



KELLY RIDGE

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RESIDENT SELECTION PLAN

Kelly Ridge is an affordable housing community comprised of 33 apartment homes in South Lake Tahoe, California that provides housing for the low income households, without regard to race, color, sex, creed, religion, national origin, physical or mental disability status, familial status, age, ancestry, marital status, source of income, sexual orientation or any other arbitrary personal characteristics. Kelly Ridge will make reasonable accommodations to individuals with disabilities unless doing so would result in a fundamental alternation in the nature of the program or an undue financial and administrative burden. We will consider extenuating circumstance for disabled applicants who have been rejected or found ineligible as a matter of Reasonable Accommodation. Reasonable Accommodation Request forms are available upon request from management. Kelly Ridge operates under the state of California's Tax Credit Allocation Committee program. Kelly Ridge is an Equal Opportunity Housing Community, admitting people in accordance with Local, State and Federal Fair Housing laws, and in accordance with the State of California's Tax Credit Allocation Committee program regulations.

AGE REQUIREMENT

ALL household members must be at least age 62 at time of application.

INCOME LIMITS

To qualify for a unit, the household's gross income may not exceed the maximum income limit per household size and may not be lower than the income minimum* per household size.

The income maximums and minimums are attached and will be posted in the Kelly Ridge Office.

**If annual household income does not meet or exceed the minimum level shown for appropriate household and apartment size, but is not more than 10 percent (10%) less than the minimum, the apartment may be rented if proof is obtained indicating satisfactory and timely rental payment history for the past twelve (12) months in the amount equal to or greater than the rent charged for that unit size.*

APPLICATION PROCEDURES

Applications will only be distributed when the Waiting List is open. Applications will not be distributed when the Waiting List is closed. Application fees are \$25.00 per each household member.

Applications will be available in the office during normal business hours or by requesting an application by telephone and online. Each applicant must complete an application and be willing to submit to a credit history, rental history, and criminal background inquiry, as well as income and asset verifications.

All application entries are to be made in ink or typed. Corrections or changes are to be made by lining through the original entry and entering the correct data. Such changes must be dated and initialed by the person making the change.

Signed and dated applications will be processed on a first-come, first-served basis. The application must be completed and signed by the head of household and all household members before an applicant can be placed on the waiting list. If an application is not completely answered, the date of it being fully completed will be the date that the application is considered accepted for rental purposes.

PREFERENCES

It is the policy of the Property that a preference does not guarantee admission. Every applicant must still meet the Property's Resident Selection Plan standards for acceptance as a resident.

For units accessible to or adaptable for persons with mobility, visual or hearing impairments, households containing at least one person with such impairment will have first priority.

Where preferences apply, applicants with a verified preference will be moved to the top of the waiting list above persons without a preference.

UNIT TRANSFER POLICY

A Unit Transfer List is maintained for those residents who have been approved for transfer. Assignments of apartments will alternate between residents on the unit transfer list and applicants from the waiting list. With exception that transfers for medical reasons will take priority over applicants and units with features for the disabled will be offered first to those that need these features.

OCCUPANCY STANDARDS

Occupancy standards are the criteria established for matching a household with the most appropriate size and type of apartment. The below guidelines will be followed to avoid under or over utilization of the units as follows:

Bedroom	Household Minimum	Household Maximum
1	1	2
2	2	4

To determine the proper bedroom size for which a household may qualify, the following household members are to be included:

1. All full-time members of the household and;
2. Live-in attendants. NOTE: Live-in attendants are subject to the criminal and landlord provisions of this plan with the exception of criteria that determines ability to pay rent.

Exceptions to these Occupancy Standards may be made when required as a reasonable accommodation for a disabled household member.

GROUNDS FOR REJECTION

If the applicant is a person with disabilities, they may request a reasonable accommodation to participate in the informal hearing process, we will consider extenuating circumstances where this would be required as a matter for reasonable accommodation.

1. The household does not meet the age requirements of the property as outlined above in the age requirement section of this plan.
2. Total family income exceeds the applicable income limits published by HUD or does not meet the minimum income limit.
3. Household cannot pay the full security deposit at move-in.
4. Household refuses to accept the second offer of an apartment.
5. Household fails to respond to interview letters or otherwise fails to cooperate with the certification process. Failure to sign consent forms.
6. ANY adult household members fail to attend eligibility interview.
7. Household is composed entirely of full time students and does not meet the exception outlined in Section 42 of the IRC.
8. Applicant has failed to provide adequate verification of income or we are unable to adequately verify income and/or income sources.
9. Providing or submitting false or untrue information on your application or failure to cooperate in any way with the verification process.
10. Unit assignment will NOT be the family’s sole place of residency.
11. Inappropriate household size for the unit available (see Occupancy Standards).
12. Family members have failed to provide proof of a social security number or refused to certify that they have never been assigned a number.

LANDLORD REFERENCE

13. Negative landlord references that indicate lease violation, disturbing the peace, harassment, poor housekeeping, improper conduct or other negative references against the household.
14. Evictions reported in the last 5 years.
15. History of late payment of rent that demonstrates more than 2 late payments of rent in a six-month period for the past two years. More than 1 NSF in a one-year period.
16. Any evidence of illegal activity including drugs, gang, etc.
17. Any amount showing owed to a landlord or property management company found on credit report or other source.

CRIMINAL

18. Conviction of a felony
19. Conviction of more than one (1) misdemeanor in the past three (3) years.
20. Conviction of any drug, violent or other criminal activity that would threaten the household safety or right to peaceful enjoyment of the premises.
21. History of violence or drug or alcohol abuse or other potentially disruptive behavior as evidenced by a record of conviction or by documented statements concerning current illegal use or sale of a controlled substance.
22. There is a reasonable cause to believe that a household member's behavior of abuse or pattern of abuse of alcohol may interfere with the health, safety and right to peaceful enjoyment by other residents.

GRIEVANCE/APPEAL PROCESS

Failure to meet one or more of the foregoing screening criteria may be grounds for rejection, however, each application is considered as a whole and the above-factors are considered as part of a weighted formula. Should the applicants fail to meet the screening criteria, they will receive a notice in writing

indicating that they have the right to appeal the decision. This notice must indicate that the applicant has 14 days to dispute the decision.

An appeal meeting will be held within 10 business days of receipt of the applicant's request with a Management Agent employee who was not involved in the rejection of the applicant. Typically this will be with the Property Supervisor or Compliance Manager.

ADMINISTRATION OF WAITING LIST

The property is required to maintain a Waiting List of all eligible applicants. Applicants must be placed on the Waiting List and selected from the Waiting List even in situations where there are vacancies and the application is processed upon receipt. This procedure is necessary to assure the complete and accurate processing of all documentation for all applicants.

The property has one Waiting List (per bedroom size) that is established and maintained in chronological order based on the date and time of receipt of the Application. The Waiting List contains the following information for each applicant:

1. Applicant Name
2. Address and/or Contact Information
3. Phone Number(s)
4. Unit Size and Household Composition
5. Preference/Accessibility requirements
6. Income level
7. Date/ Time of Application

Applicants must report changes in writing to any of the information immediately. Applicants will have the opportunity to decline the first apartment offered and retain their place on the waiting list. Should the applicant decline the offer of the next available unit, they will be removed from the waiting list.

SECTION 8 ASSISTANCE

Six (6) apartments will have project based Section 8 subsidy through the El Dorado County Housing Authority (EDCHA). These apartments will be filled with applicants from the EDCHA's waitlist. If you are interested in one of these

apartments you should contact the Housing Authority and be placed on their Voucher wait list.

PURGING THE WAITING LIST

The Waiting List will be purged periodically. Each applicant will receive a letter from the property, which will request updated information and ask about their continued interest. This letter must be returned within the specified time or their application will be removed from the Waiting List. It is the responsibility of the applicant to maintain a current address with the office in order to receive waitlist correspondence. Any correspondence returned undeliverable will result in application being removed from the waitlist.

OPENING/CLOSING OF WAITING LIST

The methods of advertising used to announce opening and closing of the Waiting List is contained in our Affirmative Fair Housing Marketing Plan (AFHMP). A copy of this plan is available by request from the site manager.

AVAILABILITY OF RESIDENT SELECTION PLAN

The Resident Selection Plan shall be posted in a conspicuous and public area at the site. Changes to the Plan will be sent via U.S. mail to all persons on the active Waiting List. When the Waiting List opens, the Resident Selection Plan will be distributed with applications and are available by request from management.

ANNUAL RECERTIFICATION REQUIREMENTS

All residents must recertify annually. Proposed changes of household composition and student status must be reported to Management immediately.

PETS

Residents are permitted to keep common household pets in the dwelling unit (subject to the provisions in 24 CFR Part 243 and the pet policy promulgated under 24 CFR Section 243.20). SERVICE or ASSISTANCE animals are not considered pets and are not required to comply with the provisions of the Pet Policy. Service or Assistance animals are those animals specifically

required to assist individuals with documented disabilities. Please notify Management if you require a Service or Assistance animal.

NON SMOKING POLICY

Kelly Ridge will not permit smoking anywhere on the premises. Residents will be required to sign a non-smoking agreement and will agree that they or their guests will not be permitted to smoke in their apartments or anywhere on the premises.

EQUAL HOUSING OPPORTUNITY

The Fair Housing Act prohibits discrimination in housing and housing related transactions on the basis of race, color, national origin, sex, religion, familial status, and disability regardless of federal financial assistance. Kelly Ridge does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance.

Our Fair Housing Coordinator is designated to ensure compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

Fair Housing Coordinator
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Kelly Ridge is professionally managed by ABHOW



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