



Southington Housing Authority

43 Academy Street, Southington, Connecticut 06489

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TENANT SELECTION POLICY

The Tenant Selection Policy for the Housing Authority of the Town of Southington for Projects E-33, E-84, E-122, E-148, and E168 (85167D, 85168D, 851669D, 85170D, 85171D) includes the following:

1. Open enrollment for tenancy with The Southington Housing Authority shall take place twice yearly, from January 1st through January 31st and from July 1st through July 31st.
2. A copy of this Tenant Selection Policy shall be attached to the blank application form. The application form is to be completed in its entirety and returned to the Southington Housing Authority at which time it is stamped in as received and assigned a numerical designation. A letter is then mailed the applicant as confirmation.
3. Applicants are selected without regard to race, religion, color, national origin, sex, marital status, age, familial status, disability, or sexual orientation.
4. Applicants must demonstrate an ability and willingness to meet the financial commitment and other responsibilities associated with tenancy. Written documentation of income/expenses is required, in accordance with a checklist provided. Proof of ability to pay rent must be provided, in the event of a lack of credit history.
5. For purposes of fairness and equity The Southington Housing Authority uses a point system based on the guidelines released by the Department of Economic and Community Development to place applicants. Applicants deemed the least likely to apply will be given the same number of points as Southington (including Plantsville, Milldale, and Marion) residents. If there is a tie score under the point system, the available unit shall be offered to the applicant who first applied. Persons on the list from the previous application period with less than two refusals will not be displaced by those applying during the following period. An applicant who declines an apartment two times will return to the bottom of the waiting list and at the next application period be subject to the open enrollment point system for placement.

Policy on Hardships:

When an applicant cannot accept an apartment for any one of the three hardships listed. The applicant will not be charged a refusal. The applicant will be reinstated at the top of the waiting list at the expiration of the hardship. If the hardship was granted at seconded refusal, the applicant will have one refusal before placement at the bottom of the waiting list.

Tenant Selection Policy

- A. Applicants currently obligated in a rental lease for housing. (submit a copy of the lease stating the expiration date).
 - B. Homes currently listed for sale. (documentation showing the home is actively listed for sale).
 - C. A physician's verification that the applicant has presently undergone surgery and requires a period to recuperate. (verification must state the end date of the recuperation period).
6. Eligibility will be determined, taking all of the aforementioned information into consideration. In addition, The Housing Authority will require the applicant to sign a release authorizing the Authority to obtain information, for a credit/character check.
7. Applicants may be disqualified from final selection upon documentary verification of any of the following:
- (A) the applicant or any member of the applicant's household has a history of disturbing neighbors, destroying property, or living or housekeeping habits which would substantially interfere with the health, safety, or peaceful enjoyment of other residents; (b) the applicant has a history of rental non-payments within the past 12 months without reasonable justification (justification might be: substandard housing, loss of a job, etc.); (c) the applicant has knowingly falsified information in the application process; or (D) the applicant cannot demonstrate an ability to pay the base rent.
8. The following guideline is used to determine minimum and maximum housing capacity: Efficiency Unit – Minimum 1, Maximum 1; One Bedroom Unit – Minimum 1, Maximum 2. . The goal is to balance the need for housing with the need to make the best use of available space.
9. The final decision is made by the Southington Housing Authority upon examination of all factors contained within an application process. Credit and background checks and, if necessary, landlord and personal references shall be obtained. No decision is made based on any criteria which would violate any state or federal regulation on discrimination.
10. Applicants deemed ineligible, for whatever reason(s) shall be notified in writing, before the final selection, of the reason(s) for rejection and their right to appeal, via letter or Adverse Action Notification, which will outline applicant's rights for appeal under Federal and State law.
11. Should any changes be made by the Southington Housing Authority in the Tenant Selection Policy following receipt of this policy by an applicant, the Housing Authority shall forward the new policy to each such applicant on the waiting list at that time.



Affirmative Action/Equal Opportunity Employer