



## SACRED HEART VILLAGE INC.

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920 North Monroe Street•Wilmington, Delaware 19801-1337•phone (302) 654-5407  
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### TENANT SELECTION PLAN

In accordance with Section 4-7, pages 4-14 through 4-21, HUD Handbook 4350.3, Rev 1, change 2 the following tenant selection criteria must be applied uniformly to all applicants for residency to Sacred Heart Village.

1. Eligibility for Tenancy – Applicants must be able to demonstrate that they have celebrated their 62<sup>nd</sup> birthday. In the case of families, husband or wife, one person must have celebrated his or her 62<sup>nd</sup> birthday. In addition, the tenant(s) must meet HUD income eligibility requirements, which are available from the office.
2. Timely Payment History – Applicants must be able to demonstrate the ability to pay rent on time.
3. Comments from References, including Former Landlords – Comments on the following areas from references and former landlords returned on the reference request letter may be considered.
  - A. Past rental history, including nonpayment of rent;
  - B. Violations of lease;
  - C. History of disruptive behavior;
  - D. Poor housekeeping habits;
  - E. Previous evictions;
  - F. Convictions involving the illegal manufacture, distribution or use of a controlled substance.





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4. Credit History and Public Records Check – A credit check and public records check will be used to validate information provided by the applicant and references provided by the applicant.
5. Criminal Background Check – Anyone with a history of violence or drug use or sales will be denied.
6. Sex Offender Registration – Anyone who is subject to a state sex offender lifetime registration requirement will be denied.
7. Home Visit – The management reserves the right to conduct a home visit especially with those living within a 50 mile radius.
8. An applicant who refuses to accept an available apartment after the 3<sup>rd</sup> refusal will be removed from the waiting list.
9. Any pre-applicant who has not completed a formal application cannot be considered for residency.
10. A pre-applicant who has failed to complete the application process in a timely manner will be removed from the waiting list. Pre-applicants will be given three opportunities to complete the process and upon the third failure to complete the application process will be removed from the waiting list.
11. After an applicant has been informed of the availability of an apartment, she/he must inform management of acceptance within a reasonable period of time of not more than 3 days.
12. Once an apartment has been vacated, an applicant must sign a lease and assume residency within 21 days.

