



Landin Pointe

A Step-by-Step Guide Through the Application Process

Affordable Housing

STEP 1: Completing the Rental Application

Each adult applicant must complete his/her own application (attached) and pay a \$30 **non-refundable** application fee. Co-signers are not permitted.

1. Please type or print in black ink when filling out the rental application. For questions not applicable to your household, write “N/A”. **Applications that are incomplete, contain false or misleading information, or have excessive errors will not be processed.**
2. Contact us today to schedule your pre-leasing appointment: **260-415-3709 (Note: leaving more than one voicemail message on this line will delay the process.)**
3. Bring your completed application to your appointment. Blank applications will also be available on-site, if needed. **Applications will be processed in the order in which they are received, but not prior to your scheduled appointment.**

STEP 2: Qualification Screening

Prepare to meet with one of our highly-skilled housing professionals. Please have the following items ready when you arrive to your appointment; **fees and proof of income are REQUIRED to hold a unit:**

1. Completed Rental Application
2. Proof of income (e.g., 2 most recent paystubs, current Social Security/SSI benefit letter, etc.)
3. Driver's license or State ID (required for all adult household members)
4. **Fees payable by Money Order only:**
 - o \$30 app fee/adult
 - o \$50 hold deposit

A program unit will be selected for you based on your household income, size and unit availability.

STEP 3: Credit/Criminal Background Check

Applicants will be notified of screening results within three (3) business days from the date of application. Individuals who meet the program criteria (outlined in the attached “Tenant Selection Plan”) will move forward with the application and lease signing process.

Note: If moving from one of our sister properties or moving unit-to-unit, a \$500 non-refundable fee applies.

Property Name: Landin Pointe

☐ New Application ☐ Household Addition

RENTAL HOUSING APPLICATION

A separate application must be completed by each adult household member. Applications that are incomplete, missing information, or contain false information may result in denial. An application fee of \$30 per adult must be paid by money order only. Application will not be processed until this fee is received. Applicants must meet the criteria outlined in the attached Tenant Selection Plan.

APPLICANT INFORMATION

Full Legal Name (First, Middle Initial, Last)				Sex
Date of Birth (MM/DD/YYYY)	Social Security Number	Relationship to Head of Household	FT Student ☐ Y ☐ N	Employed ☐ Y ☐ N
Phone Number	Cellular Number	Email Address		

OTHER THAN THE ABOVE APPLICANT, LIST ALL OTHER PERSONS WHO WILL OCCUPY THE UNIT

First and Last Name	Date of Birth (MM/DD/YYYY)	Relationship to Head of Household	FT Student ☐ Y ☐ N	Employed ☐ Y ☐ N
			☐ Y ☐ N	☐ Y ☐ N
			☐ Y ☐ N	☐ Y ☐ N
			☐ Y ☐ N	☐ Y ☐ N
			☐ Y ☐ N	☐ Y ☐ N
			☐ Y ☐ N	☐ Y ☐ N

APPLICANT EMERGENCY CONTACT INFORMATION

Primary Emergency Contact	Phone Number	Relationship
Secondary Emergency Contact	Phone Number	Relationship

LIST ALL VEHICLES THAT ARE OWNED/OPERATED BY A HOUSEHOLD MEMBER

Vehicle Make/Model	Vehicle Color	Vehicle License Plate Number

QUESTIONS 1-10, CHECK YES OR NO

- ☐ Y ☐ N Do you expect any additions to the household within the next 12 months?
If yes, please explain: _____
- ☐ Y ☐ N Are there any absent household members who, under normal circumstances, would reside in the unit?
If yes, please explain: _____
- ☐ Y ☐ N Does an adult household member have primary physical custody of the child(ren) listed above?
If no, please explain: _____
- ☐ Y ☐ N Does your household anticipate having any service/companion animals in the unit?
If yes, please explain: _____
- ☐ Y ☐ N Does your household anticipate having any pets in the unit?
If yes, please explain: _____
- ☐ Y ☐ N Has anyone named on this application been convicted of a felony?
If yes, date of conviction: _____ Offense: _____

7. ☐ Y ☐ N Has anyone named on this application been evicted from a rental unit of any type?
If yes, date of eviction: _____ Reason: _____
8. ☐ Y ☐ N Do you have an outstanding balance with a current or previous landlord?
If yes, please explain: _____
9. ☐ Y ☐ N Will the household receive Section 8 rental assistance at move-in?
If yes, name of agency: _____
10. ☐ Y ☐ N Does your household require a wheelchair accessible unit?
If yes, please explain: _____

STARTING WITH YOUR CURRENT ADDRESS, PROVIDE HOUSING REFERENCES FOR THE IMMEDIATE 3 YEAR PERIOD

1	Current Address		Apt/Unit	Occupancy Start	Occupancy End	Current Landlord (if applicable)	
	City	State	Zip Code		Phone Number	Fax Number	
Housing Source						Email Address	
☐ Own ☐ Rent ☐ Living with Friends/Family ☐ Other:							
2	Previous Address		Apt/Unit	Occupancy Start	Occupancy End	Previous Landlord (if applicable)	
	City	State	Zip Code		Phone Number	Fax Number	
Housing Source						Email Address	
☐ Own ☐ Rent ☐ Lived with Friends/Family ☐ Other:							
3	Previous Address		Apt/Unit	Occupancy Start	Occupancy End	Previous Landlord (if applicable)	
	City	State	Zip Code		Phone Number	Fax Number	
Housing Source						Email Address	
☐ Own ☐ Rent ☐ Lived with Friends/Family ☐ Other:							

PROVIDE CURRENT EMPLOYMENT REFERENCES (IF APPLICABLE)

1	Name of Employer				Date of Hire
	Address		City	State	Zip Code
Phone Number		Fax Number	Email Address		
2	Name of Employer				Date of Hire
	Address		City	State	Zip Code
Phone Number		Fax Number	Email Address		

I understand that management is relying on this information to prove eligibility of the household for the Internal Revenue Code Section 42 Program (Section 42). I certify, under penalties of perjury, that all information and answers to the questions contained on this form are true and complete to the best of my knowledge. I consent to release the necessary information to determine the eligibility of the household. I understand that providing false information or making false statements may be grounds for denial of the application. I further understand that providing false representations herein constitutes an act of fraud and that such action may result in criminal penalties. I authorize my consent to have management verify the information contained in this application for purposes of proving my eligibility for occupancy. I will provide all necessary information including source names, addresses, phone numbers, account numbers where applicable, and any other information required for expediting this process. I further understand that my occupancy is contingent on meeting management's tenant selection criteria (which was provided to me) and Section 42 requirements.

Applicant's Signature _____

Date _____



Landin Pointe
9141 Primrose Ln.
Fort Wayne, IN 46815

Phone: _____ | Fax: _____
landinpointe@newgenmgnt.com

RELEASE AUTHORIZATION

The individual listed below has applied for or is currently residing in an apartment community that is operated under the Federal guidelines for HUD, Rural Development, Home Funds or Low-Income Housing Tax Credits (Sec 42 of the IRS tax code). One or more of these programs requires that third party written verification of the household's income and assets be completed annually. Some of the programs listed above also allow deductions for acceptable medical or childcare expenses with third party receipt of the actual expense. Please complete the attached verification form and return it to our office by fax, via email, or in the enclosed self-addressed, stamped envelope.

Initial occupancy also requires verification of the applicant's credit history, criminal history, identity, marital status, student status, residency, and rental history. Marital status, student status, medical allowances, income, and asset information will also be verified annually.

I agree that a photocopy of this form will be used to authorize the release of all information listed above. The original of this authorization will be maintained in the management office and will remain in effect for twelve (12) months from the date signed. I understand that I have a right to review my file and correct any information that can be proven incorrect.

The undersigned hereby authorizes the release of any information requested to verify my eligibility for the programs listed above.

Printed Name

XXX - XX -

SSN (last 4-digits only)

Authorized Signature

Date

Landin Pointe

Tenant Selection Plan – PSH Units

SECTION I – RESIDENT SELECTION

1.1 PROJECT DESCRIPTION:

Landin Pointe is an integrated supportive housing project consisting of 50 total units, 10 of which will be permanent supportive housing reserved for applicants defined below as selected from the Region 3 Coordinated Entry System. These 10 units will have three bedrooms and will be rent- and income-restricted at the 30% AMI level. This tenant selection plan applies to these 10 units. The remaining 40 units will be subject to the typical policies and procedures of New Generation Management for LIHTC housing developments.

The Development Team

Owner:	Brightpoint
Service Provider:	Brightpoint, Park Center, Parkview, Lutheran Social Services
Property Management:	New Generation Management

The Development Team recognizes that The United States Interagency Council on Homelessness calls Housing First, “a proven approach in which people experiencing homelessness are provided with permanent housing directly and with few to no treatment preconditions, behavioral contingencies, or barriers.” As such they are committed to applying the Housing First approach in the development which includes the following elements:

- Tenants have full rights, responsibilities, and legal protections under Federal, state, and local housing laws, tenants are educated about their lease terms, given access to legal assistance, and encouraged to exercise their full legal rights and responsibilities, and landlords and providers abide by their legally defined roles and obligations; and
- Admission/tenant screening and selection practices affirm that acceptance of applicants regardless of their sobriety, use of substances, completion of treatment, and participation in services; and
- Applications are not rejected for poor credit or financial history, poor or lack of rental history, history of eviction, most criminal convictions, or behaviors that indicate a lack of “housing readiness”; and



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- Supportive services emphasize engagement and problem-solving over therapeutic goals, service plans are tenant-driven without predetermined goals, and participation in services or program compliance are not a condition of tenancy (except as required by federal requirements); and
- Use of drugs or alcohol in and of itself is not considered a reason for eviction, unless a requirement under a federal program; and
- The Tenant Selection Plan includes a prioritization of eligible tenants based on vulnerability as determined by the Coordinated Entry System; and
- Permanent supportive housing tenants are given reasonable flexibility in paying their tenant share of rent on time and offered special payment arrangements for rent arrears and/or assistance with financial management; and
- A harm reduction philosophy, where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices, is in place; and
- Units may include special physical features that accommodate disabilities, reduce harm, and promote health among tenants; and
- Every effort is made to avoid eviction.

1.2 TARGET POPULATION:

Homelessness

Landin Pointe will dedicate its 10 permanent supportive housing units to the most vulnerable household(s) experiencing homelessness as defined by the local Coordinated Entry System and all households will contain at least one member who is experiencing homelessness as defined by 24 CFR 578.3, Section 1:

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - i. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - ii. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or
 - iii. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution; or
4. Any individual or family who:



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- i. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- ii. Has no other residence; and
- iii. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

In addition, the Continuum of Care program requires that a household must have an adult head of household with a disabling condition. Disabling condition means a diagnosable substance use disorder, serious mental illness, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. A Permanent Supportive Housing household is a household in which a sole individual or an adult household member has a serious and long-term disability that:

- 1. Is expected to be long-continuing, or of indefinite duration;
- 2. Substantially impedes the individual's ability to live independently;
- 3. Could be improved by the provision of more suitable housing conditions; and
- 4. Is a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury; is a developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 USC 15002); or is the disease of acquired immunodeficiency syndrome or any condition arising from the etiologic agency for acquired immunodeficiency syndrome

1.3 ELIGIBILITY AND SCREENING CRITERIA

Income Limits

Landin Pointe will house individuals based on the following unit sizes and income levels. All 10 of the PSH units will be rent- and income-restricted for households at or below 30% of AMI:

AMI Level	0 BR	1 BR	2 BR	3 BR	4+ BR
20%					
30%				15	
40%					
50%				10	
60%					
70%					
80%				25	



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Student Status

All applicants must meet the eligible student status definition applicable to the Low Income Housing Tax Credit Program per Internal Revenue Code Section 42(i)(3)(D) and applicable to the HOME Investment Partnerships Program per 24 CFR 92.2 and 24 CFR 5.612.

Occupancy Standards

The suggested number of persons to occupy a unit will be no more than two people per bedroom.

Credit Check Requirements

Applicants of the 10 PSH units at Landin Pointe will not be required to demonstrate credit history as a condition of tenancy.

Criminal Background Check Requirements

Landin Pointe will conduct a limited criminal history screening for applicants and household members of the 10 PSH units who are 18 years of age or older. The screening will consider the following items:

Programmatic Criteria:

- Convictions for manufacturing methamphetamine
- Applicant cannot be subject to a lifetime registration requirement under a State sex offender registration program.

Property-Specific Criteria:

- Felony convictions within the past 5 years for offenses defined by IC 35-47-4-5 as “serious violent felonies” will result in an individual assessment to determine if the applicant is able to meet the conditions of tenancy, as described below. The list of these offenses is included in the attached Exhibit A.

The screening **will not** consider arrests, pending charges, expunged convictions, convictions reversed on appeal, vacated convictions, offenses where adjudication was withheld or deferred, pardoned convictions, sealed juvenile records, or convictions for offenses not outlined above. Additionally, the screening **will not** consider an applicant’s probation or parole status.

All criminal records will be reviewed on a case-by-case basis for approval, except for convictions that violate the programmatic criteria, which will be automatically denied. Potential denials will



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be reviewed by a designated screening committee made up of housing management and supportive services staff.

Individualized Assessment

If an applicant has a conviction which could exclude them from renting, the screening committee will conduct an individualized assessment of their criminal history to determine whether the applicant will be able to fulfill their obligations of tenancy at the property. The individualized assessment will consider the following:

- 1) The circumstances surrounding the crime.
- 2) Whether the nature of the criminal offense was violent against a person or property or adversely affected the health, safety, and welfare of other people.
- 3) Whether a re-offense would impact the safety of other residents or the property
- 4) The amount of time that has passed since the criminal offense.
- 5) The age of the individual at the time the crime was committed.
- 6) The amount of time that has elapsed since exit from incarceration.
- 7) The amount and nature of convictions, if any, since the criminal record in question.
- 8) Evidence of satisfactory tenant history or references since the commission of the crime.
- 9) Evidence of constructive community involvement.
- 10) Evidence of rehabilitation efforts (including during incarceration) and/or agency support to maintain stability.
- 11) Recommendation from the veteran's court program.
- 12) Whether the criminal conduct arose from the applicant's status as a survivor of domestic violence, sexual assault, stalking or dating violence, or from the applicant's disability, including mental illness.

Applicants will be given an opportunity to provide information to allow the committee to consider any circumstances which would serve to mitigate the criminal convictions within the applicant's criminal history. Applicants will be notified in writing of the specific items of concern from the criminal history screening and given five business days to provide mitigating information.

If the evidence indicates that the applicant does not present a threat to the current residents, employees, or the property, the applicant will be approved for tenancy.

In the event the screening committee determines that the applicant poses a significant risk to other residents, employees, or the property, the manager will add a note to the file indicating the factors which were considered to make the denial and notify the applicant in writing that the application is denied.



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Previous Landlord Reference Requirements

Applicants of the 10 PSH units at Landin Pointe will not be required to demonstrate positive landlord history as a condition of tenancy.

1.4 REFERRAL PROCESS

Landin Pointe will coordinate with the Region 3 Coordinated Entry System to receive appropriate referrals based on the applicable Coordinated Entry Policies and Procedures and project specific criteria. The Coordinated Entry System utilizes the Vulnerability Index-Service Prioritization Decision Assessment Tool (VI-SPDAT) to prioritize households experiencing homelessness and in need of supportive housing, with the goal to prioritize those with the greatest need. For each available unit, the Coordinated Entry System will refer the most vulnerable household on the prioritization list that meets project criteria. New Generation Management will be responsible for ensuring that applicants meet project eligibility criteria.

There will be no waiting list for Landin Pointe. Referrals for the 10 PSH units will come from the local Coordinated Entry System in Region 3 of the Indiana Balance of State Continuum of Care.

Initial Lease-up: Applications for the 10 PSH units will be accepted until these units are fully leased. The Coordinated Entry System will refer potential candidates to Landin Pointe based on their place on the prioritization list. Those candidates will complete applications for the supportive housing units. New Generation Management and Brightpoint will begin pre-qualifying eligible households for the PSH units prior to the development being placed in service. This will assist tenants in being prepared to lease their units when units receive certificates of occupancy.

Marketing of the non-supportive housing units will be the responsibility of New Generation Management, and marketing of the supportive housing units will be the responsibility of the Coordinated Entry System.

Ongoing Rental as units become available: When one of the 10 PSH units becomes available, New Generation Management will notify the Coordinated Entry System, which will refer an applicant. The Coordinated Entry System will maintain their own list of referrals for supportive housing programs. They will select the next applicant for each supportive housing opening.

New Generation Management will attempt to contact the individual(s) who is/are referred by the Coordinated Entry System, or contact their caseworker, by telephone or in person at least three times and record those attempts in the individual(s)' file. On the same date that first contact is attempted by telephone or in person, a letter will be sent to the individual requesting they contact Brightpoint within ten business days. If New Generation Management does not receive a response to the contact attempts within ten business days from the date the letter



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was mailed, the individual(s) will forfeit the opportunity to move into the available unit. If contact is made, an application meeting will be scheduled.

New Generation Management will try to be as accommodating as possible in scheduling meetings, including walk-in meetings, for those willing to wait for an available time slot. Caseworkers, family members, and support staff may accompany a prospective tenant to any meetings for additional support. Every attempt will be made to assist those most in need in obtaining an available unit. It is recognized that this may take several attempts for an application and an interview.

When an appointment is missed, New Generation Management will attempt to contact individuals or their caseworker by telephone or in person at least two times during the next 48-hour period and record those attempts in the file.

If New Generation Management is able to contact the applicant, another appointment will be scheduled. New Generation Management will attempt to schedule up to two (2) appointments. If the applicant misses the second appointment, the individual will forfeit the opportunity to move into the available unit. New Generation Management will ask the Coordinated Entry System for a new referral.

1.5 THE APPLICATION PROCESS

Application Requirements

A complete rental application includes the following information:

1. A written application submitted by each adult in the applicant household;
2. Verification of identification;
3. Verification of income and assets, as applicable for each applicant household;
4. Verification of disability if not receiving SSI or SSDI.

Completion of Application Process

All applications will be processed within ten days of the date received, or within five business days of receipt of all required documentation, whichever is later (excluding weekends and designated Federal holidays).

1.6 REJECTING APPLICANTS

Applicants may be rejected if:

1. They do not meet the eligibility and screening requirements outlined in Section 1.3.
2. Household characteristics are not appropriate for the type of apartment available. For example, available accessible units must be first offered to households who necessarily



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require, but currently do not have the accessibility features, ahead of households with earlier application dates in accordance with Section 4.1.

3. Household size is not within occupancy standards for an available unit.

New Generation Management will promptly notify the applicant of the rejection of the application for residency in writing and provide the applicant with an explanation including:

1. The steps to be taken to inquire as to the nature of the rejection; and
2. That the applicant has ten days to respond in writing to request a meeting to appeal the rejection.

Any meeting with the applicant to review the applicant's written response will be conducted by Brightpoint and a member of New Generation Management staff who did not make the decision to reject the applicant. In the event New Generation Management recommends rejection and Brightpoint does not agree, Brightpoint would make the final decision and document the decision in writing. Persons with disabilities have the right to request reasonable accommodations to participate in the review process.

Disposal of Applicant or Resident Files

Applicant and resident files will be disposed of in a manner that will prevent any unauthorized access to personal information (e.g., burn, pulverize, or shred). Files must be maintained for the duration and in the format required by the applicable funding programs.

SECTION II – FAIR HOUSING AND EQUAL OPPORTUNITY

Landin Pointe must comply with all federal, state, and local Fair Housing and civil rights laws and with all Equal Opportunity requirements regarding rental of housing. These requirements apply to:

1. Accepting and processing applications;
2. Selecting Residents from among eligible applicants;
3. Assigning apartments; and
4. Certifying and recertifying eligibility for assistance.

2.1 FEDERAL LAWS

Federal law forbids discrimination based on race, color, religion, sex, national origin, handicap, familial status, gender identity, sexual orientation, marital status, and ancestry.

2.2 VIOLENCE AGAINST WOMEN AND JUSTICE DEPARTMENT REAUTHORIZATION ACT (VAWA)



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The Violence Against Women and Justice Department Reauthorization Act offers the following protections against eviction or denial of housing based on domestic violence, dating violence or stalking:

1. An applicant's status as a victim of domestic violence, dating violence or stalking is not a basis for denial of rental assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission.
2. An incident or incidents of actual or threatened domestic violence, dating violence or stalking will not be construed as serious or repeated violations of the lease or other "good cause" for terminating the assistance, tenancy, or occupancy rights of a victim of abuse.
3. Criminal activity directly related to domestic violence, dating violence or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights of the victim of the criminal acts.

2.3 AFFIRMATIVE FAIR HOUSING MARKETING PLAN

Landin Pointe will comply with its approved Affirmative Fair Housing Marketing Plan (AFHMP). This plan outlines the marketing strategies the property must utilize to further fair housing. Management must update the AFHMP at least once every five years.

SECTION III - PRIORITIES CONCERNING APARTMENT TRANSFERS

An apartment transfer will be given to residents requesting or requiring a transfer to a different apartment due to change in household composition, or size; domestic abuse in accordance with VAWA; need for a deeper subsidy associated with a different unit; or an accommodation for a disability. Transfers will be made to current residents who meet the transfer criteria as stated above, and requested transfers will be prioritized in the following order:

1. Emergency Transfer request for Victims of Domestic Abuse in accordance with VAWA protections.
2. Transfer requested based on the need for an accessible apartment to accommodate a disability
3. Transfer requested for medical reasons as certified by a doctor.
4. Transfer requested due to change in household composition or size.
5. Transfers requested due to the need for deeper subsidy.

Depending on the circumstances of the transfer, the resident may be obligated to pay all costs associated with the move. A transfer for a program covered household must be handled in accordance with all regulatory guidelines.

Residents making voluntary transfers will be required to pay a new security deposit in advance of the transfer; with settlement of the old security deposit to be made within 30 days of the date the old apartment is vacated.



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SECTION IV – ACCESSIBLE APARTMENTS

4.1 ACCESSIBLE APARTMENTS

To ensure that eligible persons with disabilities benefit from the particular accessibility feature of a specific apartment, a special priority approach to marketing will take place. When accessible apartments become available, the apartment will be offered in the following order:

1. To current residents having disabilities who would benefit from the available apartment's accessibility features, but whose current apartment does not have such features.
2. To eligible and qualified households that have applied for housing and that would benefit from the available apartment's accessibility features.
3. To other eligible and qualified households (i.e. without disabilities), in which case New Generation Management will require the household to agree, in writing, to transfer to a non-accessible apartment at the landlord's request should a household need the accessible features of the apartment.

When an accessible apartment becomes available, households which need (but currently do not have) the accessibility features will be notified.

SECTION V – REASONABLE ACCOMMODATION AND MODIFICATION

5.1 REASONABLE ACCOMMODATION/MODIFICATION OF APARTMENTS AND COMMON AREAS

1. Fair Housing Amendments Act of 1988: Reasonable accommodation of physical aspects of property. The Fair Housing Amendments Act of 1988 covers all properties with regard to the protection of households with children and persons with disabilities against discrimination. It mandates persons with disabilities be allowed to reasonably modify their apartment or project common area at their expense if it is necessary for the disabled person to fully enjoy it. It is advised to accept the applicant's or resident's own assessment of what is needed to allow accessibility. The Resident may be required to restore the interior of the apartment to the condition that existed before, if it will interfere with a future Resident's use of the premises (grab bars and widened door entrances are determined not to be an interference with a future Resident's use of premises).
2. Section 504 is a provision of the Rehabilitation Act of 1973 that covers all federally assisted properties with regard to discrimination against qualified persons with disabilities. It mandates that properties receiving federal assistance, if requested by an applicant or resident with disabilities, the housing provider must make a dwelling apartment (and common area) accessible, at the property's expense, unless to do so would result in a fundamental alteration or in an undue financial/administrative burden.



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Additionally, if a resident is being moved to a different apartment as reasonable accommodation to a household member's disability, then the property must pay for the move unless doing so would constitute an undue financial/administrative burden. If an accessibility modification is unreasonable, would result in a fundamental alteration or would result in an undue burden, Section 504 does not apply. However, the FHAA of 1988 provisions continue to be applicable, specifically the housing provider must allow the modification to be made at the expense of the person with disabilities.

5.2 REASONABLE ACCOMMODATION/MODIFICATIONS OF POLICIES AND PRACTICES

The Fair Housing Amendment Act of 1988 makes it illegal, on all properties, to refuse to make reasonable accommodations in rules, policies, practices, or services necessary to provide a disabled person equal opportunity to use and enjoy a dwelling. Reasonable accommodations might be: tactile signs, visual doorbells, oral presentation, and written material in large print or Braille. Housing providers are not required to provide individually prescribed items (i.e. hearing aids, etc.) or personal items (i.e. wheel chairs, etc.).

If a tenant's request for modifications to their unit or common area is denied, New Generation Management will promptly notify the tenant of the rejection of the request for the modification in writing and provide the tenant with an explanation including:

1. The steps to be taken to inquire about the reason for the rejection; and
2. That the tenant has 10 days to respond in writing to request a meeting to discuss the rejection and appeal.

Any meeting with the tenant to review the applicant's written response will be conducted by Brightpoint and a member of New Generation Management staff who did not make the decision to reject the resident's request. Persons with disabilities have the right to request reasonable accommodations to participate in the review process. New Generation Management will give the applicant a written final decision within five business days of the response or meeting.



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