

## GREATER BIBLE WAY SENIOR APARTMENTS TENANT SELECTION PLAN

### GENERAL

The tenant selection/rejection criteria and, more generally, the Management Plan to which this ADDENDUM is attached, outlines the procedures and criteria by which management will conduct the rental process and select/reject tenants for occupancy at Greater Bible Way Senior Apartments. This policy will be made available to the owners, staff and applicants. Informational material will be included with all applications.

The Primary goal of the Tenant Selection Plan is to provide a checks-and-balances system to ensure compliance with PHA, HUD and LIHTC program requirements and to develop a standard, by which each applicant is treated equally and has equal opportunity for residency in accordance with Federal, State and Local laws.

If at any time in the application process or during tenancy, Greater Bible Way Senior Apartments discovers that the applicant intentionally falsified information contained in the application, an applicant will be rejected; a tenant will receive notification of eviction proceedings and may be punished under Federal law.

All marketing efforts to maintain full occupancy status are done in accordance with Greater Bible Way Senior Apartments' Affirmative Fair Housing Marketing Plan.

### FAIR HOUSING AND EQUAL OPPORTUNITY

Greater Bible Way Senior Apartments complies with the letter and spirit of the Fair Housing Act that prohibits housing discrimination against persons based upon race, color, religion, national origin, sex, familial status, and disability. No otherwise qualified person will be denied housing or otherwise discouraged from obtaining housing at Greater Bible Way Senior Apartments because of his/her race, color, religion, national origin, sex, familial status, or disability.

To further equal opportunity, Greater Bible Way Senior Apartments will respond to requests from applicants with limited English proficiency to provide interpretation services and to provide documents in alternate languages.

### SECTION 504

Pursuant to Section 504 of the Rehabilitation Act, no qualified individual with disabilities will be excluded, solely on the basis of disability from participation in or the benefits of the program or activities administered by Greater Bible Way Senior Apartments. Greater Bible Way Senior Apartments will provide reasonable accommodations to all applicants, residents, and employees, who need such accommodations to be able to enjoy the benefits of the housing and employment provided by Greater Bible Way Senior Apartments. In addition, reasonable modifications will be provided to the structure and features of the apartments and public and common use areas of the property should such modifications be necessary to provide full enjoyment to the premises if such modifications do not result in an administrative and financial burden to Greater Bible Way Senior Apartments.

#### **1. ELIGIBILITY REQUIREMENTS**

- a) **Project Eligibility-** the applicant household must be age 62 and older.

#### **2. Rent Calculation**

The resident must agree to the rental amount established in accordance with the Local Unit-Based Operating Subsidy program and Low Income Housing Tax Credit program. The rent categories have been established by Local Unit-Based Operating Subsidy program and the PHFA Regulatory Agreement occupancy and rent restrictions.

### 3. Unit Sizes

The units are all one-bedroom units.

### 4. Income Limits

The three categories of income eligibility for Greater Bible Way Senior Apartments are defined as follows.

- 20% ~ whose annual income is less than 20% of the area median income.
- 50% ~ whose annual income is less than 50% of the area median income.
- 60% ~ whose annual income is less than 60% of the area median income.

In order to be eligible for tenancy, an applicant's household gross annual income is compared to the PHFA published income limits for the area (the limits can change each year). If the annual income does not exceed the applicable income limits, the applicant will be eligible under this category.

### 5. Student eligibility:

The Low Income Housing Tax Credit Program restricts occupancy of a household which is made up of entirely full-time students without one of the Tax Credit exceptions. An exception is:

Households consisting of full-time students who are married and file a joint tax return, or

Household of a single parent and at least one child, where no one in the household is listed as dependent on another person's (outside the household) most recent tax return except for the tax return for the child's parent, or

Household member is a recipient of welfare, Temporary Assistance for Needy Families (TANF), or

A member is a participant in a federal, state, or local job training program.

Any financial assistance, in excess of amounts received for tuition, that an individual receives (1) under the Higher Education Act of 1965 (2) from private sources or (3) from an institution of higher education (as defined under the Higher Education Act of 1965) shall be considered income to that individual. There are two exceptions to this income calculation requirement. No financial assistance that an individual receives under the Higher Education Act of 1965 from private sources or an institution of higher education (as defined under the Higher Education Act of 1965) shall be considered income if the student is:

- 1) Living with his/her parents/guardian or
- 2) A person over the age of 23 with dependent children

### **SOCIAL SECURITY NUMBER REQUIREMENTS**

Applicants must disclose social security numbers for all family members and provide proof of the numbers reported. Accepted documentation includes:

original Social Security card, driver's license with SSN, identification card issued by a government agency or a medical insurance provider, earnings statement on payroll stubs, bank statement, form 1099, benefit award letter with a complete SS number, retirement benefit letter, life insurance policy, and court records. Individuals who have recently applied for legalization under the Immigration Reform and Control Act of 1986 must supply a letter from the Department of Homeland Security.

If the applicant has supplied documentation other than the original Social Security card, the applicant must certify that the document provided is complete and accurate.

If the applicant cannot submit the required documentation, then the applicant must submit the number and certify that the number is accurate and that no other documentation is available. The applicant must provide the required documentation within 60 days from the date of the certification in order to maintain the household's place on the waiting list. If after 60 days, the applicant is unable to provide required documentation of a Social Security Number, the applicant will be determined ineligible and removed from the waiting list. Greater Bible Way Senior Apartments will extend the time period for an additional 60 days if the applicant is at least 62 years old and unable to submit the required documentation within the first 60-day period.

### **APPLICATION INTAKE**

Applications will be available to interested parties in person or by mail when requested. The request for an application to be mailed should state the number of applicants, the current address and telephone number. Completed applications may be submitted to the office in person or by mail and will be date and time stamped on the working day received. If returned by mail, the time of the receipt will be 4 p.m. of the working date received. Applications that are not complete or do not have an original signature will be returned within 21 days for further information.

Within 21 days of receipt of the completed application, the staff member in charge of Admissions or his/her designee will review the application for apparent program eligibility. No verification will be done until an offer of an apartment is imminent. Notice will be sent to the applicant(s) advising them of the results of this review.

Applicants apparently not program eligible will be so notified within 21 days. Provision for the appeal process will be spelled out in detail in this notice.

Once an applicant's name is on the project's waiting list, it is the responsibility of the applicant to keep in contact with Greater Bible Way Senior Apartments as to any changes that would affect the household's eligibility for tenancy. This communication would be between the staff member in charge of admissions and

the applicant. Examples of changes that an applicant needs to report include, but are not limited to, a change of address, a large change in household income, and a change in household composition or size.

### **PLACEMENT OF APPLICANTS ON THE WAITING LIST**

The following independent site-based waiting lists will be maintained: a) Once initial occupancy has occurred, internal transfers including reasonable accommodation (i.e. the need for a unit with architecturally altered features for the mobility impaired), or a health or safety issue; and b) Applications for persons not currently in residence, designated by the desire of an architecturally altered unit of the requested size.

The current waiting lists of applicants for persons not currently in residence will be divided into three categories, those being at 20% of the median, at 50% of the median and at 60% of the median.

The order of placement on these waiting lists shall be:

1. For internal reasonable accommodations and other internal transfers, placement shall be chronological by the date that the resident requested the transfer in writing and proper verifications were received. If a tenant makes a request for a transfer in writing, a verification form or sample letter will be made available for the tenant's signature within ten working days. A request for a transfer will circumvent this order only if it is determined that there is an immediate threat to the health or safety of the resident.
2. For all other ("outside") waiting lists, the order shall be based on the date and time of the completed application is received. This date shall become the Official Date of Application.

As current tenants leave their apartments, internal reasonable accommodations and other internal transfers will be addressed first.

If there are not enough applicants on the current waiting list to allow for the prescribed percentages, the procedures as outlined in this Tenant Selection Plan would be implemented, and the Affirmative Fair Housing Marketing Plan would be implemented, including actively marketing to the appropriate income applicants.

If an applicant is on a particular waiting list due to information provided in the preliminary application and the certification process determines that the applicant actually qualifies for a different category, the applicant would then remain at their current place chronologically on the waiting list, but would be reclassified to the appropriate income category.

### **EXTERNAL WAITING LIST MAINTENANCE**

Waiting list(s) will be maintained as set forth in the Plan or as required by prevailing regulations.

Waiting list(s) will be updated at least annually, and will remain open. If an applicant is called in for certification, the contact will suffice as an update. Written notice will be sent to all persons on the list(s) not otherwise contacted, advising them that if they wish to remain on the waiting list, they must respond in

writing within 21 days of the date of the notice. Those not responding, returned as undeliverable, or returned indicating their wish to no longer remain on the waiting list will be removed from the list; their application will be stored for three years.

When an applicant's name nears the top of the Waiting List for the unit size requested, the applicant(s) will be contacted in writing at the last known address, with follow-up if necessary to the address provided on the original application. Persons on the waiting list who refuse to begin the certification process for an offer of an appropriately-sized and equipped unit and have a good cause will remain at their present position on the waiting list. The length of time an applicant can stay at their present position will be handled on a case-by-case basis. If there is such a refusal without a good cause, the applicant will be moved to the bottom of the waiting list and the date of his/her refusal will become the new Official Date of Application. In the event an applicant declines a second time without a good cause, the applicant shall be removed from the waiting list.

"Good cause" is defined as a verified medical condition which will temporarily prevent an applicant from moving to Greater Bible Way Senior Apartments.

When an applicant expresses a wish to begin the certification process, verification will be made of all declared income and assets. Written verification directly from the source is made whenever possible, after written consent of the applicant is obtained. The next most acceptable source is direct contact with the source, in person or by telephone. Other reliable documentation is accepted if direct contact with the third party is not available, costly to obtain, or delayed beyond two weeks from the initial request.

A second attempt to obtain verification directly from the source will be made.

Arbitrary contact with area banks may be conducted to discourage nondisclosure or to follow up on information indicating the possible presence of additional accounts.

### **TENANT SCREENING**

Strict standards for selecting residents are imperative during the admissions process to insure quality of life and a safe environment at Greater Bible Way Senior Apartments. Management will verify information furnished by each applicant in a manner which is timely to processing requirements.

If at any time in the application process or during tenancy, Greater Bible Way Senior Apartments discovers that the applicant intentionally falsified information contained in the application, an applicant will be rejected and may be punished under Federal law; a tenant will receive notification of eviction proceedings and may be punished under Federal law.

The following screening standards and methods may be applied to all adult members of each applicant household and will be employed fairly and consistently in order to determine suitability for Greater Bible Way Senior Apartments.

#### **Selection Standard**

The applicant demonstrates good rent paying habits with no more than two payments per year having been made after a grace period, and no legal actions begun for non-payment of rent. If any legal actions have

been initiated, there must be evidence that the case has been dropped, the filing was in error, or the back rent was paid without further legal intervention.

Screening Method

Rental search. A review of tenant/landlord court history, including writs, evictions and judgments.

Selection Standard

The applicant demonstrates the ability to maintain a good credit history. Impending financial collapse or bankruptcy jeopardizes the tenant's ability to maintain rental payments and may cause Greater Bible Way Senior Apartments to be included in adverse legal proceeding.

Screening Method

Conduct a credit report.

For credit reports, an applicant will be rejected who has a report indicating a pattern of '03' or worse ratings over a significant period of time (indicating that they take longer than 60 days to pay). A single rating of '09' or greater (takes more than 180 days to pay) will be unacceptable unless there are extenuating circumstances or we receive a letter from the creditor clearing the account. Negative ratings due to unusual medical expenses or the poor housing market (from 1/1/08 to present) will be evaluated on a case-by-case basis. Such ratings for a relatively small balance, particularly if for medical expenses, will not prevent an applicant from being accepted. Ratings will be considered current and applicable if the activity took place within the three (3) years prior to the completion of the certification. In the case of a bankruptcy, a 'Discharge Letter' must be presented to show that the bankruptcy has been settled, that the discharge was three or more years in the past, and current credit ratings must satisfy the conditions for credit reports. If there are no results on a credit report, Greater Bible Way Senior Apartments may run a social search to verify the likelihood that the name and social security number are legitimate.

If there is no credit history of any kind, the applicant will be allowed to proceed with the certification process.

Selection Standard

The applicant demonstrates an ability to practice good housekeeping habits with no history of property damage or abuse.

Screening Method

Landlord references from the current and previous landlord(s) covering a period of at least the past three years. In the absence of a landlord reference, a reference from another source of the owner's choosing who would be able to comment on the applicant's housekeeping and unit care or a home visit.

Selection Standard

The applicant demonstrates an ability and willingness to live peacefully with neighbors, respecting their rights to a safe and secure living environment and quiet enjoyment of the premises.

Screening Method

Landlord reference(s) covering a period of at least the last three years; or, Reference(s) from other

responsible parties who would be able to comment on the applicant's conduct and behavior.

#### Selection Standard

Adult applicants have no pattern of engaging in criminal activity and no conviction record for a felony or for a lesser charge determined by the owner to be indicative of conduct which would represent a threat to the health or safety of tenants or the livability of the property.

#### Screening Method

Photo I.D. confirming name, Social Security number, birth date, and address of each adult applicant. Photo I.D.s will not be retained until the certification process. Police records. Registry check verifying drug-related criminal activity, violent criminal activity, and other sexual offenses or Megan's law webpage.

Greater Bible Way Senior Apartments will deny admission to the household if:

- Any household member has been evicted from Federally-assisted housing for drug-related criminal activity, for three years from the date of eviction. (If the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program or circumstances leading to the eviction no longer exist, Greater Bible Way Senior Apartments may admit the household).
- Any household member is currently engaging in illegal drug use.
- Greater Bible Way Senior Apartments determines that there is reasonable cause to believe that a household member's illegal use or a pattern of illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. (Examples of evidence of illegal activities may include a conviction record, former landlord references, etc.)
- Any member of the household is subject to a lifetime registration requirement under a state sex offender registration program. During the admissions screening process, Greater Bible Way Senior Apartments will perform necessary criminal history background checks in Pennsylvania and in other states where the household members are known to have resided.
- Greater Bible Way Senior Apartments determines that there is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents, based on the household member's behavior.

Greater Bible Way Senior Apartments will prohibit admission of a household with a household member who is currently engaging in, or, during a reasonable time before the admission decision, has engaged in:

- Drug-related criminal activity;
- Violent criminal activity;

- Other sexual offenses;
- Other criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents; or
- Other criminal activity that would threaten the health or safety of any employee, director, contractor, subcontractor or agent of Greater Bible Way Senior Apartments, who is involved in the housing operations.
- Other criminal activity that would threaten the livability or financial stability of the project.
- Whether or not previous criminal activity resulted in a conviction or probation without verdict (A.R.D. or Section 17) shall be considered by Greater Bible Way Senior Apartments but not be determinative of the issue of criminal activity.

If it is determined that a reasonable time has elapsed since the end of probation or incarceration resulting from the last incidence of such behavior, the applicant must verify that the activity is no longer taking place by:

- Completing a certification that states that she or he is not currently engaged in such criminal activity and has not engaged in such criminal activity during the specified period; and
- Supporting information from such sources as a probation officer, a landlord, neighbors, social service agency workers or criminal records that were verified by Greater Bible Way Senior Apartments.

The exception to the above shall be conviction of a first (1<sup>st</sup>) degree felony or its equivalent under Pennsylvania law. Any such felony or equivalent shall be basis for admission prohibition at the discretion of Greater Bible Way Senior Apartments.

Admission will also be denied when there is a substantial risk that:

The applicant would be unable or unwilling to comply with the requirements of a lease agreement;

The applicant would be unable or unwilling to pay rent in a timely manner;

The habits and practices of the applicant or those under the applicant's control will interfere with the health, safety, security, or the right of others to the peaceful enjoyment of the resident community; or

There would be intentional damage or destruction to the unit or surrounding premises by the applicant or those under the applicant's control.

### APPEAL PROCESS

Updated October 2014

1. If it is determined that an applicant is ineligible because of not meeting one or more of the tenant selection criteria set forth in this plan, the applicant will be notified in writing of that determination. The notice will explain why the applicant is not being admitted to the project and advise the applicant that he/she may within 21 days of the date of the notice, respond in writing or request to meet with management to discuss the notice. The meeting or the review of the applicant's written response will be conducted by a member of the management agent's staff who did not participate in the initial decision to reject the applicant. The staff member(s) who rejected the applicant may be invited to the meeting.
2. If the applicant responds and after a meeting is held, the applicant will be advised in writing within five working days of the date the meeting was held whether or not the decision has changed.
3. The application, the notice of non-acceptance, any applicant's reply, and the final response will be maintained for a period of not less than three years. The file will also contain all interview and verified information on which the determination of ineligibility was based. The file will be maintained in a manner that respects the applicant's right to privacy.

#### **UNIT TRANSFER POLICY**

Unit transfers will be allowed in accordance with the rules and regulations set forth in this Tenant Selection Plan. The resident must submit a written request. Considerations for unit transfers include requests based on medical needs and/or reasonable accommodations.

If a unit transfer is granted, the tenant will have three (3) days in which to move once a unit is available. If the move is not completed within the three (3) days, each day after that will be pro-rated at the market rent in the apartment that is being vacated. If the move is a result of a reasonable accommodation, Greater Bible Way Senior Apartments will provide moving services.

A request for a unit transfer cannot be honored where the unit that is needed - using family size as the basis - changes, and no appropriate size unit exists in the property.

#### **ACCESSIBLE UNITS**

In-house residents have preference for accessible units. If there are no requests from in-house residents, then applicants are taken from the waiting list in chronological order. Verification will be sent to the health care provider to verify what features the applicant needs. If the needs of the applicant(s) are visible, no verification has to be made. If the disability is visible, but there is doubt as to the staff member's ability to accurately assess the needs, verification will be made. As a note, all units within Greater Bible Way Senior Apartments will be accessible.

If there are no applicants on the waiting list and no unit transfer requests for the available accessible unit, the next person, from the appropriate income category, can be moved into the accessible unit. The person will be required to sign an attachment to the lease stating that they will agree to move if management receives a request from someone requiring the accessible unit. When such a request is approved and an

appropriate size unit is available, the current tenant will be given a 30-day notice. The tenant will be required to move, at the tenant's expense, by the end of the 30 days.

The tenant will receive notification of eviction proceedings if the tenant refuses to move to the available unit.

### **SECURITY DEPOSIT**

At move-in, the applicant must pay a security deposit equal to one month's rent. The security deposit must be paid at lease signing.

The amount of security deposit established at move-in does not change when a tenant's rent changes. However, if there is a unit transfer, the security deposit can be transferred or it can be refunded and a new security deposit charged for the new unit.

The security deposit will be refunded upon move-out, less any unpaid rent or damages. Within 30 days after move-out, the tenant will receive a letter detailing the disposition of the security deposit. If the charges exceed the security deposit, the tenant will receive an invoice for the remaining balance.

### **UNIT INSPECTIONS**

At lease signing, a move-in inspection will be conducted. The unit must be decent, safe, sanitary, and in good repair. The tenant has 5 days to report any additional deficiencies to the owner to be noted on the move-in inspection form. If cleaning or repair is required, the work must be completed within 30 days of the lease signing. The inspection form must be signed and dated by both the applicant and Greater Bible Way Senior Apartments representative.

The inspection form must be made part of the lease, as an attachment to the lease.

Management reserves the right to inspect the apartment at anytime it deems necessary.

### **ANNUAL RECERTIFICATION**

Each year, Greater Bible Way Senior Apartments must conduct a recertification of the tenant's family income and composition. At that time, the tenant's rent and assistance payment, if applicable, must be recomputed, based on the information gathered. Tenants must supply the information requested by Greater Bible Way Senior Apartments or PHFA for use in the recertification process in accordance with Low-Income Housing Tax Credit rules.

### **HOUSE RULES**

Greater Bible Way Senior Apartments's House Rules will be provided and signed by the applicant at lease signing. They will become an attachment to the lease. These house rules will be within the guidelines of standard property management practices.

**SMOKE FREE**

In order to promote a safe and healthy living community, Greater Bible Way Senior Apartments operates as a smoke-free community.

Procedures:

1. Residents of Greater Bible Way Senior Apartments are not permitted to smoke in their apartments, common spaces or anywhere within any building on the campus of Greater Bible Way Senior Apartments.
2. Residents who wish to smoke may do so at designated smoking areas outside of the Greater Bible Way Senior Apartments buildings.
3. The Building Manager will investigate all written correspondence of smoking suspicion.
4. Visitors and guests are not permitted to smoke inside of Greater Bible Way Senior Apartments, including resident apartments.
5. Greater Bible Way Senior Apartments, in an effort to protect all of its residents, will take appropriate actions (this may include eviction) against smokers who do not smoke safely and physically damage Greater Bible Way Senior Apartments property due to their smoking habit. This includes, but not limited to, cigarette ash burns in resident apartment carpet.
6. Residents who fail to comply with this policy will be subject to eviction at the discretion of the Building Manager.

SAMPLE DENIAL LETTER

Greater Bible Way Senior Apartments  
1628 John F. Kennedy Blvd, Suite 1600  
Philadelphia, Pa 19103

Date:\_\_\_\_\_

Dear \_\_\_\_\_

Thank you for your recent application to Greater Bible Way Senior Apartments. At this time we are unable to approve your application.

This adverse action has been taken in accordance with the requirements of the federal Fair Credit Reporting Act, 15 U.S.C. 1681m(a).

This decision was based on:

Information contained in consumer report(s) obtained from or through First Advantage SafeRent, Inc., which may include credit or consumer information from one or more credit bureaus or consumer reporting agencies.

First Advantage SafeRent, Inc. can be reached at Consumer Relations 7300 Westmore Road, Suite 3, Rockville, Maryland 20850-5223. By phone: (888) 333-2413.

Information obtained from a source other than a consumer reporting agency. (You have the right to disclosure of the nature of this information, upon your furnishing proper identification, if you make a written request to us within 60 days of receiving this letter.)

Other:\_\_\_\_\_

In evaluating your application, information obtained from or through First Advantage SafeRent, Inc., which may include credit information or consumer information from one or more of the credit bureaus or consumer reporting agencies, may have influenced our decision in whole or in part. These consumer-reporting agencies and/or credit bureaus did not make the decision to take adverse action and are unable to provide specific reasons why adverse action was taken.

YOU HAVE CERTAIN RIGHTS UNDER FEDERAL AND STATE LAW WITH RESPECT TO YOUR CONSUMER REPORT. IF ANY PERSON TAKES ADVERSE ACTION BASED IN WHOLE OR IN PART ON ANY INFORMATION CONTAINED IN A CONSUMER REPORT OR CREDIT REPORT, YOU HAVE THE RIGHT TO A DISCLOSURE OF THE INFORMATION IN YOUR CONSUMER FILE FROM THE AGENCY THAT PROVIDED SUCH INFORMATION, IF YOU MAKE A WRITTEN REQUEST TO THEM AND UPON YOUR PROPER IDENTIFICATION WITHIN 60 DAYS OF RECEIVING THIS DENIAL. THE FEDERAL FAIR CREDIT REPORTING ACT ALSO PROVIDES THAT YOU ARE ENTITLED TO OBTAIN FROM ANY NATIONWIDE CREDIT REPORTING AGENCY OR CREDIT BUREAU A FREE COPY OF YOUR REPORT IN ANY TWELVE MONTH PERIOD. YOU HAVE THE RIGHT TO DIRECTLY DISPUTE WITH THE CONSUMER REPORTING

Updated October 2014

AGENCY AND/OR CREDIT BUREAU THE ACCURACY AND COMPLETENESS OF ANY INFORMATION FURNISHED BY THAT AGENCY OR BUREAU AND TO PROVIDE A CONSUMER STATEMENT DESCRIBING YOUR POSITION IF YOU DISPUTE THE INFORMATION IN YOUR CONSUMER FILE. IF YOU BELIEVE THE INFORMATION IN YOUR CONSUMER FILE IS INACCURATE OR INCOMPLETE, YOU MAY CALL FIRST ADVANTAGE SAFERENT, INC. CONSUMER RELATIONS DEPARTMENT AT (888) 333-2413. FIRST ADVANTAGE SAFERENT, INC. WILL INITIATE THE REINVESTIGATION OF ANY DISPUTED INFORMATION OBTAINED THROUGH THEM AND WILL REINVESTIGATE ANY DISPUTED INFORMATION OBTAINED FROM THEIR DATABASE.

If you disagree with this action, you have twenty-one (21) days to appeal this finding, in writing, or request a meeting to discuss the rejection. Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process.

Our office hours are 8:30 a.m. to 4:00 p.m., Monday thru Friday, and our phone number is 215-362-0227. We also have available, for those who are hearing impaired, a toll free number (1-800-654-5984), through the Pennsylvania Telecommunications Relay Service.

Authorized Signature:

***SAMPLE DENIAL LETTER***

Greater Bible Way Senior Apartments  
1628 John F. Kennedy Blvd, Suite 1600  
Philadelphia, Pa 19103

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

Thank you for your Preliminary Application dated \_\_\_\_\_. It was received \_\_\_\_\_.

Enclosed you will find a letter rejecting your application. Regretfully, your credit check did not meet the requirements of our Tenant Selection Plan. If you disagree with this action, you have twenty-one (21) days to appeal this finding, in writing. Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process.

If you have any questions, our office hours are 8:30 a.m. to 4:00 p.m., Monday, Wednesday, Friday, and our phone number is 215-739-0310.

I am sorry we are not able to be of service to you. Thank you for considering Greater Bible Way Senior Apartments.

Sincerely,

LIVE-IN AIDE

ADDENDUM TO LEASE

TENANT NAME \_\_\_\_\_ DATE \_\_\_\_\_

An elderly and handicap household may have a live-in aide who is there solely for the purpose of providing assistance. A live-in aide is a person who resides with one or more elderly persons or a person with disabilities, and it is documented that this assistance is essential to the care and well being of the resident. The live-in aide is not obligated for the financial support of the resident. The live-in aide would not be residing in this unit for any other reason than to provide assistance with activities of daily living.

If the resident is absent from the apartment (7 consecutive days or more), the live-in aide cannot remain in the apartment. When the resident vacates the apartment, the live-in aide must also vacate, even if that live-in aide is a relative of the resident who vacated the apartment.

The live-in aide, by signing this attachment, is agreeing to a criminal back-ground search and a violent sexual offender check. Also the live-in aide may be evicted if he/she violates any of the house rules.

\_\_\_\_\_ Date  
Management

\_\_\_\_\_ Date  
Resident

\_\_\_\_\_ Date  
Resident

\_\_\_\_\_ Date  
Live-in aide