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CENTRAL TOWERS TENANT SELECTION POLICY

INTRODUCTION:

Central Towers is a Pre-1981 Section 8 New Construction facility.

Central Towers is a six story, 84 unit building subsidized by a HUD Section 8 HAP contract. Eligible residents of Central Towers have been subsidized under the Section 8 program since September 29, 1978. Central Towers is designated as an elderly and/or handicapped building.

Central Towers is owned by A Partnership in Housing, Inc. and managed by the staff of the Housing Authority of the County of McKean.

All residents of Central Towers, 130 Greeves Street, Kane, Pennsylvania, will be selected from the Central Towers Waiting List.

Applicants will be maintained on the Waiting List in a chronological order starting from oldest application to the most recent.

In accordance with Section 513 of the Quality Housing and Work Responsibility Act, 40% of all new eligible applicants will be housed below the 30% of the area median income at the Extremely Low Income Limits set by HUD. Meeting these goals is achieved by this Agency by our computer software. When vacancies occur, the waiting list is reviewed to determine income status of applicants. This agency periodically reviews the volume of unit turnover and applicant admissions to determine a "history" of the building occupancy. Occupancy will be maintained by filling units on a chronological order selecting eligible applicants from the waiting list whose income is at or below the extremely low-income limit to fill the first 40% of expected vacancies.

ELIGIBILITY REQUIREMENTS FOR OCCUPANCY AT CENTRAL TOWERS:

Central Towers is designated as an elderly or disabled facility. Applicants must provide proof of age and disability.

Applicants must be U. S. Citizens or Naturalized Citizens, or a noncitizen with eligible immigration status as determined by HUD. All applicants must provide evidence of citizenship or eligible immigration status. No applicant will be considered for admission without U.S. Citizenship or eligible immigration status.

All persons must provide documentation of Social Security number(s). Adequate documentation means a social security card issued by the Social Security Administration or other acceptable evidence of the social security number.

Applicants' household income must not exceed the applicable income limit for the Section 8 New Construction Program. Since Central Towers is a pre-1981 New Construction facility, low income, very low income and extremely low income qualify to live there. See attached for current income limits.

STUDENT RULE

Section 8 assistance shall not be provided to any individual who is enrolled as either a part-time or full-time student at an institution of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized educational credential unless one or more of the following exceptions exist:

- a. Is under the age of 24;
- b. Is married;
- c. Is a veteran of the United States Military;
- d. Has a dependent child;
- e. Is a person with disabilities, as such term is defined in 3(b)(3)(E) of the United States Housing Act of 1937 (42 U.S.C. 1437a(b)(3)(E)) and was not receiving section 8 assistance as of November 30, 2005.
- f. Is living with his or her parents who are receiving Section 8 assistance;
- g. Is individually eligible to receive Section 8 assistance and has parents (the parents individually or jointly) who are not income eligible to receive Section 8 assistance.

For a student to be eligible independent of his or her parents (where the income of the parents is not relevant), the student must demonstrate the absence of, or his or her independence from, parents. Management will use the following in determining a student's independence from parents: the student must meet **all (1-4 below)** of the following criteria to be eligible for Section 8 assistance. The student must:

1. Be of legal contract age under state law;
2. Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy, **or**, meet the U.S. Department of Education's definition of an independent student. In the Federal Register (Vol. 81, No. 183) published September 21, 2016, HUD reclassified the definition of independent student to include vulnerable youth and to align with the U.S. Department of Education's definition as follows:
 - a. The individual is 24 years of age or older by December 31 of the aware year;
 - b. The individual is an orphan, in foster care, or a ward of the court or was an orphan, in foster care, or a ward of the court at any time when the individual was 13 years of age or older;
 - c. The individual is, or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the individual's State of legal residence;
 - d. The individual is a veteran of the Armed Forces of the United States (as defined in subsection (c)(1) of HEA) or is currently serving on active duty in the Armed Forces for other than training purposes;
 - e. The individual is a graduate or professional student;
 - f. The individual is a married individual;
 - g. The individual has legal dependents other than a spouse;
 - h. The individual has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth (as such terms are defined in section 725 of the McKinney-Vento Homeless Assistance Act) (42 U.S.C. 11431 et seq.), or as unaccompanied, at risk of homelessness, and self-supporting by selected agencies or personal as noted in Federal Register/Vol. 81, No. 183/September 21, 2106;
 - i. The individual is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances.
3. Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations; and

4. Obtain a certification of the amount of financial assistance that will be provided by parents, signed by the individual providing the support. This certification is required even if not assistance will be provided.

In addition to move-in, management will also determine a student's eligibility for Section 8 assistance at annual recertification, initial certification and at the time of an interim recertification if one of the family composition changes reported is that a household member is enrolled as a student.

Any financial assistance a student receives (1) under the Higher Education Act of 1965, (2) from private sources, or (3) from an institution of higher education that is in excess of amounts received for tuition is included in annual income, except if the student is over the age of 23 with dependent children of it the student is living with his or her parents who are receiving Section 8 assistance.

If an ineligible student is a member of an existing household receiving Section 8 assistance, the assistance of the household will not be prorated but will be terminated.

SOCIAL SECURITY NUMBER GUIDELINES

SSN Disclosure Requirements: All household members receiving assistance or applying to receive assistance will be required to provide a Social Security Number and adequate documentation necessary to verify that number. This rule applies to all household members including live-in aides, foster children and foster adults.

Exemptions to Disclosure of Social Security Numbers:

The Social Security Number requirements do not apply to:

1. Individuals who do not contend eligible immigration status. When applicants and residents are required to declare their citizenship status, the existing regulations pertaining to proration of assistance or screening for mixed families must continue to be followed.
2. Individuals age 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010.

SSN Documentation: Adequate documentation means a Social Security card issued by the Social Security Administration (SSA) or other acceptable evidence of the SSN such as:

- Original Social Security Card
- Original document issued by a federal or state government agency which contains the name, SSN, and other identifying information of the individual
- Driver's license with SSN
- Identification card issued by a federal, State, or local agency, a medical insurance provider, or an employer or trade union
- Earnings statements on payroll stubs
- Bank Statement
- Form 1099
- Benefit award letter
- Retirement benefit letter
- Life insurance policy
- Court Records

SSN Requirements for Applicants:

For eligibility purposes, applicants do not need to provide verification of a Social Security Number for household members to be placed on the waiting list; however, applicants must provide adequate documentation to verify each Social Security Number for all non-exempt household members before they can be housed.

The applicant who has not disclosed and provided verification of SSNs for all household members must disclose and provide verification of SSNs for all household members to the owner within 90 days from the date they are first offered an available unit.

If management determines that the applicant is otherwise eligible to participate in a program, the applicant may retain its place on the waiting list for the 90 day period from the date they are first offered and available unit for but cannot become a tenant until it can provide the documentation referred to above.

After 90 days, if the applicant has been unable to supply the required SSN and verification documentation, the applicant should be determined ineligible and removed from the waiting list.

Child under age of 6 years added to “applicant” household:

If a child under the age of 6 years is added to “applicant” household within the 6-month period prior to the household’s date of admission, the applicant may become a tenant, so long as the SSN documentation required above is provided to management within 90 calendar days from the effective date of the Move-in Certification. Management will grant an extension of one additional 90-day period if they determine that, in its discretion, the applicant’s failure to comply was due to circumstances that could not reasonably have been foreseen and were outside the control of the assistance applicant. Examples include but are not limited to: delayed processing of the SSN application by the SSA, natural disaster, fire, death in family, etc. During this time period, the child is to be included as part of the household and will receive all of the benefits of the program in which the child is involved, including the dependent deduction. An interim recertification must be processed once the household discloses and provides verification of the SSN for this individual. If family fails to produce the SSN documentation within required time period assistance will be terminated as per HUD Handbook 4350.3, Rev-1, paragraph 8-13.A.6.

SSN Requirements for Tenants:

Adding new member who has an assigned SSN:

When a tenant requests to add a new household member who is at least 6 years of age, or is under the age of 6 and **has an assigned SSN**, the tenant must provide the following to management at time of the request, or at the time of processing an IR or AR of family composition that includes the new member(s):

1. Complete and accurate SSN; AND
2. Any of the SSN documentation referred to above.

Adding new member who is under the age of 6 and has not been assigned a SSN:

When a tenant requests to add a new household member who is under the age of 6 and **has not been assigned a SSN**, the tenant shall be required to provide the complete and accurate SSN assigned to each new child and the documentation referred to above within 90 calendar days of the child being added to the household. Management shall grant an extension of one additional 90-day period if, in its discretion, determines that the tenant’s failure to comply was due to circumstances that could not have reasonably been foreseen and were outside the control of the participant. During the period that management is awaiting documentation of a SSN, management shall include the child as part of the assisted household and the child shall be entitled to all the benefits of being a household member. If, upon expiration of the provided time period, the tenant fails to produce the SSN documentation, management will terminate assistance.

Assignment of new SSN:

If any member of the household has been assigned a new SSN, the tenant must submit the following to management at either the time of receipt of the new SSN; at the next interim or regularly scheduled reexamination or recertification of family composition or income, or other reexamination or recertification; or at such earlier time specified by management: complete and accurate SSN and any of the SSN documentation referred to above.

NON-DISCRIMINATION.

The Housing Authority of the County of McKean and A Partnership in Housing, Inc. will comply with all Federal, State, or local fair housing and civil rights laws and with all equal opportunity requirements in HUD administrative procedures:

- a. Owners will not discriminate based on race, color, creed, religion, sex, national origin, age, familial status, disability, perceived sexual orientation, gender identity or marital status.
- b. These requirements apply to: (1) accepting and processing applications; (2) selecting tenants from among eligible applicants on the waiting list; (3) assigning units; (4) certifying and recertifying eligibility for assistance; and (5) all other aspects of continued occupancy.
- c. Complaints alleging violations of these requirements must be referred to HUD's Regional Offices of Fair Housing and Equal Opportunity.

REASONABLE ACCOMMODATIONS:

Owners will make Reasonable Accommodations for any applicant/resident in order to provide a person with disabilities equal opportunity to use and enjoy a dwelling unit and the public and common areas.

WAITING LIST:

The Housing Authority of the County of McKean and A Partnership in Housing, Inc. will always accept applications for occupancy of Central Towers. If, at sometime in the future, the waiting list would become so extensive, both offices WOULD consider closing the waiting list for a period of time. If closing the Waiting List would ever occur, the action would be locally advertised to inform the public.

The Waiting List would remain closed until such time as the list would represent an approximate one-year wait for occupancy. At the time that the List would be opened a local advertisement would be placed which would include all language included in the Agency's HUD approved Affirmative Fair Housing Marketing Plan.

When, and if, an applicant must be by-passed in order to meet the 40% requirements, the applicant will be notified, in writing, with an explanation as why they have to be moved down the waiting list.

A formal "application" must be filled out by all applicants. These applications are available by contacting the McKean County Housing Authority office in 410 E. Water Street, Smethport, Pa., (814) 887-5563 or the Central Towers office at 130 Greeves Street, Kane, Pa. (814) 837-7393.

Requests for applications can be made by writing, phoning or stopping into either office between the hours of 8:30 a.m. to 4:30 p.m. Monday through Friday. Applications can be mailed to applicants.

The Waiting List for Central Towers will be maintained in a chronological order – with oldest application being considered first and the most recent application being considered last. If multiple applications are received on the same day, applications will be entered onto the Waiting List in alphabetical order.

Maintenance of a Waiting List: On behalf of A Partnership in Housing, Inc., the Housing Authority of the County of McKean will continually market the availability of units through various resources such as: ads in the local newspaper and radio station, providing rental information to area Senior Centers and Community Centers, and by working with area advocacy groups.

SELECTING APPLICANTS FROM THE WAITING LIST:

In filling an actual or expected vacancy, the Housing Authority will offer the available unit in the sequence of the applicants as they appear on the Waiting List until someone accepts the unit.

An applicant **can refuse a unit up to three times** before the applicant's name is moved to the bottom of the list. The only exceptions to this policy is if the applicant needs a handicapped unit and the available unit would not meet their particular needs, or if the applicant has an illness that would make it impossible

for them to move at the time of the call. In such cases, the applicant would be asked to provide proof from a professional who could verify their particular situation.

When an applicant is contacted about the availability of a unit, they are given **5 working days** to get back to the Housing Authority to accept or reject the unit.

After the applicant has accepted the unit, they are given **10 working days** to provide the necessary documentation and to sign the lease and contract documents.

If all household members have not disclosed and/or provided verification of their Social Security Numbers at the time a unit becomes available, the next eligible applicant must be offered the available unit.

ELIGIBILITY DETERMINATION:

Initial eligibility for placement on the Waiting List will be determined at the time of receipt of application. Final eligibility is left to be determined at the time that the applicant is contacted about an available unit. Eligibility is determined by the submission of information by applicants proving age, income and/or special needs.

REMAINING ON THE WAITING LIST:

If an applicant has been determined ineligible due to income, the applicant will be notified of the ineligibility at the time of filing the application. If the applicant desires to stay on an inactive Waiting List, they must request this in writing.

WHEN AN APPLICANT MAY BE REJECTED:

An applicant may be rejected if they do not pass the Screening Criteria and/or if they have failed to submit required information in a timely basis. A written notice of rejection will be sent to the applicant.

If an applicant is rejected for occupancy, they are entitled to a hearing with the Authority's Hearing Officer to discuss the rejection. Such a hearing must be requested, in writing, by the applicant within 14 days of the rejection notice.

REMOVING NAMES FROM THE WAITING LIST:

A Partnership in Housing, Inc. will document removal of name from the waiting list with the time and date of removal.

Example of applicant removal are as follows:

- The applicant no longer meets the eligibility requirements for property or program;
- The applicant fails to respond to a written notice for an eligible interview;
- The applicant is offered and rejects two units in the property;
- The applicant fails to provide SSNs for all household members;
- Mail sent to the applicant's address is returned as undeliverable; or
- The unit that is needed changes and no appropriate size unit exists in the property.

SCREENING CRITERIA:

Applicants will be screened through the Enterprise Income Verification (EIV) System's Existing Tenant Search. EIV queries both Multifamily Housing and Public Indian Housing locations to determine if any member is currently receiving rental assistance. If the applicant is determined to be residing at another subsidized property, management will discuss this with the applicant, giving the applicant an opportunity to explain any circumstances relative to his/her being assisted at another location. Management will also follow-up with the respective Public Housing Authority or Owner/Agent to confirm the individual's

program participation status before admission. If applicant meets all required eligibility requirements, management will coordinate move-out and move-in dates with the owner/agent of the property at the other assisted property.

Applicants will be screened for:

- (1) Ability to meet the requirements of tenancy, including the ability to maintain a housing unit.
- (2) Criminal history:
 - a. Applicants will be banned from housing for prior drug related evictions on other Federally assisted sites, illegal drug use, alcohol abuse or sex offender status, violent crimes or other criminal activity.

OCCUPANCY STANDARDS:

Central Towers is a building with 83 one-bedroom units and 1 two-bedroom unit. Applicants who pass screening and are qualified for housing will be considered for units based on the Occupancy Standards established in this section. Units will be occupied by families of the appropriate size.

Minimum and Maximum-Number-of-Persons-Per Unit Standard

<u>Number of Bedrooms</u>	<u>Min Persons/Unit (Largest Unit Size)</u>	<u>Max Persons/Unit (Smallest Unit Size)</u>
1 BR	1	2
2 BR	2	4

The following principles govern the size of the unit for which a family will qualify. Generally, two people are expected to share each bedroom, except that units will be assigned so that:

1. It will not be necessary for persons of different generations or opposite sex, other than partners, to occupy the same bedroom. Exceptions to the largest permissible unit size may be made in cases of reasonable accommodations for a person with disabilities.
2. No more than two persons per bedroom.
3. When a family is offered a unit, but they no longer qualify for the unit size where they were sub-listed, they will be moved to the appropriate sub-list, retaining their date and time of application.

Before offering a vacant accessible unit to an applicant without disabilities, MCHA will offer such units:

First, to a current resident of a non-accessible unit in the same development having disabilities that require the accessibility features of the vacant unit (in effect a transfer of a disabled occupant in a non-accessible unit to a vacant accessible unit). Such individuals will be tracked on the centralized transfer list.

Second, once the owner has determined that there are no current occupants on the centralized transfer list requiring the accessibility features of the available accessible unit, the available accessible unit will be assigned to the qualified applicant highest on the waiting list (as applicable), having disabilities that require the accessibility features of the vacant accessible unit.

Finally, if no current occupant or qualified applicant requiring the accessibility features of the available accessible unit is found, the owner may offer the unit to a non-disabled applicant at the top of the waiting list. When offering an accessible unit to a non-disabled applicant, the owner will require that the applicant sign the transfer policy stating that the applicant will move to an available non-accessible unit if an individual requiring the accessibility features of the accessible unit is found; the unit will be appropriately sized.

UNIT TRANSFER:

The Transfer Policy applies to transfers at Central Towers. It describes HUD regulations and policies related to transfers in four parts:

I. Emergency Transfers

The emergency transfer is one that requires immediate action.

- a. The following is considered an emergency circumstance warranting an immediate transfer of the tenant or family:
 - i. Maintenance conditions in the resident's unit, building or at the site that pose an immediate, verifiable threat to the life, health or safety of the resident or family members that cannot be repaired or abated within 24 hours.
 - ii. If a unit is damaged to the extent that conditions are created which are hazardous to life, health or safety of the occupants.
- b. If the transfer is necessary because of maintenance conditions or damage, and an appropriate unit is not immediately available, temporary accommodations will be provided to the tenant by arranging for temporary lodging at a hotel or similar location. If the conditions that required the transfer cannot be repaired, or the condition cannot be repaired in a reasonable amount of time, the resident will transfer to the first available and appropriate unit after the temporary relocation.
- c. The owner will bear the reasonable costs of temporarily accommodating the tenant due to emergency conditions.
- d. **Emergency transfers are mandatory for the tenant.**

II. Required Transfers

The types of transfers that may be required, include, but are not limited to, transfers to comply with occupancy standards, transfers for demolition, disposition, revitalization, or rehabilitation, and emergency transfers.

a. Occupancy Standards Transfers

The PHA will transfer a family when the family size has changed and the family is now too large (overcrowded) or too small (over-housed) for the unit occupied.

- i. The tenant will be required to bear the cost of occupancy standard transfers.

b. Demolition, Disposition, Revitalization, or Rehabilitation Transfers

The owner will relocate a family when the unit or site in which the family lives is undergoing major rehabilitation that requires the unit to be vacant, or the unit is being disposed of or demolished.

- d. **Transfers required by the PHA and/or owner are mandatory for the tenant.**

III. Transfers Requested by Tenants

The types of requests for transfers that the PHA will consider are limited to requests for transfer:

- a. to alleviate a serious or life threatening medical condition,
- b. transfers due to threat of physical harm or criminal activity,
- c. reasonable accommodation,
- d. for a medical reason certified by a doctor,
- e. transfers to a different unit size as long as the family qualifies for the unit

according to the occupancy standards, and

- f. **Transfers requested by the tenant are considered optional for the tenant.**

IV. Eligibility for Transfer

Except where reasonable accommodation is being requested, the PHA will only consider transfer request from residents that meet the following requirements:

- a. Have not engaged in criminal activity that threatens the health and safety of residents and staff
- b. Must have resided within the development for 1 year and is a tenant in good standing
- c. Owe no back rent or other charges, or have a pattern of late payment
- d. Have no housekeeping lease violations or history of damaging property
- e. Exceptions to the good record requirement may be made when it is to the PHA's advantage to make the transfer.
- f. If a family requested to be placed on the waiting list for a unit size smaller than designated by the occupancy guidelines, the family will not be eligible to transfer to a larger size unit for a period of two years from the date of admission, unless they have a change in family size or composition, or it is needed as a reasonable accommodation.

V. Security Deposits

- a. When a family transfers from one unit to another, the PHA will transfer the security deposit to the new unit. The tenant will be billed for any maintenance or other charges due for the "old" unit. All balances must be paid in full by December 31st.
- b. The resident will bear all of the costs of transfer s/he requests.

VI. Handling of Requests

Residents requesting a transfer will be required to submit a request in writing.

- a. The PHA will respond by approving the transfer and putting the family on the transfer lists, by denying the transfer, or by requiring more information or documentation from the family.
- b. If the family does not meet the "good record" requirements, the manager will address the problem and, until resolved, the request for transfer will be denied.
- c. The PHA will respond within ten (10) business days of the submission of the family's request.
- d. If the PHA denies the request for transfer, the family will be informed of its grievance rights.

VII. Transfer Processing

The PHA will maintain a centralized transfer list to ensure that transfers are processed in the correct order and that procedures are uniform across all properties.

- a. Transfers will be processed in the following order:
 - i. Emergency Transfer
 - ii. High-priority transfers
 - iii. Demolition, renovation, etc.
 - iv. Occupancy Standards
 - v. Other PHA required transfers
 - vi. Other tenant requested transfers
- b. Within each category, transfer will be processed in order of the date a family was placed on the transfer list, starting with the earliest date.
- c. Transfers will take precedence over waiting list admissions.

VIII. Transfer Offer Policy

- a. When the transfer is required by the PHA, refusal of that offer without good cause will result in lease termination.
- b. When the transfer has been requested by the resident, refusal of that offer without good cause will result in the removal of the household from the transfer list and the family must wait six months to reapply for another transfer.
 - i. The PHA will require documentation of good cause for unit refusals.

DRUG FREE HOUSING:

Central Towers is a drug free housing facility. Criminal checks will be conducted on all applicants which includes clearance through local, state and federal authorities. No applicant with a drug or alcohol conviction in the past five years will be admitted.

All applicants are informed of this drug free housing status when they apply for occupancy.

Screening for Drug Abuse and Other Criminal Activity:

Applicants will be denied admission if:

- a. Any household containing a member(s) who was evicted in the last three years from federally assisted housing for drug-related criminal activity. There are two exceptions to this provision:
 - (1) The evicted household member has successfully completed an approved, supervised drug rehabilitation program; or
 - (2) The circumstances leading to the eviction no longer exist (e.g. the household member no longer resides with the applicant household).
- b. A household in which any member is currently engaged in illegal use of drugs or for which the owner has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents.
- c. Any household member who is subject to a state sex offender lifetime registration requirement; and
- d. Any household member if there is reasonable cause to believe that member's behavior, from abuse or pattern of abuse of alcohol may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.

IN ADDITION TO THE ABOVE LISTING, DENIAL OF ADMISSION WILL OCCUR UNDER THE FOLLOWING CIRCUMSTANCES:

- a. Violent criminal activity.
- b. Other criminal activity that threatens the health, safety, and right to peaceful enjoyment of the property by other residents or the health and safety of the owner, employees, contractors, sub-contractors, or agents of the owner.

SCREENING WILL ALSO INCLUDE:

- a. Reconsideration of previously denied applicants. This owner may reconsider the application of a previously denied applicant if the owner has sufficient evidence that the members of the household are not and have not engaged in criminal activity for a period of five years.

- b. Consideration of the circumstances relevant to a particular case:
 - 1. The seriousness of the offense;
 - 2. The effect denying tenancy would have on the community or on the failure of the responsible entity to take action;
 - 3. The degree of participation in the offending activity by the household member;
 - 4. The effect denying tenancy would have on nonoffending household members;
 - 5. The demand for assisted housing by persons who will adhere to lease responsibilities;
 - 6. The extent to which the applicant household has taken responsibility and takes all reasonable steps to prevent or mitigate the offending action; and
 - 7. The effect of the offending action on the program's integrity.

VAWA PROTECTIONS:

- 1. The Owner may not consider incidents of domestic violence, dating violence, sexual assault, or stalking as serious or repeated violations of the lease or other "good cause" for termination of assistance, tenancy or occupancy rights of the victim of abuse.
- 2. The Owner may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse.
- 3. The Owner may request in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse and that Form **HUD-5382 "Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking"**, or other Alternative Documentation be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.