



Resident Selection Plan
for
Low-Income Housing Tax Credit
(LIHTC)

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Section 1: Nondiscrimination

Beacon Communities will not discriminate against any person in the terms, conditions, or privileges of an apartment or otherwise make available or deny the provisions of services of facilities in connection therewith because of race, color, religion, sex, national origin, familial status, handicap, sexual orientation, or gender identity.

Equal Access to Housing Regardless of Sexual Orientation or Gender Identity:

- Beacon Communities may not inquire about the sexual orientation or gender identity of an applicant.
- Any individual may voluntarily self-identify sexual orientation or gender identity.
- An inquiry of the applicant's sex can be made only to determine the number of bedrooms to which a household may be entitled.

Beacon Communities will comply with state and federal fair housing and anti-discrimination laws, including, but not limited to, consideration of reasonable accommodations requested to complete the application process. Screening criteria will be applied in a manner consistent with all applicable laws, Texas and Federal Fair Housing Acts, the Federal Fair Credit Reporting Act, program guidelines, and the Department's rules.

At the initial point of contact with each applicant, Beacon shall inform all applicants of alternative forms of communication other than plain language paperwork.

Section 2: Waiting List Procedures

Applicants must complete a Pre-Application to be placed on the waiting list.

- A pre-application may be obtained from the leasing office and/or returned to the leasing office during regular business hours.
- A pre-application may be sent electronically to an applicant by emailing the property address, beaconcompliance@homesa.org, or by mail by contacting the leasing office during regular business hours.
- The pre-application packet will include:
 - Pre-application
 - Privacy Policy
 - Resident Selection Policy
 - Resident Approval Requirements
 - Notice of Reasonable Accommodation and VAWA form.

Applicants are selected from the waiting list based on the date and time order of the pre-application.

Beacon Communities' waiting list will not close.

Section 3: Reasonable Accommodation

Beacon Communities will comply with Section 504 of the Rehabilitation Act of 1973 by:

- Making reasonable modification
- Effective Communication

An applicant/resident will be given a form to request a reasonable accommodation at the time of the pre-application, application, recertification, renewal, and at any time as requested. Beacon encourages the family to make requests in writing using a reasonable accommodation request form. However, Beacon Communities will consider the accommodation any time the family indicates that an accommodation is needed, whether or not a formal written request is submitted. Reasonable Accommodation must be verified unless the need is visible.

Management will respond to the request in writing within 10 calendar days.
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Reasonable Accommodation must meet the following requirements:

- They must have a disability limiting one or more major life activities.
- The disability must have a direct correlation to the accommodation being requested.
- The accommodation must be reasonable; it cannot result in a financial or administrative burden to the property.

When an applicant requests to be placed on the waiting list and will require a 504 unit or a unit with special needs, the property will gather information from the applicant to ensure the unit offered will meet the Reasonable Accommodation in order to skip other applicants on the waiting list for the special unit. The waiting list will note the need for a 504 or pre-modified (special) unit, ***if applicable to the property.***

The applicant(s) that is requesting that type of unit will be called from the waiting list as a special unit(s) becomes available. The applicant(s) could jump the waiting list if a special unit becomes available before they reach the top of the waiting list.

If an applicant comes to the top of the waiting list and a special unit is not available, the applicant will be offered a currently available unit.

- If the currently available unit is declined, the applicant will remain on the waiting list until an appropriate special feature unit becomes available that meets the applicant's needs.
- If this unit is declined, the applicant will be removed from the waiting list.
- Applicants not requiring a 504 or pre-modified unit may be skipped to enable an applicant with special needs to be housed as a reasonable accommodation.
- If an applicant is housed in a 504 or special feature unit and does not need the special feature unit, the applicant will need to sign the "Non-Handicap Families Offered Handicap Accessible Units" form.
- When a family needs a 504 or special unit, the family not needing the special feature unit must move within the required timeframe of the notice.



Section 4: Eligibility

It is the policy of Beacon Communities to admit only qualified applicants. An applicant is qualified if he/she meets all of the following criteria:

- The head of household must be a person of age in order to legally enter into a contractual agreement.
- All household members age 18 and over must have a current, non-expired picture ID.

Applicants must have an Annual Income at the time of admission that does not exceed the income limits for occupancy established by the Texas Department of Housing & Community Affairs (TDHCA). A copy of these income limits is available in the leasing office. (see Resident Approval Requirements).

The applicant's gross monthly income must be 2.5 times the unit's rent.

- Section 8 recipients should qualify at a rate of 2.5 times their rental portion, with a minimum annual income of \$2,500.
- Those having a gross income of less than 2.5 times the monthly rent will be denied.

Co-signers are NOT accepted for Beacon Communities.

Applicants must meet Occupancy Standards for Beacon Communities.

A non-refundable application fee of \$42.00 per adult (18 years or older) must be paid when the application is submitted for review. Public Housing Applicants will not be charged an application fee. The security deposit must be paid upon move-in.

Efficiency	\$150.00
One Bedroom	\$225.00
Two Bedrooms	\$300.00
Three Bedrooms	\$350.00
Four Bedrooms	\$400.00

Applicants must meet the rent limits specific to the property to which they have applied. A copy of these rent limits is available in the leasing office. (see Resident Approval Requirements)

Initial rent must be paid on the day the keys are issued.

Beacon Communities currently has designated elderly or disabled housing.



Section 5: The Application Process

Completed applications must be returned to the Beacon property by mail, electronically, or submitted in person during normal business hours. To be accepted for processing, applications must be filled out completely. Beacon Communities will notify the family of the additional information required if an application is incomplete.

Beacon Communities will accept and use electronic signatures (e-signatures) during the application and renewal as described in this section and in compliance with TDHCA and any applicable federal, state, and local laws. In lieu of electronic signatures, tenants have the option to sign any required documents or forms on paper with a “wet” signature if they so request.

References to original signatures throughout this policy may be interpreted and implemented electronically. Beacon Community will ensure appropriate data security for the signed record and the signature.

The following methods are acceptable for electronic submission of documents:

- RentCafe
- DocuSign

Section 6: Students

A household may not consist entirely of full-time students unless verification is obtained that the household meets one of the exceptions listed below.

Student status is defined by the educational institution. Educational institutions include conventional colleges, vocational schools with a diploma or certificate program, technical schools, online courses that could result in a degree, high schools, middle schools and elementary schools.

- A Full-time Student is looked at as attending five months or more out of a calendar year, and the months do not have to be consecutive.

Exceptions to the Full-Time Student Rule:

- Are the students married and eligible to file a joint tax return.
- Households consist of a single parent(s) with children and a parent(s) and children who are not dependents on another person's tax return, with the exception of the other parent (not residing in the unit).
- At least one member receives assistance under Title IV of the Social Security Act (TANF) or AFDC.
- At least one student is enrolled in a Job Training Partnership Act (JTPA) or other similar federally funded program.
- If previously in foster care.

Section 7: Screening Criteria

Beacon Communities will use the following methods of screening, and they will be completed for all new applicants as follows (see Resident Approval Requirements):

All eligible applicants will be screened in accordance with program regulations and sound management practices, and those who meet the screening criteria will be considered suitable for housing, as follows (see Resident Approval Requirements):

- Past performance in meeting financial obligations is satisfactory, and the previous rental history is acceptable. An applicant owing an outstanding balance for damages, rental-related debt, and/or eviction filed to an apartment community or mortgage company will be denied.
- An applicant must have no record of disturbance of neighbors, destruction of property, alcohol abuse, or living or housekeeping habits that adversely affect other residents' health, safety, or welfare.
- Applicants will be denied if any utilities, such as electricity or water, have been in collection status within the past three years unless a letter or statement from the utility company states the account has been paid in full.

A criminal history report must be approved as described below:

- Applicants aged 18 or older must sign an Affidavit for Criminal Background Check Authorizing Beacon Communities to do a criminal background investigation.
- Complete a criminal background check and review the list of Lifetime Registered Sex Offenders.
- Any household containing a member(s) who is subject to a state sex offender lifetime registration requirement will be denied.

An applicant will be denied who demonstrates drug or violent criminal behavior.

- Any household member that is currently engaged in the illegal use of drugs, for which the owner has reasonable cause to believe that a member's illegal use of a drug will interfere with the health, safety, and right to peaceful enjoyment of the property by other residents, will be denied.
- Applicants and/or household members who have been evicted because of drug-related or violent criminal activity will be denied.
- No family member can have a conviction, other than acquittal, for any sexual offense.
- No family member can have a history of abuse of alcohol. If the owner has reasonable cause to believe that a member's alcohol use will interfere with the health, safety, and right to peaceful enjoyment of the property by other residents, their application will be denied.

In determining reasonable cause, Beacon will consider all credible evidence, including but not limited to any record of convictions or arrests of household members related to the use of illegal drugs or the abuse of alcohol. A conviction will be given more weight than an arrest. A



record of arrests will not be used as the sole basis for the denial or proof that the applicant engaged in disqualifying criminal activity. Beacon will also consider evidence from treatment providers or community-based organizations providing services to household members.

Evidence of such criminal activity includes but is not limited to any record of convictions or arrests for suspected drug-related or violent criminal activity of household members within the past three years. A conviction for such activity will be given more weight than an arrest. An arrest record will not be used as the sole basis for the denial or proof that the applicant engaged in disqualifying criminal activity.

Reasons for denial include convictions within the last five years for, but not limited to, vandalism and misdemeanors beyond two charges. Illegal drug activity of any kind beyond one misdemeanor charge within the last 10 years will result in the application being denied. A single felony drug charge that is 10 or more years old and results in an application being denied will be submitted for further review.

Felonies such as crimes involving violence against persons, weapons, and/or crimes involving sexual offenses will be denied regardless of the time frame in which they were committed.

Any applications denied for the above criminal criteria must be forwarded to the Assistant Director for further review and consideration.

Applicants with documentation reflecting the dismissal with a deferred adjudication must provide this documentation within three business days of application submission.

Beacon Communities will not admit an otherwise eligible family who was evicted from federally assisted housing within the past three years for drug-related criminal activity under any circumstances. Beacon Communities will admit an otherwise-eligible family who was evicted from federally assisted housing within the past three years for drug-related criminal activity if Beacon Communities can verify that the household member who engaged in the criminal activity has completed a supervised drug rehabilitation program approved by Beacon Communities, or the person who committed the crime is no longer living in the household.



Section 8: Denial of an Application

If Beacon Communities determines from the information provided that a family is ineligible, the family will not be placed on the waiting list. When a family is determined to be ineligible, Beacon will send written notification of the ineligibility determination within 10 business days of receipt of the completed application.

The notice will specify the reasons for ineligibility. It will inform the family of its right to respond to the owner in writing or request a meeting within 14 days to dispute the rejection. The notice will state that applicants with disabilities have the right to request a reasonable accommodation.

The Community Manager will notify the applicant of the scheduled meeting in writing within five business days of receiving the request to discuss the denial.

Section 9: Non-Renewal and Termination Notices

The owner will only evict or non-renew a resident for good cause. The notice will indicate the specific reason for the non-renewal or termination.

- The non-renewal or termination notice will be delivered as required under applicable program rules.
- The following forms will be attached to the non-renewal or termination notice.
 - HUD form 5380 “Notice of Occupancy Rights under the Violence Against Women Act”
 - HUD form 5382 “Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation”

You may request an informal meeting with the community manager within 10 business days of receiving the notice.

- A person with a disability can request a Reasonable Accommodation to participate in the informal meeting with the manager.
- A victim of domestic violence may request an informal meeting with the manager to provide documentation of a domestic violence situation.

Section 10: Transfers

Beacon Communities has a transfer list, and current residents may be selected before an applicant is on the waiting list.

- Applicants will be housed based on the 2:1 ratio: For every two people pulled off the regular Waiting List, one person will be pulled off the Transfer Waiting List for the same size unit requested.
- Exception to 2:1 ratio policy:
 - Reasonable Accommodation residents will be housed in the next available unit that meets their needs.

The existing security deposit will be transferred to the resident. If the security deposit for the new unit is more than the existing security deposit, the resident will be required to pay the increase in the security deposit prior to the transfer date. No portion of the security deposit can be returned to a resident and/or household while any household member resides at the property.

When a resident resides in a program unit with medical/reasonable accommodation or an under/oversized unit situation occurs, the resident may request a transfer. Transfers are allowed within the same community if the following protocol is met:

- The community manager must evaluate the transfer request by confirming all documentation and information supporting the request and by completing a unit inspection. Once the transfer has been approved or disapproved, the property manager must mail a confirmation letter to the applicant within seven calendar days.

Reasonable accommodation:

There are several requirements for reasonable accommodations to apply. (see Reasonable Accommodations below)

- If the need is not visible, a medical professional must certify any unit transfer for a medical reason in writing.
- Management will complete the reasonable accommodation process and place the resident on the list by date and time.
- The resident will be housed in the next available unit that meets their needs.

Over/Undersized Requests:

- Residents must complete the Waiting List Transfer request form.

Section 11: Violence Against Women Act (VAWA)

Beacon Communities will apply the Violence Against Women Act (VAWA) protections to applicants and residents. The policies will support or assist victims of domestic violence, dating violence, or stalking and protect victims, as well as members of their families, from being denied housing or from losing HUD-assisted housing.

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 relating to abuse engaged in by a member of a resident’s household or any guest or other person under the resident’s or an immediate member of the resident’s family who 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, Sexual Assault, 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.

Section 12: Pets and Service Animals

Pets (animals) are accepted with an additional pet fee (non-refundable) of \$150 per animal plus an additional pet deposit of \$150.00 per pet. The additional pet deposit will increase the total security deposit under the lease contract (see Resident Approval Requirements)

No more than two pets are allowed.

Service Animals:

Service/assistance animal(s) (not pets) are permitted as reasonable accommodations for persons with verified disabilities once the need has been properly verified by a physician, psychiatrist, social worker, or other licensed medical professional.

Requests for accommodations must be made in writing to management before the animal is allowed on the property. For each service/assistance animal(s), there must be a direct relationship between the person's disability and his or her need for the animal(s).

A service/assistance animal does not require a deposit and does not have a breed restriction. All state and local health, safety, and licensing laws apply.



Acknowledgment

I understand the listed Tenant Selection Policy for leasing an apartment with Beacon Communities. Signing this acknowledgment indicates that you have had the opportunity to review the landlord's resident selection policy, which may include criminal history, credit history, current income, and rental history. If you do not meet the selection policy or if you provide inaccurate or incomplete information, your application may be rejected, and your application fee will not be refunded.

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Management Signature

Date