

RIDGEDALE APARTMENTS LLC/AVON PARK HOUSING AUTHORITY
P O BOX 1327
AVON PARK, FLORIDA 33826
Phone: 863-452-4432
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TENANT SELECTION PLAN

- ❖ The property is limited to specific family types, and Residents for Ridgedale Apartments LLC will be selected in accordance with Federal Regulations as published in the U.S Department of Housing and Urban Development Affairs Handbook 4350.3, Occupancy Requirements of Subsidized Multifamily Housing Programs.
- ❖ Assistance in subsidized housing is restricted to U.S. citizens or nationals and non-citizens who have eligible immigration status as determined by HUD. All family members, regardless of age, must declare their citizenship or immigration status. Applicants who hold a non-citizen student visa are ineligible for assistance, as are any non-citizen family members living with the student. Non-citizen applicants will be required to submit evidence of eligible immigration status at the time of application and will be verified through the U.S. Immigration & Customs Enforcement, Systematic Alien Verification for Entitlements (SAVE) Program.
- ❖ Each member of an applicant's household; **except those who do not claim to have eligible immigration status or persons who were 62 or older and whose initial determination of eligibility was prior to January 31, 2010**, must disclose and provide documentation of Social Security Numbers (SSN) before the household may be housed. All SSN's for an applicant's household must be verified using appropriate documentation before the household can be admitted into the project. However, they do not need to disclose their SSN in order to be placed on the waiting list. SSN's will be verified through the Enterprise Income Verification (EIV) System within 90 days of move-in. **APHA allows 90 days to provide a SSN verification if adding a family member under the age of six who does not have a SSN. An additional 90 days may be provided if an extension is needed and requested.**
- ❖ All family members who are 18 years of age or older are required to sign consent and verification forms. All information reported by the family is subject to verification.
- ❖ The unit must be the family's sole residence. The owner must not provide assistance to applicants who will maintain a residence in addition to the HUD assisted unit. Under no circumstance may any tenant benefit from more than one subsidy. When processing the application the property will conduct an Existing Tenant Search through the Enterprise Income Verification (EIV) System to verify the applicants and/or other household members are not currently residing in subsidized housing.
- ❖ Applicants must agree to pay the rent required by the program under which they will receive assistance.
- ❖ Applicants' gross income must not exceed the HUD established income limits for the property. Income eligible applicants must also need the assistance; the amount the family would be required to pay using the applicable HUD rent formula must be less than the Gross Rent for the unit.
- ❖ Student eligibility requirements apply to applicants enrolled at an institution of higher education who are under 24 years of age, unless the applicant is a student who is living with his/her parents who are applying for Section 8 assistance. Students who are 24 years of age or over, married, a veteran of the US Military, have a dependent child or is a person with disabilities, as defined in section 3(b)(3)(F) of the United States Housing Act of 1937 (42 USC 1437a (b3E)) that was receiving Section 8 assistance as of November 30, 2005 qualify.

If the applicant is legal contract age and is not claimed as a dependant on their parent(s) or guardian(s) latest tax return or meets the criteria from at least one of following questions, they qualify:

- Will you be at least 24 years old by December 31 of the current year?
- Have you established a household separate from parents or legal guardians for at least one year prior to application for occupancy?
- Were you an orphan or a ward of the court through the age of 18?
- Are you a veteran of the U.S. Armed Forces?
- Do you have legal dependents other than a spouse?
- Are you a graduate or professional student?
- Are you married?
- ✓ The student must obtain a certification of the amount of financial assistance that will be provided by parents, signed by the individual providing the support. This certification is required even if no assistance will be provided.



- ✓ If the applicant is claimed on their parent(s) or guardian(s) latest tax return or does not meet the criteria from at least one of the above questions; they must meet eligibility requirements for Section 8 assistance and their parents, individually or jointly, must be income eligible for section 8 assistance.

INCOME ELIGIBILITY REQUIREMENTS

- ✓ HUD establishes and publishes income limits annually based on family size for each county in the United States based on the median income of the geographic area. The family’s annual income must not exceed program income limits. Income limits for this property are listed below:

Very low-income limit	50% of median income
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- ✓ Owners must make at least 40 percent of the assisted units that become available each year (project’s fiscal year) available for leasing to families whose income do not exceed 30 percent of the area median income (extremely low-income) at the time of admission. If the owner actively marketed at least 40 percent of the annually available units to extremely low-income families but was unable to fill all of the units with families meeting the requirement, the owner is permitted to rent to other eligible families after a reasonable marketing period has expired.

OCCUPANCY STANDARDS

UNIT SIZE	MINIMUM OCCUPANTS	MAXIMUM OCCUPANTS
1 Bedroom	1	2
2 Bedroom	2	4
3 Bedroom	3	6
4 Bedroom	4	8

- ❖ A single person cannot occupy a unit with two or more bedrooms unless one of the following applies:
 - ✓ A person with a disability who needs the larger unit as a reasonable accommodation
 - ✓ A displaced person when no appropriately sized unit is available.
 - ✓ An elderly person who has a verifiable need for a larger unit.
 - ✓ A remaining family member of a resident family when no appropriately sized unit is available. ☹
- ❖ A smaller unit size may be assigned upon request; only if occupancy of the smaller unit will not cause serious overcrowding and will not conflict with local codes.
- ❖ A larger unit size may be assigned upon request if one of the following conditions exists:
 - ❖ No eligible family in need of the larger unit is available to move into the unit within 60 days, the property has the proper size unit for the family but it is not currently available, and the family agrees in writing to move at its own expense when a proper size unit becomes available.
 - ❖ The family needs a larger unit as a reasonable accommodation for a family member who is a person with a disability.
- ❖ If a family, based on the number of members, would qualify for more than one unit size, the owner must allow the family to choose which unit size they prefer.

FAIR HOUSING AND EQUAL OPPORTUNITY REQUIREMENTS

I. Fair Housing and Equal Opportunity Requirements

Non-Discrimination It is the policy of this property to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and any legislation protecting the individual rights of residents, applicants or staff which may subsequently be enacted.

The property will not discriminate on the basis of race, color, sex, religion, age, handicap, disability, or national origin in the leasing, rental, or use or occupancy thereof. In addition, the property will not:

- Deny to any applicant the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to lease housing suitable to its needs;
- Provide housing which is different from that provided others;
- Subject a person to segregation or disparate treatment;
- Restrict a person’s access to any benefit enjoyed by others in connection with the housing program;
- Treat a person differently in determining eligibility or other requirements for admission;
- Deny a person access to the same level of services; or
- Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the program.



The property shall not automatically deny admission to a particular group or category of otherwise eligible applicants. Each applicant in a particular group or category will be treated on an individual basis in the normal processing routine.

Section 504 of the Rehabilitation Act of 1973

It is the policy of this property to assure that qualified individuals with handicaps or disabilities are not discriminated against on the basis of their handicap or disability. The property also assures that these individuals will have equal opportunity to receive and enjoy the benefits of living at the property.

Reasonable Accommodations

The property will seek to identify and eliminate situations or procedures that create a barrier to equal housing opportunity for all. In accordance with Section 504 of the Rehab Act of 1973, the property will make reasonable accommodation for individuals with handicaps or disabilities (applicants or residents). Such accommodations may include changes in the method of administering policies, procedures, or services at this property where such modifications would be necessary to afford full access to the housing program for qualified individuals with handicaps.

In reaching a reasonable accommodation with, or performing structural modifications for otherwise qualified individuals with disabilities, the property is not required to:

- Make structural alterations that require the removal or altering of a load-bearing structural member;
- Provide support services that are not already part of its housing programs;
- Take any action that would result in a fundamental alteration in the nature of the program or service;
- Take any action that would result in an undue financial and administrative burden on the property, including structural impracticality as defined in the Uniform Federal Accessibility Standards (UFAS).

Information Regarding Handicaps

The property ensures that any questions related to handicapped information on the application for housing have to do with program eligibility and allowable medical or handicapped deductions for housing applicants who wish to take advantage of those deductions. It is not required that any information regarding a possible handicap be revealed other than for program eligibility requirements.

Neutral Policies

The property will make reasonable adjustments to rules, policies, practices, and procedures in order to enable an applicant or resident with a disability to have an equal opportunity to use and enjoy the unit and the common areas of a dwelling, or to participate in or have access to other activities conducted or sponsored by management.

Auxiliary Aids to Ensure Effective Communication

The property will seek to effectively communicate with applicants, residents, and members of the public who are individuals with handicaps or disabilities. The use of auxiliary aides will be implemented when necessary. The property requests 7 days' notice in order to make any service, meeting, interview, appointment, or any business accessible. Requests for auxiliary aids may include visual alarms, tactile signs, visual doorbells, readers, interpreters, large print or Braille applications, leases, and other information/communications, recordings of such information, and a community room television that provides closed-captioning service.

Assistance Animals

Management will allow assistive animals which are defined as animals that are used to assist, support, or provide service to persons with disabilities. Assistance animals – often referred to as “service animals”, “assistive animals”, “support animals”, or “therapy animals” – perform many disability-related functions including but not limited to guiding individuals who are blind or have low vision, alerting individuals who are deaf or hard of hearing to sounds, providing minimal protection, or rescue assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures, or providing emotional support to persons with disabilities who have a disability-related need for such support.

Accessible Route

For mobility-impaired persons, this property is an accessible facility on an accessible route. Documents that the resident would like to review may be examined during regular business hours. Please contact the management office to make arrangements to examine any documents.

Reasonable Modifications

Management will permit residents with handicaps or disabilities to make reasonable modifications to their individual units or common areas at the resident's own expense. When the resident vacates the unit, s/he must agree to restore the premises to the condition that existed before the modification, if requested by the property. The property will not require this restoration if the modification benefits the property or is needed by another resident. To ensure that funds will be available to pay for restorations at the end of the tenancy, management will negotiate as part of the restoration an agreement requiring that the resident pay into an interest bearing escrow account, a reasonable amount of money, not to exceed the cost of the restorations. Management will require that the work be done utilizing licensed contractors, and that any required building permits will be obtained.



Equal Access

Management will provide assistance to insure equal access to a resident's documents. An individual with disabilities is responsible for providing her/his own transportation to and from the location where all documents are kept.

The property will seek to effectively communicate with applicants, residents, and members of the public who are individuals with handicaps or disabilities. The use of auxiliary aides will be implemented when necessary. The property requests 7 days' notice in order to make any service, meeting, interview, appointment, or any business accessible. Requests for auxiliary aids may include visual alarms, tactile signs, visual doorbells, readers, interpreters, large print or Braille applications, leases, and other information/communications, recordings of such information, and a community room television that provides closed-captioning service.

POLICIES for APPLYING VAWA PROTECTIONS for SECTION 8

Criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a resident's household or any guest or other person under the resident's control, shall not be cause for termination of assistance, or occupancy rights if the resident or an immediate member of the resident's family is the victim or the threatened victim of that abuse. An incident(s) of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease by the victim (or threatened victim), and will not be "good cause" for the termination of the assistance, tenancy, or occupancy rights of a victim of such violence. The owner will support and assist victims of domestic violence, dating violence, stalking **or sexual assault** and protect victims, as well as members of their family, from being denied housing or from losing their HUD assisted housing as a consequence of domestic violence, dating violence, stalking or **sexual assault**.

Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

Emergency Transfers

The Avon Park Housing Authority (APHA/Ridgedale LLC) is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the *Violence Against Women Act* (VAWA), 1. APHA/Ridgedale LLC allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation.² The ability of APHA/Ridgedale LLC to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether APHA/Ridgedale LLC has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan identifies tenants who are:

1. Eligible for an emergency transfers,
2. The documentation needed to request an emergency transfer,
3. **Confidentiality protections,**
4. How an emergency transfer may occur, and
5. Guidance to tenants on safety and security.

This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees that the APHA/Ridgedale LLC is in compliance with VAWA.

Eligibility for Emergency Transfers

A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if: the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

- A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.
- Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

Emergency Transfer Request Documentation

To request an emergency transfer, the tenant shall notify APHA/Ridgedale LLC and submit a written request for a transfer to their APHA/Ridgedale LLC caseworker. The APHA/Ridgedale LLC will provide reasonable accommodations to this policy for individuals with disabilities. The tenant's written request for an emergency transfer should include:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under APHA/Ridgedale LLC's program; **OR**
2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer; **AND**
3. If currently under a written lease, a copy of the written notification to their landlord of their intent to transfer from the unit under the VAWA.



Confidentiality

APHA/Ridgedale LLC will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives APHA/Ridgedale LLC written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling

Emergency Transfer Timing and Availability

APHA/Ridgedale LLC cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request.

APHA/Ridgedale LLC will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. APHA/Ridgedale LLC may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If DHA has no safe and available units for which a tenant who needs an emergency is eligible, DHA will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. At the tenant's request, DHA will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

unit of the tenant, if one is provided, from the person(s) that committed an

Form HUD-91066, *Certification of Domestic Violence, Dating Violence, Stalking or Sexual Assault*. All current residents will be provided the option to complete form HUD-91066, *Certification of Domestic Violence, Dating Violence, Stalking or Sexual Assault*. This form will also be made available to all families at the time of admission.

Form HUD-91067, Lease Addendum for VAWA

Form HUD-91067, HUD's lease addendum for the VAWA provisions, is a required addendum to every lease. If it is determined that physical abuse caused by a resident is clear and present, the law provides management the authority to bifurcate the lease, and remove, evict, or terminate housing assistance to that individual, while allowing the victim, who lawfully occupies the home, to maintain tenancy. The eviction of, or termination action against the individual, will be done in accordance with the procedures prescribed by federal, state, and local law. If such action is deemed necessary, an interim recertification will be processed reflecting the change in household composition.

Safety and Security of Tenants

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe. Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE, or visit the online hotline at <https://ohl.rainn.org/online/>.

Additional Information

- You may view a copy of HUD's final VAWA rule at:

<https://www.gpo.gov/fdsys/pkg/FR-2016-11-16/pdf/2016-25888.pdf>

- Additionally, **Avon Park Housing Authority** must make a copy of HUD's VAWA regulations available to you if you ask to see them.

- **For questions regarding VAWA**, please contact the Avon Park Housing Authority/Ridgedale LLC or go to the HUD website at www.hud.gov

- **For help regarding an abusive relationship**, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY). You may also contact Highlands County Domestic Violence Shelter:

- **Peace River Center Crisis Service or 24 Hour Crisis Line – 863-519-3744**
- **Domestic Violence Shelter Service: Sebring 24-hour crisis line: 863-386-1167**
- **Domestic Violence Outreach Service: 863-534-4350**

- **For tenants who are or have been victims of stalking seeking help:**

- **IF YOU FEEL YOU ARE IN IMMINENT DANGER OF VIOLENCE you should contact your local law enforcement agency. IMMEDIATE EMERGENCIES: 911**

- Highlands County Sheriff's Office (863) 402-7200 ABUSE OUTREACH & ADVOCACY SHELTERS Domestic Violence Shelter
Highlands County Safe House (863) 386 -1167 (24 hours)



- Highlands County Sheriff's Office Victim Advocate Services (863) 402-7329
- Florida Department of Children & Families Florida Abuse Hotline (800) 962-22873 A petition may be filed

APPLICANT SCREENING CRITERIA

- ❖ All applicants age 18 or older will be screened for suitability prior to residency. Screening criteria will be applied consistently to all applicants, consideration of extenuating circumstances will be considered in the screening process.
 - ✓ Credit History. Priority will be given to current credit activity over older activity. All rent and utilities must be paid in full. Poor credit history is grounds for rejection; however a lack of credit history is not.
 - ✓ Rental History. Past record of destruction, consistent late or unpaid rental obligations, police activity or poor housekeeping habits resulting in health or safety hazards is grounds for rejection. Lack of rental history is not grounds for rejection.
 - ✓ Criminal History. Applicants will be rejected if any of the following apply:
 - *Note: The same criteria regarding criminal history *applies to live-in aides also.*
 - Any household member has been evicted from Federally-assisted housing for drug-related criminal activity, for three (3) 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 (e.g., the household member no longer resides with the applicant household) the Owner may, but is not required to, admit the household.
 - Any household member is currently engaging in illegal drug use.
 - Any member of the household is subject to a lifetime registration requirement or is currently registered under a state sex offender registration program. During the admissions screening process, **and annual recertification's** the Owner must perform the necessary criminal history background checks in the state where the housing is located and in other states where the household members are known to have resided.
 - The Owner determines that there is reasonable cause to believe that a household member's illegal use or a pattern of illegal use of a drug or alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. (Screening standards must be based on behavior, not the condition of alcoholism.)
 - Any member of the applicant's household has been convicted of the manufacture of methamphetamine on the premises of federally subsidized housing (lifetime).
 - Violent criminal activity which indicates a pattern of violence that may threaten the safety of residents or staff. Violent criminal activity includes sex crimes and crimes against children.
 - Any criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, the owner or any employee who is involved in the housing operations.
 - Unlawfully obtaining government assistance.

NOTIFICATION OF APPLICANT REJECTION If an applicant is denied admission to the property they will receive a written notice stating the reason (s) for the rejection. The applicant has the right to respond in writing or request a meeting to dispute the rejection within 14 days of the notice. Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process. If admission is denied because criminal background screening indicates the applicant provided false information; the entity making the determination must provide the subject of the record and the applicant a copy of the information the action is based upon. The subject of the record and the applicant has the opportunity to dispute the accuracy and relevance of the information obtained from any law enforcement agency.

APPLICATION and WAITING LIST PROCEDURE

- ❖ Applications completed in full and properly signed will be accepted according to unit size and type in chronological order. Families that include persons with disabilities will be given preference for units with special accessibility features. If a unit that fits the applicant's needs is not available, their name will be placed on the waiting list (maintained in the same order) after preliminary eligibility determination. If an extremely low-income applicant is needed to achieve targeting requirements, and the next applicant has income above the extremely low-income limit, that applicant must be placed on the waiting list until the property is ready to house an applicant with income above the extremely low-income limit.
- ❖ Applicants will be removed from the waiting list for the following reasons:
 1. The applicant no longer meets the eligibility requirements.
 2. The applicant fails to respond to a written notice for an eligibility interview.
 3. The applicant is offered and rejects two (2) units in the property.
 4. The applicant fails to provide SSNs for all household members.
 5. Mail sent to the applicant's address is returned as undeliverable.
 6. Family characteristics change and no appropriate size unit exists in the property.



- ❖ The waiting list will be updated every six (6) months. Applicants and current tenants are required to contact the property within six months if they wish to remain on the waiting list. Failure to do so will result in removal from the waiting list.
- ❖ The waiting list will be closed for one or more unit sizes when the average wait is one year or more. Potential applicants will be advised if the waiting list is closed and additional applications will not be accepted. Notice of this action will be published in the local newspaper.
- ❖ When the waiting list is re-opened and applications will be accepted again, notice will be published in the local newspaper.

UNIT TRANSFER PROCEDURE

Once an applicant has become a resident, a transfer of units may be warranted. There are one, two, three and four bedroom unit sizes at this property. If a resident has an increase in family size, or has a medical/health condition that warrants a larger unit or a unit that has special design features for a person with disabilities, a transfer may be requested. On occasion there may be other requests for transfers that the property will consider on a case-by-case basis. All transfer requests must be made in writing, and must state the reason for the request. The request will then be forwarded to the property manager/owner for final approval. It is the policy of this owner to assure that qualified individuals with handicaps or disabilities are not discriminated against on the basis of their handicap or disability and will be taken in consideration in compliance with Section 504 of the Rehabilitation Act of 1973 in the transfer process. The owner also assures that these individuals will have equal opportunity to receive and enjoy the benefits of living at the property.

Requirement by Owner

On occasion an owner may require a resident to transfer to a smaller unit size. This may occur when the family composition decreases and the family no longer qualifies for the unit size in which they are dwelling. If a unit of appropriate size is not available, management will not evict the family, and will not increase the family's rent to the market rent. However, if an appropriately sized unit is available and the family refuses to move, the family may stay in their current unit and pay the market rent. Management will evict the family if the family fails to pay the market rent in accordance with the lease.

Acceptable Reasons for Transfers

Current residents may qualify for a unit transfer for one of the following conditions:

- Medical/health conditions, including inability to use stairs, or the need for a live-in attendant;
- **Reasonable accommodations under ADA**
- Family size increases or decreases, or composition changes;
- There is a need for a unit with special design features for a person with disabilities; or
- Other potential conditions not related to health, which will be reviewed **on a case-by-case basis by management.**

Placement on Transfer Waiting List

If the property manager approves a request for a transfer to a different unit, and there is no current unit available, the resident will be placed on the property's transfer waiting list. In-house residents that must be transferred due to overcrowding will be transferred first. Residents needing transfers due to medical reasons must have a written physician's statement.

Procedures for Filling Vacancies

If a request for a transfer to a different unit is approved, the resident agrees to pay all transfer costs prior to the move. Costs may include damages that are beyond normal wear and tear. However, if a resident is transferred as an accommodation to a household member's disability, then management may be obligated to pay the costs associated with the transfer as discussed under Section 504 of the Rehabilitation Act of 1973 of Chapter 2 of HUD Handbook 4350.3 REV-1.

Priority for Filling Vacancies

The property will fill its vacant units with current residents awaiting transfers before applicants from the property's waiting list. Unit transfers that are required by management will take priority over resident requested transfers.

Assigning Units for Persons with Physical Disabilities

Management will always give a family that has indicated a need for certain unit accommodations because of a disability, the opportunity to decide for itself, in compliance with Section 504 of the Rehabilitation Act, whether a unit meets the needs of the family. The property will notify the household whenever any unit becomes available, without regard to unit accessibility. The property will never prohibit an eligible family with a member who has a disability from accepting a suitable no accessible unit if no accessible unit is available when the family reaches the top of the waiting list. If the applicant decides to accept a standard unit, s/he may request some modification to the unit as a reasonable accommodation.

Assigning Accessible Units:

If a unit becomes available that has either been made accessible under Section 504, or was originally designed for disabled households when the property was approved for funding, the property will first offer the unit to an individual with disabilities who is currently residing in a non-



accessible unit who requires the features of the unit. If there is no such current resident, the property will offer the unit to the next qualified applicant on the waiting list who needs the features of the accessible unit.

When neither a current resident nor a qualified applicant require the features of an available accessible unit, the property will offer the unit to another resident or applicant, and will incorporate as an addendum to the lease an agreement that the resident will move to a non-accessible unit within the property when one becomes available. This addendum will also cover whether the resident or the property will pay for the cost of such a move.

Reasonable Accommodations: The property will consider requests for reasonable accommodations from applicants/residents with disabilities, in order that they may benefit from the use and enjoyment of the dwelling units. The applicant/resident must be able to show that the requested accommodation is necessary, and that there is a strong, identifiable relationship between the requested accommodation and the individual's disability. If a household requests an accessible feature, policy modification, or other reasonable accommodation, the property will provide the requested accommodation unless doing so would result in a fundamental alteration in the nature of the program, or an undue financial and administrative burden. A fundamental alteration is a modification that is so significant that it alters the essential nature of the operations of the property.

LIMITED ENGLISH PROFICIENCY (LEP)

For persons who do not speak English as their primary language and those who

For persons who do not speak English as their primary language and those who have a limited ability to speak, read, write, or understand English; we will make reasonable efforts to provide language assistance. We will arrange to provide forms relating to tenancy in a language that is understood by the individual. We will make every effort to obtain oral interpretation and written translation services if deemed necessary.

NON-DISCRIMINATION

The property adheres to the Fair Housing Act and Federal Civil Rights Laws. We will not discriminate against applicants or tenants based on race, color, national origin, sex, age, disability, religion or familial status. In compliance with Section 504 regulations, we will take reasonable, nondiscriminatory steps to maximize the use of accessible units by eligible individuals whose disability requires the accessibility features of a particular unit. We will consider extenuating circumstances in the screening process for applicants with disabilities, where required as a matter of reasonable accommodation.

Housing shall be made available without regard to actual or perceived sexual orientation, gender identity, or marital status.

RIDGEDALE APARTMENTS LLC/AVON PARK HOUSING AUTHORITY

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