



## **Tenant Selection Plan for Affordable Housing**

### **I. Introduction**

Gulf Coast Palms Property Management (hereinafter referred to as “Management”) is committed to providing affordable housing to low-income households in compliance with all applicable federal, state, and local laws and program regulations.

This Tenant Selection Plan (TSP) outlines the criteria and procedures used to evaluate and select applicants for affordable housing units. The purpose of this policy is to ensure a fair, consistent, non-discriminatory, and transparent selection process.

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### **II. Fair Housing and Non-Discrimination Policy**

Management complies fully with the Fair Housing Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and all applicable federal, state, and local fair housing laws.

Discrimination based on race, color, religion, sex, national origin, familial status, disability, or any other protected class under applicable law is strictly prohibited.

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### **III. Reasonable Accommodations Policy**

Management is committed to ensuring individuals with disabilities have equal access to housing. Reasonable accommodations or modifications will be provided when necessary to afford equal opportunity to use and enjoy the dwelling.

Requests for accommodations may be made verbally or in writing and will be reviewed promptly in accordance with applicable law. Documentation may be requested when permitted by law.

Examples include, but are not limited to:

- Providing documents in accessible formats
  - Adjusting policies or procedures
  - Approving assistance animals
  - Making physical modifications as required
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## **IV. Violence Against Women Act (VAWA) Protections**

Management complies with the Violence Against Women Act (VAWA), which protects applicants and tenants who are victims of domestic violence, dating violence, sexual assault, or stalking.

An applicant will not be denied housing, nor will a tenant be evicted or have assistance terminated solely because they are a victim of such acts.

All information provided under VAWA protections will be kept confidential except when disclosure is required by law.

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## **V. Eligibility Requirements**

### **1. Income Limits**

Applicants must meet income limits as established by the U.S. Department of Housing and Urban Development (HUD) for the applicable area and household size.

### **2. Citizenship / Eligible Immigration Status**

At least one household member must be a U.S. citizen or have eligible immigration status as defined by HUD regulations.

Management verifies eligibility strictly in accordance with federal housing program requirements and does not inquire into or report immigration matters beyond those required for program compliance.

### **3. Background Screening**

Criminal background, rental history, and credit history will be reviewed as part of the application process.

Criminal background reviews will consider the nature, severity, and recency of offenses. Convictions involving violent criminal activity, drug manufacturing or distribution, sexual

offenses, or crimes that pose a direct threat to persons or property may result in denial in accordance with HUD guidance and applicable law.

## **4. Occupancy Standards**

Units will be assigned based on household size to prevent overcrowding and under-utilization in accordance with HUD guidelines and property standards.

### **Minimum and Maximum Occupancy Standards:**

- **3-Bedroom Unit:** Minimum 3 persons / Maximum 6 persons
- **4-Bedroom Unit:** Minimum 4 persons / Maximum 8 persons

Exceptions may be considered as reasonable accommodations in accordance with Fair Housing and Section 504 requirements.

## **5. Student Eligibility**

Households in which all members are full-time students must meet specific HUD exceptions to qualify, such as being married, having dependents, participating in certain government assistance programs, or other qualifying criteria under federal regulations.

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# **VI. Application Process**

## **1. Submission of Application**

Applicants must complete and submit a written application along with all required documentation. Applications will not be processed until all required documentation is received.

## **2. Required Documentation**

Applicants must provide:

- Proof of income (pay stubs, tax returns, benefit letters, etc.)
- Identification for all household members (driver's license, birth certificates, etc.)
- Bank statements
- Verification of other income sources (child support, Social Security, etc.)

Management reserves the right to request additional documentation necessary to verify eligibility.

## **3. Application Fee**

A processing fee may be required for background and credit screening as permitted by law.

#### **4. Interview**

Applicants may be required to participate in an in-person or virtual interview to verify information and eligibility.

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## **VII. Tenant Selection Criteria**

### **1. Income Eligibility**

Priority will be given to households meeting income targets required under the affordable housing program guidelines.

### **2. Rental History**

Applicants must demonstrate a history of timely rent payments and compliance with lease terms. Prior evictions, lease violations, unpaid balances to previous landlords, or documented disturbances may result in denial.

### **3. Credit History**

Credit history will be reviewed as part of the overall evaluation. Management may consider documented extenuating circumstances.

### **4. Criminal Background**

Decisions will be based on the nature, severity, and recency of offenses and whether the conduct poses a direct threat to persons or property.

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## **VIII. Transfer Policy**

### **1. Eligibility for Transfer**

Tenants may request a transfer due to changes in household size, reasonable accommodation needs, or other approved circumstances.

### **2. Transfer Request**

Tenants must submit a written request with supporting documentation.

### **3. Approval Process**

Transfers are subject to unit availability and continued eligibility.

### **4. Priority Transfers**

Transfers required due to reasonable accommodations or verified emergencies will receive priority consideration.

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## **IX. Annual Income Recertification**

### **1. Verification Process**

All tenants must provide updated income and household information annually.

### **2. Documentation Requirements**

Tenants must submit pay stubs, tax returns, bank statements, and any other required documentation to verify continued eligibility.

### **3. Notification**

Tenants will receive written notice of recertification requirements in accordance with program guidelines.

Failure to provide required documentation may result in lease non-renewal or termination in accordance with applicable regulations.

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## **X. Waiting List Management**

### **1. Establishment of Waiting List**

Eligible applicants will be placed on the waiting list in the order complete applications are received and determined eligible.

### **2. Preferences**

Preferences may be applied in accordance with program requirements, including elderly households, persons with disabilities, or disaster-displaced households when applicable.

### **3. Maintaining Waiting List Status**

Applicants are responsible for maintaining current contact information. Failure to respond within the specified timeframe may result in removal from the waiting list.

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## **XI. Offer of Housing**

When a unit becomes available, the next eligible household will be contacted.

Applicants must respond within the specified timeframe or risk removal from the waiting list.

Approved applicants must execute the lease agreement and pay the required deposit within the designated timeframe.

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## **XII. Appeals Process**

Applicants who are denied housing may submit a written appeal within 14 days of the denial notice.

An independent review will be conducted, and the final decision will be provided in writing.

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## **XIII. Misrepresentation, Fraud, and False Information Policy**

All information provided by applicants and tenants must be complete, accurate, and truthful at all times.

Providing false, incomplete, misleading, or fraudulent information during application, move-in, recertification, or tenancy may result in:

- Denial of the application
- Removal from the waiting list
- Lease termination or non-renewal
- Repayment of improperly received benefits
- Referral to appropriate authorities when required

Examples include, but are not limited to:

- Failure to disclose all household members
- Failure to disclose income or assets
- Submission of altered or falsified documents
- Providing inaccurate rental or criminal history
- Unauthorized occupants residing in the unit
- Failure to report required changes in income or household composition

Management reserves the right to independently verify all information provided.

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## **XIV. Policy Updates**

Management reserves the right to amend this Tenant Selection Plan as required by changes in federal, state, or program regulations.

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## **XV. Contact Information**

Gulf Coast Palms Property Management  
Email: [oaks@gulfcoastpalms.com](mailto:oaks@gulfcoastpalms.com)  
Phone: 409-245-8899