hearing will make the written decision whether admission should be granted or denied.

### **Informal Hearing Decision**

HK will notify the applicant of its final decision, including a brief statement of the reasons for the final decision. In rendering a decision, HK will evaluate the following matters:

- The validity of grounds for denial of admission.
- The validity of the evidence. The hearing officer will evaluate based solely and exclusively upon the facts presented at the hearing.
  - If the facts prove that there are grounds for denial, the decision to deny admission will be upheld.
  - If the facts prove the grounds for denial, and the denial is discretionary, HK will consider the recommendation of the person conducting the informal hearing in making the final decision whether to deny admission.
- HK will notify the applicant of the final decision, including a statement explaining the reason(s) for the decision. The notice will be mailed, certified mail with return receipt requested, within ten (10) business days of the informal hearing, to the applicant and his or her representative, if applicable.
- If the informal hearing decision overturns the denial, processing for admission will resume.
- If the household fails to appear for their informal hearing, the denial of admission will stand, and the household will be so notified.

If the applicant would like an additional review of all file information, they should write\* to:

Jennifer Di Vitto, Co-Director of Property Management  
Housing Kitsap  
2244 NW Bucklin Hill Road  
Silverdale, WA 98383  
Email: [DiVittoJ@HousingKitsap.org](mailto:DiVittoJ@HousingKitsap.org)

\*Persons with a disability may request a reasonable accommodation in order to meet this requirement.

## **FAIR HOUSING AND EQUAL OPPORTUNITY**

HK, the owners and management agent of Orchard Bluff Mobile Home Park comply with all federal, state, and local housing and civil rights laws. Federal law prohibits discrimination based on race, color, creed, religion, sex, national origin, age, or handicap. All the above requirements apply to the acceptance and processing of applications, assignment of lots, and the certification and recertification of households.

## **MARKETING**

The property is marketed via the HK website [www.housingkitsap.org](http://www.housingkitsap.org), [www.aptfinder.org](http://www.aptfinder.org) website and flyers placed in the surrounding community and sent to community organizations in accordance with the approved HUD Affirmative Fair Housing Marketing Plan. Advertising targets individuals whose annual income is at the extremely low-income level for



the area. Management maintains contact with community groups and organizations that work with persons who are least likely to apply.

## **SECTION 504 AND GRIEVANCE PROCEDURE FOR DISABILITY DISCRIMINATION**

Orchard Bluff Mobile Home Park does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in its federally assisted programs and activities. According to Section 504 of the Rehabilitation Act of 1973, “no otherwise qualified individual with disabilities in the United States shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...”

If at any point during the application process an applicant feels they have experienced discrimination based on disability, they may file a grievance. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development’s regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988). Please contact HK’s 504 Coordinator in writing\* to file your grievance. A response will be sent to you within ten (10) business days from the date of the grievance.

Freddy Linares, Co-Director of Property Management/504 Coordinator  
Housing Kitsap  
2244 NW Bucklin Hill Rd  
Silverdale, WA 98383  
Office: (360) 535-6128  
Email: [LinaresF@HousingKitsap.org](mailto:LinaresF@HousingKitsap.org)

If you would like an additional review of your grievance and the response from the Section 504 Coordinator, please contact HK’s Co-Director of Property Management in writing\* at the address listed above.

At any time during this process you have the right to file a Fair Housing Complaint with the Fair Housing and Equal Opportunity office of HUD at 888-877-0246.