

ROLLINS MARTIN APARTMENTS
WAITING LIST POLICY
Effective 2.12.2019

Rollins Martin Apartments will maintain a waiting list for all units at the property. The waiting list will be kept in chronological order on an electronic form. Current residents desiring to transfer to another unit in accordance with the Unit Transfer Policy. The waiting list will contain the following application information:

- Date the applicant's information was received
- Name of the head of household
- Contact Information – Phone number, email or other preferred contact method
- Need for an accessible unit
- Preferred Move-in date
- Comment/Contact – record of correspondence between management and applicant
- Removed/Rejected date

This property does not use pre-applications. A promise regarding possible length of waiting time is not provided since apartment turn-over cannot be predicted.

Procedure for placing on the waiting list:

Applicant information is only obtained when the waiting list is open.

A completed application package will be required to be placed on the Waiting List. There is no fee required to be placed on the Waiting List.

Disability status is required only if the applicant is requesting an accessible unit or special accommodation. Only verification of the existence of the disability will be required; no medical information will need to be submitted.

Accessible units: TSAHC shall take reasonable nondiscriminatory steps to maximize the utilization of such units by eligible individuals whose disability requires the accessibility features of the particular unit. When an accessible unit becomes vacant, management, before offering such units to a non-handicapped applicant shall offer such unit:

1. First, to a current occupant of another unit in the same community requiring the accessibility features of the vacant unit, or, if no such occupant exists, then
2. Second, to an eligible qualified applicant on the waiting list having a handicap requiring the accessibility features of the vacant unit.

When offering an accessible unit to an applicant not having handicaps requiring the accessibility features of the unit, the owner or manager may require the applicant to agree (and may incorporate this agreement in the lease) to move to a non-accessible unit when available.

Notification of apartment availability from waiting list and preferences

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When a unit becomes available, the waiting list will be reviewed to fill the vacant unit. It is management's policy that preference will be given to our current residents requesting a reasonable accommodation (i.e., requiring accessible unit), to a current resident protected under VAWA, and/or to a current resident who wishes to transfer due to personal preference. These persons will take precedence over any other applicant on the waiting list.

Management will contact the applicant who has been on the waiting list for the longest time. Contact will be made via telephone and/or email using the information provided to management. The applicant will be notified of the expected availability date of the unit becoming available. Once management has made contact with the applicant regarding unit availability, the applicant has two (2) business days to respond to management as to a decision on moving forward with the application process. If a response is not received within the applicable time period, the applicant's name will be removed from the waiting list. If the applicant refuses occupancy, he or she remains on the waiting list, in chronological order, if desired; if the applicant is offered occupancy from the waiting list twice and refuses occupancy both times, the applicant will be removed from the waiting list.

If the applicant is interested in the apartment that is available, the applicant will come to the office to complete an applicant meeting within two (2) business days. Management will screen the household in accordance with this Tenant Selection Plan. If the applicant is eligible for occupancy, the apartment will be held for a maximum of 14 days from the time the unit is available for occupancy.

Applicant Meeting

An initial meeting with the applicant will be scheduled to determine the applicant's eligibility. When the appointment is scheduled, the applicant will need to bring all documentation requested by management. If the applicant does not show up for the appointment or does not bring the required information, we reserve the right to remove the applicant from the waiting list. All applicants will be required to meet the requirements of this Tenant Selection Plan. Final occupancy determination is not made until certification procedures are completed and approved.

If the top applicant on the waiting list is found to be ineligible, then written notification of the grounds of rejection that include the specific reason for the denial will be mailed within seven (7) days of determination.

Upon denial the next household on the waiting list will be notified.

Updating the waiting list information:

Applicant(s) will be required to re-contact the office once every six (6) months to update personal information.

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Opening/Closing the Waiting List:

The waiting list may be closed when it contains at least one and a half years' worth of applicants, generally 15 applicants and at management's discretion based on current turnover experience. The waiting list may also be closed when the average wait is greater than 18 months. Notice of this action will be placed in the management office, and prospective applicants making contact for the first time will be advised that the waiting list is closed and additional applicants will not be taken.

The waiting list will be reopened using the Affirmative Fair Housing Marketing Plan as a guide, which will be communicated to referral groups and publicly advertised in accordance with the Plan. Applicant information is not accepted when the waiting list is closed.