

**ADMISSION STANDARDS AND STATEMENT OF POLICY
 NEWBURGH VILLAGE AND SILVER VILLAGE
 SENIOR CITIZEN HOUSING COMPLEXES
 OWNED AND OPERATED BY THE CITY OF LIVONIA**

I. ELIGIBILITY FOR ADMISSION

To be eligible for admission as a tenant, an applicant must meet the following requirements:

- A. The applicant must qualify as a family. A family consists of any of the following:
 - 1. Two/Three persons, at least one of who shall have attained the age of 57 years
 - 2. An applicant who is:
 - (a) at least 57 years of age; or
 - (b) handicapped within the meaning of Section 202 of the Social Security Housing Act of 1959 and who has attained the age of 55 years; or
 - (c) disabled within the meaning of Section 223 of the Social Security Act and who has attained the age of 55 years.

- B. To be eligible for admission, an applicant's or applicants' annual household income at the time of admission shall not exceed the following:

<u>No. of Persons</u>	<u>Maximum Income Limits for Admission</u>
1	\$46,000 per year (\$3,833/mo.)
2	\$52,500 per year (\$4,375/mo.)

- C. Assets will not be used as a criterion in determining eligibility for admission, provided, however, that income from assets will be used in determining total annual income.

- D. Any applicant determined to be ineligible will be notified immediately of that decision and the reason(s) therefor.

Upon request, the applicant will be granted a hearing before the Executive Director to discuss the reason(s) for his/her ineligibility.

- E. The Livonia Housing Commission shall periodically adjust the Maximum Income Limits for Admission, as set forth in paragraph IB, to coincide with the Detroit PMSA median income figures. The Newburgh Village and Silver Village income limits shall be 100% of the published Detroit PMSA income figures.

II. TENANT SELECTION

Preference in the Selection of Tenants:

In selecting eligible applicants to fill vacancies, the Livonia Housing Commission will give preference to applicants based on the following factors:

- (1) Whether the applicant is a displaced Livonia family or about to be displaced by urban renewal or other government action.
- (2) Applicant must be a present resident of the City of Livonia or, if not presently a resident, have been a resident for at least 7 out of the last 10 years immediately preceding date of application, or.
- (3) Applicant has an immediate family member (father, mother, son, daughter, brother or sister) that is a resident of the City of Livonia.
- (4) Conformance with the requirements set forth in paragraph IA and IB.
- (5) Date on which application was received by the Livonia Housing Commission, it being the policy of the Livonia Housing Commission to give preference in order of receipt of applications, all other factors being equal with the exception of Item #1.

III. TENANT SELECTION AND ASSIGNMENT PLAN

Each applicant shall be assigned a number on an application priority list, in sequence, based upon the following criteria:

- (1) Date that application is received by the Livonia Housing Commission provided that the provisions of Section I and II have been complied with.

- (2) At any given time, the applicant whose name appears first on the priority application list shall be offered an available unit in the complex. If the applicant rejects the unit offered, the applicant shall be moved to the last place on the application priority list provided, however, that should the applicant be offered a unit but be unable to take immediate occupancy, the applicant shall nevertheless be offered the option of signing a lease to be effective as of the date the unit becomes available and takes residence within three months or, in the alternative, the applicant's name shall be placed at the bottom of the application priority list. In the case where an applicant rejects an offered unit due to the applicant being hospitalized or under a current rental lease agreement, the applicant's rejection of an offer will not require placing his/her name at the bottom of the list. The applicant which possesses a valid reason for not accepting an offer as outlined above shall remain at the top of the list and receive the next available unit when their circumstances change. If an applicant signs a new lease with his/her present landlord, their name shall be placed at the bottom of the list.

IV. VERIFICATION OF APPLICANT'S OR TENANT'S STATEMENTS AND RELATED DATA

- A. Upon request of the Livonia Housing Commission, and in order to assure accuracy, applicants for admission will be required to furnish proof of any information submitted to the Livonia Housing Commission.
- B. Signature of the applicant for admission and continued occupancy on the application form will normally be considered as sufficient verification of family composition, family income and residency. The Housing Commission will require verification utilizing a voter registration card, driver's license, birth certificate or other appropriate verification documents approved by the Livonia Housing Commission.
- C. In order to assure accuracy, all income shall be subject to verification at the time of original admission by contact with employers, by examination of W-2 forms, check stubs, social security payments or by other means.

V. LEASING

- A. Prior to occupancy, a lease shall be executed by the applicant, as Tenant, and by an authorized representative of the City of Livonia, as Landlord.
- B. In the case of an apartment transfer from one dwelling unit to another, a new lease agreement must be executed by the Tenant and the Landlord as a condition of continued occupancy.
- C. If there is any change in the status or circumstances of a tenant during the course of his/her occupancy which requires a revision or an amendment to the lease, then, and in that event, either:
 - (1) a new lease agreement shall be executed by the Landlord and Tenant; or

(2) an appropriate amendment shall be executed by the Landlord and Tenant and made a part of the existing lease.

VI. OCCUPANCY STANDARDS

The following standards shall be applied in determining the type or size of unit which shall be made available to a family, provided, however, that the Landlord may, in its sole discretion, waive such standards:

<u>Number of Bedrooms</u>	<u>Number of Persons</u>	
	<u>Minimum</u>	<u>Maximum</u>
1	1	2
2	1	3

VII. MISREPRESENTATIONS

The Tenant shall be notified in writing of any misrepresentations or lease violations revealed during tenancy or at any other time that such misrepresentations or violations are brought to the attention of the Livonia Housing Commission.