

TENANT SELECTION PLAN – Whitley Crossings Neighborhood Corporation

We are an affordable housing community, made possible by participation in the IRS Section 42 Tax Credit and / or the HOME Investment Partnership program. We will make every effort to comply with all applicable Federal, State, and local Fair Housing and Civil Rights laws and Equal Opportunity requirements. No applicant will be denied the opportunity to complete an application for housing. A non-refundable application fee is required at the time of application. All adult applicants 18 years of age or older must participate in and complete the application processes including completion and execution of all required forms.

Our policy is to thoroughly investigate each potential resident. Each resident living in our community must qualify on his/her own ability. We have the right to deny residency to any household not meeting the criteria as outlined below.

It is difficult to predict the amount of time it will take to thoroughly investigate and verify requested information. The time necessary to acquire such information depends upon the availability and accuracy of your response. We investigate the following:

Rental History: We verify present and past residency for a period of two (2) years; the length of residency, the record of your rental payments; the condition of the apartment upon your vacating; the dollar amount of damages there may have been to your apartment; eviction proceedings; noise complaints; written notice given; and rental amount.

- We have the right to deny any person(s) that currently has or has ever had an eviction, judgment or any major violation(s) at any previous rental property.
- Applicant must demonstrate an ability and willingness to pay in a timely manner, to care for the unit and to abide by the terms of the lease agreement.

Criminal History: A full criminal history will be requested. Your application will be denied if a criminal check reveals any of the following:

- Any felony conviction within the past 7 years
- A misdemeanor conviction for drug-related activity, any violent crime, any sexual crimes, and/or physical violence against persons or property within the past 5 years.
- Registration under any state sex offender registration program by the applicant or any member of the applicant's household.

Credit History: We will request a copy of your credit report through a professional reporting agency. The following is a list of evaluation factors used to determine the applicant's willingness and ability to pay. By law, we are not allowed to give you a copy or share information with you regarding your credit report.

- Any bankruptcy must be discharged.
- Foreclosures less than two years old are subject to further review and require approval from the ownership in order to qualify. We do have the right to deny any applicant with a previous foreclosure.
- Collections from a utility company require proof of payment (or payment arrangements) and verification that utility can be turned on in the applicant's name.

Income Eligibility: For the IRS Section 42 Tax Credit or HOME funds program, applicants must not exceed the appropriate income guideline, based on household size, for the income limits that apply to this county. All persons eighteen (18) years old and older must submit the appropriate application forms. Applicants must have 6 months of verifiable, stable income; and total monthly income must be at least 2 times the rent amount.

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Student Eligibility: This property maintains restrictions on households comprised entirely of full-time student. Refer to the property’s Student Status requirement for IRS Section 42 Tax Credit and the HOME funds program as outlined in these programs’ Student Status Certification forms.

Citizenship Requirements: N/A

Occupancy Standards: Determined by the local occupancy codes.

Special Needs Housing: If the Property (in it’s Application for funding) has set-aside housing for Special Needs applicants, preference is given to those applicants who may meet one or more of the Special Needs set-asides. If the Property was awarded funding under Housing for Older Persons Act, age restrictions apply.

Waiting List: All units are rented on a first come, first serve basis. In the event that a desirable unit is not available the applicant will be added to a Waiting List. Applicants will be notified by phone when said unit is available, based on the order they were added to the Waiting List. However, each unit has different income guidelines, so the first on the list to fit the income bracket for the available unit would be next in line as a potential renter, as long as all other TSC is met. Placement on the Waiting List does not necessary mean that the applicant is eligible or approved for the unit they are applying.

Transfer Policy: Transfers are not allowed on the property unless the reason is medical in nature and the applicant/resident provides a written doctor’s note or is requested as an emergency transfer due to domestic violence under the Violence Against Women Act. Transfers will also be allowed if a resident is moving up in bedroom size due an increase in family size.

Violence Against Women Act (VAWA): Applicants/Residents will not be denied, terminated, evicted or otherwise be discriminated against for being a victim of domestic violence, dating violence, sexual assault, or stalking. For the victim, incidents (actual or threatened) will NOT constitute a lease violation or good cause for termination of tenancy. Leases may be bifurcated. Offenders may be prohibited from being on property grounds, and could face criminal charges for trespassing, damages, and other harmful acts.

Denial of Application: If an application is denied for failure to meet any of the criteria identified herein, written notifications will be provided of such denial. You have 30 days to appeal the decision otherwise an applicant rejected for any reason may not reapply for 90 days.

It is imperative that you thoroughly complete the application with names, addresses, and telephone numbers to help us process your application in a timely manner. If you foresee a problem, please discuss it with us now.

The process of rental approval begins with the rental application, income and asset questionnaires and interview. The application determines the asset and income forms which must be completed by third-party verification. Forms used are a combination of forms that have been designed internally and those found in the Indiana Housing Finance Authority Compliance Manual. Any application or interested party information, whether they have chosen to rent or not, is retained in our files for future follow up and for marketing evaluation.



We encourage and support the nation’s affirmative housing program in which there are no barriers to obtaining housing because of race, color, religion, sex, national origin, handicap or familial status.

