



**Affordable Housing Corporation of Glassboro**

**AFFORDABLE HOUSING  
CORPORATION OF GLASSBORO**

**TENANT SELECTION PROCEDURES**

**MAY, 2018**

# AFFORDABLE HOUSING CORPORATION OF GLASSBORO

## TENANT SELECTION PROCEDURES

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The Affordable Housing Corporation of Glassboro (“AHCG”) is responsible for screening and selection of families to occupy the units at Delsea Manor, Summit Park, and Whitney Gardens. AHCG is responsible for adopting written tenant selection procedures that are consistent with the purpose of improving housing opportunities for very low income families and reasonably related to program eligibility and an applicant’s ability to perform the lease obligations. Applicant tenants are subject to the selection procedures set forth in this procedure after verification of program eligibility.

Applicant families will be evaluated to determine whether, based on their past behavior, such behavior could reasonably be expected to result in non-compliance with the Lease Agreement. AHCG defines recent conduct to include any conduct within the last three years. AHCG will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family’s admission could reasonably be expected to have detrimental effect on the development environment, other tenants, AHCG employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.

1. All applicants shall be screened in accordance with HUD’s regulations and sound management practices. During screening, AHCG will require applicants to demonstrate ability to comply with essential provisions of the lease as summarized below:
  - (a) to pay rent and other charges (e.g. utility bills) as required by the lease in a timely manner;
  - (b) to care for and avoid damaging the unit and common areas;
  - (c) to use facilities and equipment in a reasonable way;
  - (d) to create no health, or safety hazards, and to report maintenance needs;
  - (e) not to interfere with the rights and peaceful enjoyment of others, and to avoid damaging the property of others;
  - (f) not to engage in criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents or staff; and not to engage in drug-related criminal activity; and

(g) to comply with necessary and reasonable rules established by AHCG or The Housing Authority of the Borough of Glassboro.

2. How AHCG will check ability to comply with essential lease requirements:

(a) Applicant ability and willingness to comply with the essential lease requirements will be checked and documented. Applicant screening shall assess the conduct of the applicant and other family members listed on the application, in present and prior housing. Any costs incurred to complete the application process and screening will be paid by AHCG.

(b) The history of applicant conduct and behavior must demonstrate that the applicant family can reasonably be expected not to:

1. Interfere with other residents in such a manner as to diminish their peaceful enjoyment of the premises by adversely affecting their health, safety, or welfare;
2. Adversely affect the physical environment or financial stability of the project;
3. Violate the terms and conditions of the lease;
4. Require services from AHCG staff that would alter the fundamental nature of the Housing.

(c) AHCG will conduct a detailed interview of all applicants using an interview checklist as a part of the screening procedures. The form will ask questions based on the essential elements of tenancy. Answers will be subject to third party verification.

(d) AHCG will complete a credit check and a rental history check on all applicants.

(e) Payment of funds owed to the Housing Authority of the Borough of Glassboro or any other housing authority is part of the screening evaluation. AHCG will reject an applicant for unpaid balances owed.

(f) AHCG will complete a criminal background check on all adult applicants or any member for whom criminal records are available.

(g) If any screening activity suggests that an applicant household member may be currently engaged in illegal use of drugs, AHCG may seek information from a drug abuse treatment facility to determine whether the facility has reasonable cause to believe the household member is currently engaging in illegal drug use.

(h) AHCG reserves the right to perform a home visit on any applicant which shall include an assessment of housekeeping criteria. Housekeeping criteria to be checked shall include, but not be limited to: Conditions in living room, kitchen (food preparation and clean-up), bathroom, bedrooms, entrance-ways, halls, and yard (if applicable); Cleanliness in each room; and General care of appliances, fixtures, windows, doors and cabinets. Other lease compliance criteria will also be checked, such as: Evidence of

destruction of property; Unauthorized occupants; Evidence of criminal activity; and Conditions inconsistent with application information.

(i) AHCG's examination of relevant information respecting past and current habits or practices will include, but is not limited to, an assessment of the applicant's adult family members':

1. Past performance in meeting financial obligations, especially rent and utility bills.
  2. Record of disturbance of neighbors (sufficient to warrant a police call) destruction of property, or living or housekeeping habits that may adversely affect the health, safety, or welfare of other tenants or neighbors.
  3. History of criminal activity on the part of any applicant family member involving crimes of physical violence to persons or property or other criminal acts including drug-related criminal activity that would adversely affect the health, safety, or welfare of other residents or staff or cause damage to the unit or development.
  4. A record of eviction from housing or involuntary termination from residential programs (taking into account date and circumstances).
  4. An applicant's ability and willingness to comply with the terms of the Lease.
3. AHCG may require an applicant to exclude a household member in order to be admitted if that household member has participated in or been culpable for criminal actions that warrant rejection. AHCG may prohibit admission for a prescribed period of time after some disqualifying behavior or event or choose to continue that prohibition for a longer period of time.