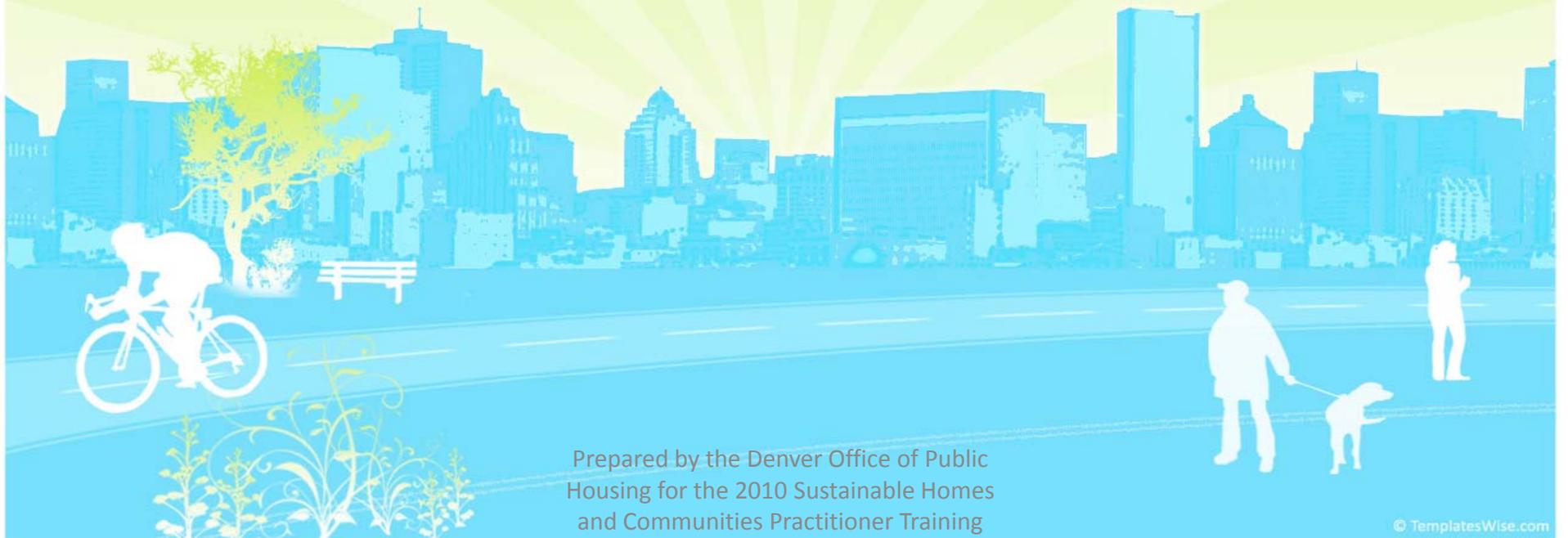




The Occupancy Cycle

Intake/Selecting Participants



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Applications

- Accepting applications.
- Application type:
 - Pre-application or Streamlined application
 - Full application



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Waiting List

- Opening and Closing the Waiting List
- Purging/Updating a Waiting List
 - Procedures for purging
 - Documentation



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Maintaining the Waiting List

- Format
- Type of Waiting List
- Maintaining Waiting List Documentation
 - Applicant files – 3 yrs
 - Applications – permanently in the file



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Other Considerations

PREFERENCES

- Types
 - Local
 - Ranking
- Verifying Preferences
- PHA Considerations for Preference System



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Tenant Selection

- Common elements for HCV and LRPH Programs
 - Eligibility
 - Background Check
 - Income Targeting



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Tenant Screening

- LRPH – YOU are the landlord!
 - Past financial obligations
 - References from prior landlords
 - Criminal history
- HCV – screening is the landlord/owner responsibility



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Student Eligibility Rule

- No assistance shall be provided under Section 8 of the United States Housing Act of 1937 to any individual who:
 - Is enrolled as a student at any institution of higher education;
 - Is under 24 years of age;
 - Is not a veteran of the United States Military;
 - Is unmarried;
 - Does not have a dependent child;
 - Is not a person with disabilities who was receiving housing assistance as November 30, 2005; and
 - Is not otherwise individually eligible, or has parents who are not eligible on the basis of income to receive assistance under Section 8 of the 1937 Act.



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Fair Housing Requirements

Reasonable Accommodations

- Information available to persons with disabilities
- Logo and Non-Discrimination
- Accessible application process
- Other Reasonable Accommodation examples



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