



## PRE-APPLICATION FOR ADMISSION AND RENTAL ASSISTANCE

Please select which properties you are interested in by checking the boxes next the property names below.

Please mail, fax or email your application to:

***Episcopal Homes Affordable Housing***

1830 University Avenue West

St. Paul, MN 55104

FAX: 651-209-8080

EMAIL: [kmeyer@episcopalhomes.org](mailto:kmeyer@episcopalhomes.org)

You do not need to submit multiple applications in order to be on multiple waiting lists.

**Seabury**

1830 University Ave. W.  
St. Paul, MN 55104  
(651) 379-5102

**Carty Heights**

412 Dunlap St. N.  
St. Paul, MN 55104  
(651) 288-1142

**Kings Crossing**

500 Dale St. N.  
St. Paul, MN 55103  
(651) 493-4606

**Midway Pointe**

1880 University Ave. W.  
St. Paul, MN 55104  
(651) 209-8500

### HOUSEHOLD INFORMATION

Head of Household Name:

Date of Birth:

SSN:

Current Address:

City:

State:

Zip:

Primary Phone:

Secondary Phone:

Primary Spoken Language:

Would you like to designate someone to speak on your behalf?  YES  NO

Representative Name:

Phone or Email:

Relationship:

Additional Household Member Name:

Relationship to Head of Household:

Date of Birth:

SSN:

### HOUSEHOLD CHARACTERISTICS

Would you like to be considered for one of our specialized handicapped units?

YES  NO

Are you now living in a subsidized housing unit?

YES  NO

How much notice are you required to give your current landlord when you intend to move?

### INCOME & ASSET INFORMATION

The rent you pay is based on your income, assets and medical expenses and must be reviewed annually. Please complete the following and attach an additional sheet if necessary.

#### PLEASE LIST ALL SOURCES AND AMOUNTS OF INCOME FOR EACH HOUSEHOLD MEMBER

(Employment income, Social Security, SSI, Public Assistance, Pensions, etc.)

PERSON RECEIVING INCOME	SOURCE OF INCOME	ANNUAL INCOME
		\$
		\$
		\$

**PLEASE LIST ALL ASSETS FOR EACH HOUSEHOLD MEMBER**

(checking & savings accounts, life insurance policies, IRA's, CD's, stocks, bonds, trusts)

ASSET OWNER	BANK OR INSTITUTION	TYPE OF ACCOUNT	BALANCE
			\$
			\$
			\$

Have you disposed of any assets for less than fair market value during the past two years?  YES  NO

If YES, please list the asset(s) and value(s):

**PREVIOUS RENTAL HISTORY (IF ANY) FOR PREVIOUS FOUR (4) YEARS:**

**Present Landlord Information**

Name:		Telephone:
Address:		How long have you lived here?
City/State:	Zip:	Reason for Leaving:

**Previous Landlord**

Name:		Telephone:
Address:		How long did you live here?
City/State:	Zip:	Reason for Leaving:

**CRIMINAL BACKGROUND**

Episcopal Homes may prohibit admission if it has been determined that any prospective resident is currently or has been engaged in drug-related, violent, or other criminal activity that may threaten residents' health, safety, and right to peaceful enjoyment of the property.

Have you ever been convicted of a crime?  YES  NO

If YES, please describe the offense(s):

Have you previous been evicted from federally subsidized/assisted housing for drug related activity or any other criminal activity?  YES  NO

If YES, please explain:

Are you registered as a lifetime sexual offender in any state?  YES  NO

**APPLICANT CERTIFICATION**

I understand that the above information is being collected in order to determine initial eligibility and to place me on the wait list for housing at Episcopal Homes. I understand that when my name comes to the top of the list further information will need to be gathered to determine my eligibility for housing and rental assistance. This will include verification of all sources of income, assets and medical expenses for all household members; acceptable rental history for past 4 years and passing a criminal background check. I certify that the statements made in this pre-application are true and complete to the best of my knowledge and belief.

Signature of Head of Household: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Additional Household Member: \_\_\_\_\_ Date: \_\_\_\_\_

How did you hear about our organization?

\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

# TENANT SELECTION PLAN

## ADMISSION & CONTINUED TENANCY POLICIES

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### Occupancy Standards

#### **A. General Occupancy Guidelines:**

- Tenant must be 62 years of age or older.
- All units are 1-bedroom apartments designed for one or two people.
- Applicant household income cannot exceed 50% of the median income for the Mpls./St. Paul Metropolitan area (currently 50% of the median income is equal to \$33,050 for one person; \$37,750 for two people).
- Applicant must have the ability to comply with all lease requirements.

#### **B. Exceptions to General Occupancy Guidelines:**

1. In the case that a tenant(s) is living in one of our specialized handicapped units and no member of the household requires the specialized features of the unit, the tenant(s) will be required to move to another unit within 30 days if and when another applicant or tenant requests the specialized features of the unit.
2. If a current tenant requires the specialized handicapped unit, the in-house tenant will take priority over the waiting list to move to the specialized unit.
3. Anyone requiring a specialized handicap unit must have a doctor's request. If anyone wishes to transfer to another regular unit, you must also have a doctor's request to do so.

#### **C. Absences from Apartment**

As stated in the lease, your unit within any Episcopal Homes property must be the tenant's only place of residence. The tenant is not allowed to be away from the unit for any more than 180 consecutive days in a 12 month period. If, after 180 days the tenant has not been able to return to the unit, the apartment will no longer be considered the tenant's only place of residence, and the tenant will be asked to vacate the apartment. If a longer absence is needed, please see the manager.

#### **D. Visitors/Guests**

**Guests are not allowed to stay in the apartment for more than 7 consecutive days or 14 days in any one year unless approved by management.** If a tenant requires 24 hour care/services from an outside individual for more than 30 consecutive days, that individual must qualify as a live-in care attendant, as stated in the HUD manual, or apply to live in the building and must meet all eligibility requirements.

### Application Procedure

#### **A. The application process will require the following information:**

1. Eligibility determination
  - a) Household Characteristics (must be 62 years of age or older)
  - b) Estimated annual income must be less than \$33,050 for a single person and \$37,750 for two people.
2. Screen applicants (previous landlords, credit information, previous subsidized housing experience, criminal background check and ability to meet lease requirements).

#### **B. Waiting List**

If an applicant meets the eligibility criteria, but no unit is available, the applicant will be placed on the waiting list, according to the date the application was received. Applicants are responsible for contacting Episcopal Homes any time their address or phone number changes. If Housing staff from Episcopal Homes attempt to contact an applicant either for annual wait list updates or when an apartment becomes available and the contact information is not correct, (phone number disconnected, mail returned), the applicant will be removed from the wait list.

Applicants will be offered an apartment only twice (2 offers) before being required to give up their position on the waiting list. When an apartment is first offered to an applicant and the applicant declines it, they may remain on the list in their current position (first offer only). If, at a later date, a second offer for an apartment is declined, the applicant must be moved to the bottom of the wait list or chose to be removed from the waiting list entirely. Episcopal Homes' waiting list will remain open as long as the total number of applicants is less than 200 per property. Any Episcopal Homes property's waiting list may close if the number of applicants is greater than or equal to 200. Advertising the opening or closing of the waiting list will be posted on our website ([www.ehomesmn.org](http://www.ehomesmn.org)), posted in any advertising or marketing materials, and relayed verbally or in writing to those inquiring by phone, email, or in person.

### **C. Screening Process**

*When a unit will be available in the near future, Episcopal Homes will interview the applicant and:*

1. Update all information provided on application.
2. Inform of program requirements, verification procedures, and penalties for submitting false information.
3. Obtain family income information needed to certify eligibility and compute an estimate of tenant's share of rent.
4. Review financial information on the application. (Applicant is required to report ALL income and assets).
5. Release of information consent portion of any verification request used.
6. Obtain written certification regarding disposal of assets.
7. Disclose and document all Social Security numbers or request written certification when Social Security number has not been assigned.
8. Advise tenant(s) that HUD may compare information supplied with information available through Federal, State and Local agencies.
9. Determine eligibility only after all verifications are completed.
10. Inform applicant of Federal Laws prohibiting discrimination against persons with handicaps.
11. Inform applicant of rules regarding house rules and pet ownership.
12. Address any other applicable items.

### **Screening Criteria**

*All applicants will be screened on the following information:*

1. Demonstrated ability to pay rent on time, and to meet all requirements of tenancy.
2. All applicants are required to provide two acceptable references. Current and/or former landlord(s), if applicable, are required references. If no landlord exists, neighbors, clergy, business associates, and acquaintances are acceptable. Any applicant that was previously evicted from federally assisted/subsidized housing for drug or criminal activity will not be accepted.
3. Household and housekeeping habits – demonstrated ability to maintain unit in a clean, safe and sanitary manner. Also need the ability to live independently in a safe manner.
4. Record of behavior that constitutes no threat to the well-being of others or to the livability of Episcopal Homes (including disturbances to the quiet enjoyment of other tenants).
5. Use of illegal drugs, including medical marijuana; current substance abuse – alcohol or illegal drugs. Any household in which any member is currently engaged in illegal use of drugs or for which the owner has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents.
6. Units for Persons with Handicaps – Where the applicant requests such a unit or preference, inquiries may be made to determine whether an applicant is qualified for a unit available only to persons with handicaps. Inquiries may be made to determine whether an applicant for a dwelling is qualified for a priority available to persons with handicaps or to persons with a particular type of handicap.
7. Accommodations to the Handicapped – Episcopal Homes will offer reasonable accommodations to persons with handicaps.
8. Consideration of extenuating circumstances in the Screening Process – Episcopal Homes may consider extenuating circumstances in evaluating information obtained during the screening process to assist in determining the acceptability of an applicant for tenancy.
9. Assistive Animals – Some individuals with handicaps may use an assistive animal.
10. Responding to Emergencies – Tenant must be capable of following instructions and responding appropriately in emergency situations.
11. Any household member who is subject to a state sex offender lifetime registration requirement will be denied occupancy.
12. Criminal Background Check. Episcopal Homes may prohibit admission if it has been determined that any household member is currently engaging in, or has engaged in drug related, violent, or other criminal activity. Any applicant who has a record of criminal behavior may be denied residency.
13. Whether there is reasonable cause to believe that any household member's behavior, from abuse or pattern of abuse of alcohol or drugs, may interfere with the health, safety, and right to peaceful enjoyment of the premises by other residents.

### **Rejecting Applicants**

*Applications for tenancy may be rejected for one or more of the following reasons:*

1. Does not meet eligibility or tenant selection criteria.
2. Unable to disclose and document all Social Security numbers or execute a certification when numbers have not been assigned.



3. Information is gathered during the interview, verification, screening criteria or screening process that would indicate that the applicant would be unable to comply with the lease requirements, or if it were determined that applicant provided false information.
4. Any applicant who has a record of criminal activity that threatens the health, safety and right to peaceful enjoyment of the property by other residents or the health and safety of the owner, employees, or agents of the property may not be admitted.
5. Any applicant who has a record of criminal history or violent criminal history including but not limited to charges and/or convictions for felonies and/or misdemeanors against other persons or property may not be admitted. Any applicant registered as a lifetime sex offender in any state will be denied residency.

If Episcopal Homes does not place an applicant on the waiting list or immediately process the application for admission, Episcopal Homes will promptly notify the applicant in writing of the rejection and explain in the notice:

- a. The reasons for the rejection;
- b. That the applicant has 14 days to respond in writing or to request a meeting to discuss the rejection.

Any meeting with the applicant or review of the applicant's written response must be conducted by Episcopal Homes staff that did not make the initial decision to reject the applicant. If the applicant appeals the rejection, Episcopal Homes will give the applicant a written final decision within five days of the response or meeting.

### **Offering a Unit**

When a unit becomes available, applicants will be contacted in order of the wait list. No more than three attempts will be made to contact each applicant. If no successful contact is made, the next applicant on the wait list will be contacted. An applicant has five days from either (1) the date of being notified when the application was approved, or (2) the date of being notified that the appropriate unit will be available (whichever is later) to accept the unit. The applicant has 30 days from the above date by which to sign the lease, pay the required security deposit and begin paying rent. If the applicant is unable to meet these requirements, the unit will be offered to the next person on the waiting list. This policy exists because Episcopal Homes can neither afford to hold units without receiving rent and it is not fair to hold a vacant unit when another individual is waiting to move in.

### **Unit Transfer Policy**

Residents are not permitted to transfer to another unit unless: 1) The resident needs a specialized handicap accessible unit or 2) There is a medical reason certified in writing by a doctor, clarifying a medical need for a unit transfer.

### **Smoke-Free Policy**

All Episcopal Homes residences are Smoke Free facilities and smoking is only allowed outside the buildings on the city sidewalk or beyond, and at least 25 feet from any entrance. Smoking in your apartment or on the grounds is considered a lease violation and is grounds for termination of the lease and possible eviction.

### **Fair Housing and Equal Opportunity**

Episcopal Homes is required to comply with all federal, state, and local fair housing and civil rights laws, as well as, equal opportunity requirements. Episcopal Homes does not discriminate on the basis of race, color, creed, religion, gender identity, sexual orientation, national origin, familial status, disability, marital status or status with regard to public assistance. The federal program in which Episcopal Homes participates does allow screening based on age and income to determine eligibility for this program.

Reasonable accommodations will be made in policies and practices that create barriers to equal housing opportunities. A reasonable accommodation is a change, exception, or adjustment to a program, service, building, dwelling unit, or workplace that will allow a qualified person with a disability to: participate fully in a program; take advantage of a service; live in a dwelling unit; or, perform a job. In addition, structural modifications will be made to afford equal access for qualified individuals with handicaps, but only in those cases when it is determined the modification(s) will not create an undue administrative or financial burden. In a situation where a handicapped tenant wishes to make structural modifications to his or her own unit at his or her expense, the following applies:

- Reasonable modifications will be allowed if they are necessary to afford a handicapped individual full enjoyment of the premises.
- The tenant will be required to sign a lease addendum which requires the tenant to restore the unit/modification to its original condition upon move-out.
- Episcopal Homes requires the work to be done by a project-approved contractor/individual.
- Modifications must meet applicable building and fire codes.

In situations where Episcopal Homes is considering a reasonable accommodation or structural modification for a qualified individual with handicaps, Episcopal Homes is not required to:

- Make alterations that have little likelihood of being accomplished without removing or altering load bearing structures.



- Provide an elevator solely for the purpose of locating accessible units above or below the ground floor.

For visually and hearing impaired applicants, Episcopal Homes will make reasonable accommodation to offer equal accessibility to this and other documented needs.

**Complying with the Violence Against Women Act (VAWA)**

These protections prohibit Managing Agent from evicting or terminating assistance from individuals being assisted under the HUD 202 PRAC program if the asserted grounds for such action are an instance of domestic violence, dating violence, stalking, or sexual assault.

Managing Agent must provide tenants the option to complete the Certification form as described in HUD Notice 09-15. The certification form may be made available at the time of admission or, in the event of a termination or start of an eviction for cause proceeding, the certification may be enclosed with the appropriate notice, directing the family to complete, sign and return the form within fourteen (14) business days. As required by the provisions of Section 606 of the VAWA, Managing Agent may request a tenant to certify that he/she is a victim of domestic violence, dating violence, stalking or sexual assault and that the incidence(s) of threatened or actual abuse are bona fide in determining whether the protections afforded under the VAWA are applicable. The identity of the victim and all information provided to Managing Agent relating to the incident(s) of domestic violence must be retained in confidence by the Managing Agent and must neither be entered into any shared database nor provided to a related entity, except to the extent that the disclosure is:

- a) requested or consented to by the individual in writing;
  - b) required for use in an eviction proceeding or termination of assistance; or c) otherwise required by applicable law.
- The HUD-approved certification form provides notice to the tenant of the confidentiality of the form and the limits thereof. Managing Agent must retain all documentation relating to an individual’s domestic violence, dating violence or stalking in a separate file that is kept in a separate secure location from other tenant files.

Should it be determined that physical abuse caused by a tenant is clear and present, the law provides Owner/Agent the authority to bifurcate a lease i.e., remove, evict, or terminate housing assistance to that individual, while allowing the victim, who lawfully occupies the home, to maintain tenancy. Managing Agent must keep in mind that the eviction of or the termination action against the individual must be in accordance with the procedures prescribed by federal, state, and local law. In the event that one household member is removed from the unit because of engaging in acts of domestic violence, dating violence, stalking or sexual assault against another household member, an interim recertification should be processed reflecting the change in household composition. See Handbook 4350.3 REV-1, Occupancy Requirements of Subsidized Multifamily Housing Programs, Chapter 7, Section 2, for processing interim Re-certifications. Tenants and family members of tenants who are victims of domestic violence, dating violence, stalking or sexual assault are protected by the VAWA from being evicted or from housing assistance being terminated because of the acts of violence against them.

**Use of the Enterprise Income Verification System (EIV)**

All Applicants MUST disclose if they are currently receiving HUD housing assistance. Episcopal Homes will not knowingly assist applicants who will maintain a residence in addition to the HUD-assisted unit.

HUD provides Episcopal Homes with information about an applicant’s current status as a HUD housing assistance recipient. Episcopal Homes will use the Enterprise Income Verification System (EIV) to determine if the applicant or any member of the applicant household is currently receiving HUD assistance.

Nothing prohibits a HUD housing assistance recipient from applying to this property. However, the applicant must move out of the current property and/or forfeit any voucher before HUD assistance on this property will begin. Special consideration applies to recipients of HUD assistance in another unit who are moving to establish a new household when other family/household members will remain in the original unit

If the applicant or any member of the applicant household fails to fully and accurately disclose rental history, the application may be denied based on the applicant’s “misrepresentation” of information.

This information will be reviewed on an annual basis, at each annual certification. If any household member receives or attempts to receive assistance in another HUD assisted unit while receiving assistance on this property, the household member will be required to reimburse HUD for assistance paid in error. This is considered a material lease violation and may result in penalties up to and including eviction and pursuit of fraud charges.

*\*\*\* I certify that I have read and understand the information described above in the Tenant Selection Plan \*\*\**

\_\_\_\_\_  
Signature (Head of Household)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Additional Household Member)

\_\_\_\_\_  
Date





Dear Friend,

Enclosed you will find a combined application for Episcopal Homes' Affordable Housing residences. Please read the following pages carefully to see if you meet the minimum screening criteria.

If you meet the eligibility requirements and are interested in moving to one of the Episcopal Homes residences, please do the following:

- 1) Fill out the enclosed application **and** Tenant Selection Plan and submit both to:
  - by Mail: Seabury Apartments, 1830 University Avenue West, St. Paul, MN 55104
  - by Fax: 651-209-8080
  - by Email: [kmeyer@episcopalhomes.org](mailto:kmeyer@episcopalhomes.org)
- 2) *Please note: only one application needs to be submitted for you whether applying for 1 or all 4 residences.*
- 3) Please read, sign and include the Tenant Selection Plan with your completed application.
- 4) Inform us if the contact information you have provided on your application changes at any time. If we attempt to contact you when your name reaches the top of the wait list and mail is returned or your phone number is incorrect, you will be removed from the list.

Once you are on our wait list, we will periodically send out letters to applicants that require a response from you to remain on the list. **If you do not respond within the timeline requested, or if the letter is returned to us, your name will be removed from the wait list.**

Thank you for your interest in Episcopal Homes Senior Housing, we look forward to hearing from you,

 Kire Meyer-Quist <b>Seabury</b> 1830 University Ave. W. St. Paul, MN 55104 (651) 379-5102 <a href="mailto:kmeyer@episcopalhomes.org">kmeyer@episcopalhomes.org</a>	 Carrie Kane <b>Carty Heights</b> 412 Dunlap St. N. St. Paul, MN 55104 (651) 288-1142 <a href="mailto:ckane@episcopalhomes.org">ckane@episcopalhomes.org</a>	 Carrie Kane <b>Kings Crossing</b> 500 Dale St. N. St. Paul, MN 55103 (651) 493-4606 <a href="mailto:ckane@episcopalhomes.org">ckane@episcopalhomes.org</a>	 Lindsay Becker <b>Midway Pointe</b> 1880 University Ave. W. St. Paul, MN 55104 (651) 209-8500 <a href="mailto:lbecker@episcopalhomes.org">lbecker@episcopalhomes.org</a>
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Senior Housing Management Team  
Episcopal Homes of Minnesota