

**ASSISTED HOUSING COMPLEXES  
MANAGED BY HUMAN RESOURCE DEVELOPMENT AND EMPLOYMENT, INC.  
REJECTION POLICY**

Human Resource Development and Employment, Inc. (HRDE), Management Agent for various housing projects in the State of West Virginia, will utilize the following policy in rejecting applicants.

1. Applications will be rejected for the waiting list if the Manager determines that the wait for an applicant for a particular type of unit would be in excess of one year.
2. Applicants will be rejected for reasons including, but not limited to, the following:
  - a. Household does not include a member who is a United States citizen or naturalized immigrant.
  - b. History of not paying rent on time.
  - c. Adverse endorsements from former landlords.
  - d. Household composition is too large for apartment size according to occupancy standards.
  - e. History of disrupting the livability of former communities and/or other violations of former Rules and Regulations, including domestic violence.
  - f. History of poor housekeeping habits or documentation of such through home visitation.
  - g. Inability to furnish proof of necessary social security numbers or to certify lack of a social security number.
  - h. Unpaid utility bills - applicant may be admitted if these utilities are taken care of and applicant passes all other screening criteria.
  - i. Failing credit check- Score below 50% or discovery of pertinent information applicant failed to divulge.
  - j. Refusing to provide information or sign verification releases or other paperwork necessary to process the application.
  - k. Failing criminal check
    1. an arrest and conviction for any Felony criminal activity defined under the State and Local Penal Code within the last ten years; \*
    2. an arrest and conviction for any drug-related criminal activity defined under the State and Local Penal Code within the last ten years;
    3. an arrest, conviction, or pattern of criminal activity at any time in the past that may be considered to cause a potential threat to the health and/or safety of the tenants or staff of the complex.
    4. an eviction from Federally-assisted housing for drug-related criminal activity for five years from the date of eviction;
    5. a lifetime registration requirement under a state sex offender registration program or conviction of a sex crime; or,
    6. currently on probation, parole, or home confinement for any criminal activity.

\*An applicant who has been charged with a crime, but not yet tried, will be maintained in place on the waiting list pending the outcome of the trial or other disposition of the case. When the case has been resolved, the applicant's eligibility for an apartment will be determined based upon guidelines in the Tenant Selection Plan. Accordingly, the applicant

will either be rejected for an appropriate reason or will be offered an apartment when his/her name is the next on the waiting list for that type of unit.

- l. Inappropriate conduct during interview, such as swearing, threatening, intoxication, etc.
  - m. Neither head of household or spouse is 62 or older or disabled. Total household assets are equal to or more than \$100,000.00. **(APPLIES ONLY TO EUA, GUA, MUA, MUM, SPUP, and WUA)**
  - n. Neither head of household or spouse is 62 or older, **(APPLIES ONLY TO BPA, CLU, HVU, LUA, RUA, SCU, and UCA)**
  - o. Neither head of household or spouse is disabled, **(APPLIES ONLY TO CHU, FHU, TPM, UHA, and WHU)**
  - p. Income of household exceeds very low-income guidelines established by HUD **(DOES NOT APPLY TO MUM, AND ANY PROJECT WITH A TEMPORARY EXCEPTION)**
3. In order to protect the health and safety of tenants and employees and to ensure that tenants maintain the right to the peaceful enjoyment of the premises and in order to help maintain a drug-free project, the following policy will be strictly followed. Management will not admit a new tenant or approve a request by a current tenant to add a person to a household if Management has reason to believe that the proposed new household member has engaged in, or is currently engaged in, (1) criminal activity that threatens the health or safety of, or right to peaceful enjoyment of the premises by, residents or employees at this site, or (2) drug-related activity.
4. An applicant who fails the criminal, credit, or background check for any project managed by Human Resource Development and Employment, Inc. (HRDE) will be considered to have failed the criminal, credit, or background check for all projects managed by HRDE.
5. If an applicant is found to be ineligible for any reason, he/she will be so notified in writing stating the following:
  - a. The reason for this rejection.
  - b. The applicant has 14 days to respond in writing or to request a meeting to discuss the rejection.
  - c. If the applicant is an individual with a disability, the applicant may inform the owner of this fact and may request the owner to make reasonable accommodations in nonessential policies or practices to enable the applicant equal opportunity.
6. If the applicant appeals the rejection:
  - a. Any meeting with the applicant or review of the applicant's written response must be conducted by a member of the owner's staff who did not make the initial decision to reject the applicant.
  - b. The owner must give the applicant a written final decision within 5 days of the response or meeting.
  - c. The owner must keep all information pertaining to this rejection on file for at least three years, including application, initial rejection notice, any applicant reply, owner's final

response, and all interview and verified information on which the owner based the rejection.

7. All letters of rejection, together with the application packet, will be maintained by Management for a period of three years in the separate file marked REJECTED APPLICATIONS.

Revised 1-2024