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Tenant Selection Plan Checklist

Name: Owner/Property Management Company:

Property Name:

Type of Funding:

Person Submitting TSP:

FHFC Reviewer:

Instructions: Read through and complete all of the blue cells (Owner/Property Management Company; Property Name; Name of person submitting this TSP; columns C and D). Click the cell and type your answer after each appliable question. Submit this checklist along with your draft TSP by uploading both documents to Procorem.

For Florida Housing Use

TSP Section	TSP Requirement	Where is this in the TSP? (page #)	If not included, please indicate why.	Topic in Compliance		Comments or Corrections Needed
				Yes	No	
1. Development's Eligibility Requirements						
1.A Income Limits	Does the TSP reference the correct income limits for the development? Does it identify the income limit schedule used for the property? (can state which levels i.e. extremely low income (ELI), very low income (VLI), low income (LI), or can reference the FHFC website chart).					
	If applicable, does the TSP state a policy of the ELI (extremely low income) household's monthly income must not be required to be more than 2x the monthly rent?					
1.B. Occupancy Standards	Does the TSP list the occupancy standards for the development?					
1.C. Citizenship Requirements	Does the TSP describe how citizenship/ immigration requirements are implemented, as applicable?					
	Does the TSP state how verification of citizenship/immigration takes place?					
2. Application and Waiting List	Does the TSP detail application procedures and waiting list processes?					
2.A. Accepting Applications	Does the TSP state how applications are submitted?					
2.C. Waiting List	Does the TSP describe how the waiting list will be opened and closed?					
2.D. Preferences (examples of preferences would be Elderly, Persons with Disabilities)	Does the TSP contain preferences?					
	If applicable, does the TSP state the preference as required for referrals for Link/Special Needs?					
	If applicable, does the TSP describe the process for the prioritization of the required number of Link/Special Needs, e.g. not on the general waiting list; when a Link unit becomes available, it is offered to Referral Agency, waiting lists are not kept for referrals.					
	Does the TSP state how the preferences are ranked?					
3. Fees and Deposits	For ELI Households only: Does the TSP state that the application fee will be no more than $35 per adult in a household?					
	For ELI Households only: Does the TSP state that security deposit for new households will be not more than the amount of one month's rent?					
	For ELI Households only:-Does the TSP state a prohibition on fees to ELI applicants for the purposes of reserving or holding a unit?					
4. Applicant Screening Criteria	Does the TSP describe applicant screening criteria?					
	Does the TSP describe the following?					
	Criminal screening?					
	Does the TSP stipulate that convictions and not arrests will be the basis of criminal history screening?					
	Sex offender screening?					
	Rental history?					

	For ELI Households only: Does TSP state that eviction history look-back period must not be more than 5 years. A household is permitted one eviction during the 5-year look-back period, unless the eviction was due to causing physical harm to development staff, tenants or intentional property manager.					
	Credit history?					
	Does TSP state for ELI households that the credit history related to medical expenses, cable and internet services will not be taken into consideration when conducting credit checks.					
	Housekeeping history?					
5. Tenant Package	Does the TSP provide a tenant package available to all interested households, including applicants and residents?					
	Does the Tenant Package describe the following?					
	Criteria under which the household was screened and evaluated, as well as the determination of eligibility?					
	The approach regarding a household's notification and appeal process and timeline, if the household's application is rejected or determined ineligible.					
	A description of reasonable accommodations or reasonable modifications for persons with disabilities, pursuant to Section 504 of the Rehabilitation Act of 1973. The description shall include accommodations that must be considered by the Development such as physical dwelling unit modifications for greater accessibility and use, as well as individualized assessments of mitigating factors related to a disability that adversely affected a household's credit, eviction or criminal history. The description shall also include the process for requesting a reasonable accommodation, the determination approach, and decision-making timelines.					
	Notification to household that their application for tenancy was rejected or determined ineligible through a documented process such as a written letter or email to the address provided by the household.					
6. Procedures for Rejecting Ineligible Applicants	Does the TSP describe the circumstances for which an applicant may be rejected?					
	Does the TSP indicate that the rejection notice must be in writing, state the reason for rejection, state the applicant's right to appeal, and indicate that persons with disabilities have the right to request reasonable accommodations?					
	Does TSP provide for the notification of rejection/ineligibility to be delivered to household within 5 business days from the day the determination is made?					
6. Appeals Process	Does the TSP outline an appeals process for rejected applicants?					
7. Policies for Applying Violence Against Women Act	Does the TSP describe policies for applying VAWA?					
	Does the policy describe the following components:					
	Identify applicant/tenant rights under VAWA?					
	Indicate that form HUD-5382 OR police/court reports may be used?					
	Identify confidentiality of information?					
	Identify how retention of information will be handled?					
	Disclose that a VAWA Lease Addendum will be used for all tenants?					
	Indicate that Emergency Transfer Requests are available arnd the use of HUD-5383?					
	Indicate that a lease may be bifurcated?					
8. Policies to Comply With Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act, and Other Relevant Civil Rights Laws and Statutes	Does the TSP have a statement regarding:					
	Section 504 of the Rehabilitation Act of 1973?					
	The Fair Housing Act?					
	Title VI of the Civil Rights Act of 1964?					

	Titles II and III of the Americans with Disabilities Act of 1990?					
9. Reasonable Accommodations Policy	Does the TSP outline a written reasonable accommodations policy?					
10. Unit Transfer Policy	Does the TSP describe the unit transfer policy?					
	Does the policy address transfers due to accessible unit needs?					