



KAWABE MEMORIAL HOUSE

RENTS

<i>Studio</i>	<i>\$613</i>
<i>One Bedroom</i>	<i>\$772</i>
<i>Deluxe</i>	<i>\$1,084</i>

All rents are on a sliding scale based upon income.

SUPPORTIVE SERVICE FEES

<i>Lunch - Monday through Friday</i>	<i>\$4 suggested donation for people over 60</i>
<i>Parking</i>	<i>\$30/month</i>
<i>Cable TV</i>	<i>\$15/month</i>
<i>Housekeeping</i>	<i>Varies depending upon specific situation</i>
<i>Hair cuts</i>	<i>Varies depending upon specific situation</i>

Additionally, we provide a variety of social/recreational activities/services including Japanese, Korean, and Chinese translating. All fees are subject to change without notice.

Revised 4/4/2018



RESIDENT SELECTION PLAN

Kawabe Memorial House is an independent-living community designed to house people 62 years of age or older. We have 25 one-bedroom, 119 studio, and 8 deluxe apartments. We have 80 Project Based Section 8 Subsidies available.

Kawabe Memorial House does not offer any type of assisted living services such as housekeeping, cooking, bathing, dressings, medication monitoring, etc. If a resident requires assistance with such services, it is the sole responsibility of the resident, at all times, to obtain, supervise, and manage such services. Kawabe Memorial House provides a supportive, caring community where residents can independently age in place as long as safety permits.

GENERAL POLICY

Our Resident Selection Policy describes the procedures and criteria used for the selection of residents. These procedures were designed to ensure fair and equal treatment of all applicants regardless of race, color, sex, marital status, sexual orientation, gender identity, political ideology, age, creed, religion, ancestry, national origin, the presence of a sensory, mental or physical disability, veteran's status, familial status or past participation in the discrimination complaint process. Policies regarding anti-discrimination apply to accepting and processing applications, selecting tenants from among eligible applicants on the waiting list, assigning apartments and for all other aspects of resident selection and occupancy.

EQUAL OPPORTUNITY HOUSING

Kawabe Memorial House's purpose is to provide equal and fair housing to residents and eligible applicants. Kawabe Memorial House was built in 1971 to provide safe, affordable housing to low-income seniors. Kawabe Memorial House management shall select applicants consistent with:

- *The Fair Housing Act, as amended;*
- *Section 504 of the Rehabilitation Act of 1973 and the implementing regulations in 24 CFR Part 8 and Part 100; and*
- *Title VI of the Civil Rights Act of 1964*

ELIGIBILITY CRITERIA

Applications will be accepted from all individuals who meet the minimum qualifications, which are:

- *Head of Household must be 62 years of age or older*

All applicants must provide a valid social security number.

If you or any member of your household fails to fully and accurately disclose rental history or any other application information, your application may be denied based upon your "misrepresentation" of information.

PROCEDURE FOR ACCEPTING APPLICATIONS

To apply for housing at Kawabe Memorial House, an applicant must complete the application form. If requested, we can provide language and/or clarification assistance in completing the form. The form may be picked up at Kawabe House or we can mail/FAX it to an applicant. After a completed application is received, the applicant will be placed chronologically on the waiting

list. If a potential tenant desires to deliver the completed application to our office, we accept applications Monday through Friday from 9 AM to 4 PM.

APPLICATION INTERVIEW

Upon availability of an apartment, the Occupancy Coordinator will arrange for the applicant to have an interview. If an applicant requires language or other assistance to complete the interview, we will assist. The applicant will be asked to bring all necessary supporting documentation to this interview. Copies of all documentation will be placed in the applicant's file, originals will be returned to applicant. The applicant will be given an opportunity to view a vacant apartment and be advised of an approximate time when an apartment may become available.

The applicant will be advised of the amount of his/her rent and that the rent is due on the first day of the month. It will also be explained to the applicant that if the rent is not paid by the end of the 5th day of the month, late fees will be assessed as outlined in the Rental Agreement. The security deposit, pet policy, house rules and lease will also be explained to the applicant. Additional questions that the applicant may have will be answered during this interview. If after a person has moved into the building it is determined that any part of the application or application process was falsified, eviction will be pursued.

SCREENING/REJECTION CRITERIA

Kawabe Memorial House staff will use the following screening criteria to determine admission suitability of the applicant:

- *Ability to pay the rent based on income;*
- *Comments from former landlords concerning care of the property, including damage, ability to live peacefully in a congregate setting, and timely payment of the rent;(landlord reference checks will not be completed if applicant lives with family)*
- *Ability and willingness of applicant to abide by the lease and house rules;*
- *Poor credit or criminal history as shown in credit/criminal history background check;*

Applicants will be denied for reasons including but not limited to any of the following:

- *Reliable evidence that the applicant has a history of non-payment of rent; a history of damaging facility property; a history of disturbing the quiet enjoyment of others, evidence of current illegal drug use, manufacture or distribution;*
- *A reasonable belief that a pattern of illegal use of a drug may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents;*
- *Reliable evidence that the applicant has been evicted, during the past three years for drug-related criminal activity and/or chronic use of alcohol;*
- *Reliable evidence that any member of the household is subject to a lifetime registration requirement under a sex offender registration program;*
- *A reasonable belief that a household member's abuse or pattern of abuse of alcohol will interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents;*
- *Reasonable evidence that an applicant's established habits and practices may pose a threat of endangering the health or safety of themselves or others in the facility;*
- *Inappropriate household size for the unit available;*
- *Submission of false information;*

- *Failure to disclose pertinent information; and/or*
- *Any crimes committed against persons or any felony listed on criminal background check that is less than 7 years old, or that demonstrates a pattern of violence against persons or a pattern of preying on vulnerable people.*

If an applicant does not qualify based on the information provided in his/her application, a letter of ineligibility will be sent stating the reason(s) for disqualification. All screening and/or rejection criteria will be applied consistently to applicants.

WAITING LIST PROCEDURES

When an application is accepted, the applicant will be placed on the waiting list in the order of the date when the application form is submitted. When an apartment becomes available, the application that has been on the waiting list for the longest time will be processed first.

Applicants who refuse an available unit will go to the end of the waiting list unless they indicate they want their application removed from the list. If a resident moves out, then wishes to move back into the building at a later date, he/she will have to reapply and will be placed chronologically on the waiting list. When efforts to contact an applicant meet with a disconnected telephone number, non-response to a telephone message or unsuccessful mail contact, the applicant will be automatically removed from the waiting list. In accordance with federal law, priority will be given to households who have been displaced because of “a presidential declared disaster and/or government action (fire, flood, etc.) which results in their unit being uninhabitable”. If an applicant is claiming a preference based on a natural disaster, third-party verification will be requested from his/her previous landlord or some other third party source. After verification of the applicant’s situation and eligibility, he/she will be moved to the top of the waiting list both for move in status and Section 8 subsidy.

As Project Based Section 8 rental assistance becomes available, it will be first offered to the qualifying current resident on the Section 8 subsidy waiting list who has the lowest annual income. If that resident refuses the subsidy, it will be offered to the next person on the current resident waiting list and so on until the subsidy is accepted. If a new applicant desires to be placed on a waiting list for Section 8 subsidy before moving into the building, he/she will be placed on a waiting list. It will be explained to them that current residents are given preference to receive the Project Based Section 8 subsidy.

REASONABLE ACCOMMODATION AND MODIFICATION PURSUANT TO LAW

Kawabe Memorial House will make reasonable accommodations and modifications to nonessential policies, practices, rules and/or services for those residents and/or potential residents who are eligible and request assistance due to a disability. If otherwise qualified, a disabled or handicapped applicant will not be subject to discrimination regarding an application for housing.

OCCUPANCY STANDARDS

Unit occupancy will be limited to three people in a one bedroom, four people in a deluxe and two people per studio apartment. The minimum occupancy for all apartments is one eligible person. Most generally, there are only studio apartments available for applicants moving into the building. At the time of move-in, an applicant can be placed on the waiting list for either a one bedroom or deluxe apartment depending upon preference.

TRANSFER POLICY

Residents may apply to transfer to a different apartment if desired. The resident requesting the transfer will be placed chronologically on the waiting list. When the specific type of apartment becomes available, the resident will be notified and given the opportunity to move. If the resident refuses the available apartment, he/she will be moved to the bottom of the waiting list. If a

resident receiving subsidy is transferred and desires to keep the subsidy, he/she must move into an apartment that is eligible for the same type of subsidy. There is a \$1000 transfer fee for each in-house transfer unless the resident has been asked to move by management or if the resident is requesting a transfer as a reasonable accommodation. If a resident requests a unit transfer due to family size, changes in family composition or changes in income they will be asked to pay the \$100 transfer fee. Residents who are requesting a reasonable accommodation will be given first priority. Residents who are being asked to transfer by management will be given second priority. New applicants moving into the building will be given priority over current residents asking to transfer to a unit the same size they currently inhabit. Current residents requesting a transfer to a different sized unit than they currently inhabit will be given priority over new applicants moving into the building.

GENERAL ADMINISTRATION

The following materials will be retained in the applicant's file for at least three years:

- *application*
- *initial rejection notice*
- *any applicant reply to the rejection notice*
- *management's final response*

There is no fee for application. Credit and criminal background checks are required of all applicants. As an applicant is moved into the building, the application and all supporting materials will be placed into his/her permanent resident file. Tenant and applicant files will be disposed of in a manner that prevents unauthorized access to personal information, such as burning or shredding.