**RESIDENT SELECTION CRITERIA**

*[INSERT DEVELOPMENT NAME AND ADDRESS]*

1. **Purpose Statement**

This resident selection criteria outlines the procedures to establish a fair and equitable process for selecting applicants to occupy units in \_\_\_\_ [*insert property name or address*]. The goal is to ensure that all applicants are screened using consistently applied, fair criteria to provide a desirable, well-maintained and affordable place to live for a an economically, racially and ethnically integrated resident population, while also complying with the provisions of any federal, state, or local laws prohibiting discrimination in housing on the basis of race, religion, sex, color, family status, national origin, marital status, ancestry, gender identity or sexual orientation, source of income, or HIV/AIDS status.

All applicants must complete the application via the Mayor’s Office of Housing and Community Development San Francisco [Housing Portal (DAHLIA)](https://housing.sfgov.org/), provide initial certification of income and assets, and meet the resident selection criteria outlined below. This criteria applies to all applicants.

1. **Sponsor Mission and/or Vision Statement**

*Project Sponsor to insert organizational mission and/or vision statement for organization or property, if applicable.*

1. **Description of Property**

*[Project Sponsor to provide description of property and unit(s).]*

1. **Application and Lottery Process**
2. **Submit an Application:** Applications are available online through DAHLIA. The application period will remain open for fourteen (14) calendar days and the property listing will specify the due date for the completed application. Applications may be submitted online or paper copies can be downloaded and submitted by mail to the following address: P.O. Box 420847, San Francisco, CA, 94142. In the event an application is not completed in its entirety, it will be considered incomplete and not entered into the lottery.
3. **Preferences:** All individuals and households may enter the lottery for a unit. However, certain households will receive preferences according to the following criteria (more information can be found on the [MOHCD Lottery Preferences page](http://sfmohcd.org/lottery-preference-programs)):
   1. **Certificate of Preference:** Households in which one member holds a Certificate of Preference (COP) from the former San Francisco Redevelopment Agency will be given **highest preference** in the lottery ranking process. More information about the COP Program can be found [here.](http://sfmohcd.org/certificate-preference)
   2. **Displaced Tenant Housing Preference:** Households in which one member holds a Displaced Tenant Housing Preference (DTHP) Certificate from the Mayor’s Office of Housing and Community Development will be given **second highest preference** in the lottery ranking process, for up to 20% of the units in this project (\_\_\_ units in this building) DTHP certificate holders will also be included in the live/work preference regardless of their current live/work location. More information on DTHP can be found [here.](http://sfmohcd.org/node/277/) [*Note: The DTHP only apply to projects with 5 or more units. Please delete the DTHP information listed above if your project has less than 5 units].*
   3. **Live/Work in San Francisco:** Households that submit acceptable documentation that at least one member lives or works in the City of San Francisco will be given the **third highest preference** in the lottery ranking process. More information on Live/Work can be found [here.](http://sfmohcd.org/lottery-preference-programs)

If the number of units available exceeds the number of qualified applicants in the above listed preference, the units will become available to other qualified applicants outside of San Francisco. Applicants in each preference category must meet program requirements in order to complete the rental.

If an applicant claims a preference, they must provide documentation for that preference or the application will be included in the general lottery. For more information about the lottery process and housing preferences, please refer to the [MOHCD Housing Preferences and Lottery Procedures Manual](http://sfmohcd.org/sites/default/files/Documents/MOH/Preferences%20Manual%20-%20%2011.2.2016.pdf).

1. **Lottery:** Lotteries for City Affordable Housing Units shall be held in a public, accessible location. Applicants are invited to attend lotteries in person, but attendance is not mandatory. A representative from MOHCD will conduct the lottery in tandem with the Project Sponsor. MOHCD will use a publically available computer program to generate a random lottery rank for each and every applicant with no regard for the preferences described above. All applicants with lottery ticket numbers shall be assigned a lottery rank. Please see [Housing Preferences and Lottery Procedures Manual](http://sfmohcd.org/sites/default/files/Preferences%20Manual%20-%20%203.31.2017.pdf) for more information on the lottery process.
2. **Final Lottery List:** No later than seven (7) days after the date on which the lottery is held, MOHCD will publish the final lottery list including the lottery rank assigned to each applicant ticket number and the resulting rank for each preference pool. Lottery Results shall be posted on the DAHLIA and will not include the names of applicants (only the application ticket numbers).
3. **Application Review:** The Project Sponsor will contact applicants in lottery rank order and request a Post-Lottery Application and income documentation. The Project Sponsor will income and asset qualify applicants, run a credit report and a criminal background check in accordance with the San Francisco Fair Chance Ordinance. Applicants will choose units in lottery rank order. An applicant who has been approved and notified in writingby the project sponsor shall have at least seven (7) calendar days to enter into a lease agreement for the available unit. If the applicant fails to respond, the application shall be considered withdrawn. Written notices will be provided to applicants whose applications are closed due to lack of response. Applicants may “disqualify” units with no consequences for their eligibility for future City Affordable Housing Units.
4. **Eligibility Requirements**
5. **General Eligibility**
   * The unit must be the applicant’s only residence and they may not own any residential housing units.
   * Each member of the household must provide one form of photo or government issued identification to verify each individual’s identity.
   * Each applicant household must agree to pay the rent required by the Project Sponsor.
   * Each applicant’s household size must be appropriate for the unit sizes available in accordance with the occupancy standards described below in Section VI.
   * Verification of household composition may be necessary in order to determine household income eligibility.
   * Each household member over the age of 18 years must provide consent for verification of all sources of income and running a credit report or background check.
   * *[Insert any other project-specific eligibility requirements]*
6. **Income and Rent Eligibility** 
   * The applicant household income requirements are unique to each unit. The Area Median Income (AMI) is published by the U.S. Department of Housing and Urban Development and posted MOHCD on an annual basis. The current HUD income limits for San Francisco can be found [here](http://sfmohcd.org/sites/default/files/Documents/MOH/Asset%20Management/2017%20AMI-IncomeLimits-HMFA_04-21-17.pdf).
   * In order for an applicant to be eligible for a unit, their gross annual income cannot exceed the maximum applicable income limits for the unit. For this specific unit’s income and rent requirements, please see below or Addendum *\_\_\_ [Project Sponsor either list income and rent restrictions for the unit(s) here or attach as an addendum].*
   * Income and Assets will be determined following the procedures and guidelines as described in the most recent [MOHCD Inclusionary Affordable Housing Program Monitoring and Procedures Manual.](http://sfmohcd.org/sites/default/files/FileCenter/Documents/6983-Inclusionary%20Procedures%20Manual%20051013.pdf)
7. **Occupancy Standards**

Units will be occupied in accordance with the following standards (children under 6 do not count toward the occupancy limit):

*[Project Sponsor to Insert Occupancy Guidelines table for property]*

1. **Basis for Denial of Applications**

In addition to failure to meet the above requirements, applicants may be disqualified for any of the following reasons (mitigating circumstances will be considered on a case-by-case basis):

* Ability to Pay Standard: [*Project Sponsor to insert]*
* Credit Standard: *[Project sponsor insert. Please note that negative credit history due to outstanding medical or student loan debt or unpaid balances below $2500 should not be taken into consideration.]*
* Rental History Standard: *[Project sponsor to insert*. *Please note that Eviction review is limited to the last three years from the date of an application and “No fault” may not be considered as a basis for denial. When a Project Owner discovers a previous eviction judgment for non-payment of rent or other lease violations, it must give the applicant an opportunity to present any mitigating circumstances before issuing a denial]*
* Criminal History Standard: *[Project Sponsor to insert. Please note that you must abide by and include reference to Article 49 of the San Francisco Police Code (Fair Chance Ordinance]*
* Other: *[Project Sponsor to insert]*

1. **Mitigating Circumstances**

*[Project Sponsor to insert. For example, applicant with no credit history or history of eviction]*

1. **Appeal Process**

*[Project Sponsor to insert]*

1. **Reasonable Accommodations**

*[Project Sponsor to insert]*

1. **Pet Policy**

*[Project Sponsor to insert].*

1. **Smoking Policy**

*[Project Sponsor to insert].*

1. **House Rules**

*[Project Sponsor to insert if applicable, or delete].*

1. **Language Access**

*[Project Sponsor to insert—describe how your organization will provide assistance to applicants who may not be able to communicate in English.]*

1. **Equal Access for Applicants with Disabilities**

*[Project Sponsor to insert. Describe how your organization will provide assistance to applicants with disabilities.]* 