

**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% on Real Page OneSite Screening 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-arrest and conviction of criminal activity within the past 5 years or arrest and conviction of criminal activity at any time in the past which may be considered to cause a potential threat to the health and/or safety of the tenants or staff of the project.
 - l. Any household member is subject to a lifetime registration under a State Sex Offender Registration Program.
 - m. Inappropriate conduct during interview, such as swearing, threatening, etc.
 - n. Neither head of household or spouse is 62 or older or disabled. **(APPLIES ONLY TO EUA, GUA, MUA, MUM, SPUP, WUA)**
 - o. Neither head of household or spouse is 62 or older, **(APPLIES ONLY TO CLU, HUA, LUA, RUA, SCU, UCA)**
 - p. Neither head of household or spouse is disabled, **(APPLIES ONLY TO CHU, UHA, WHUP)**
 - q. Income of household exceeds very low-income guidelines established by HUD **(DOES NOT APPLY TO MUM, UT, 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.

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