

300 North Resident Selection Criteria

Effective August 1, 2018

Humphrey Management, managing agent for this community, has established the following Resident Selection Criteria to explain the requirements and policies used to process and select applications for residency. Everyone who applies will have their application evaluated in a fair, equal, and consistent manner that complies with federal, state, and local fair housing requirements.

These criteria were implemented with the goal to improve housing opportunities by ensuring that quality housing is available to qualified families; and create a welcoming, thriving community through effective resident selection.

General Community Information

This is a family community consisting of 80 studio, one, two and three bedroom apartments, serving qualified market rate and low income households.

Affordability

In order to ensure residents are not financially overburdened, applicants must meet minimum affordability standards. Applicant households must provide proof of monthly gross income that is at least 2.5 times the monthly rent of the apartment home.

If the above standard is not met, management will consider applicants who provide verification of monthly gross income that is between 2.49 and 2 times the monthly rent. Such applicants must, either:

- (1) Provide proof of available assets equal to or greater than 12 months rent; or
- (2) Obtain a co-signer. The co-signer must meet the credit history criteria stated below, and have verifiable income that is at least 5 times the monthly rent of the apartment home. The co-signer can be released from this obligation if at any lease renewal period the resident(s) can show that they have no late rent payments and they qualify at the affordability standards in effect at the time of the request.

This requirement does not apply to applicants receiving an acceptable form of rental assistance, in which management has a contractual relationship with the rental assistance provider.

This affordability requirement does not apply to applicants receiving an acceptable form of rental assistance, in which the landlord has a contractual relationship with the rental assistance provider.

Vouchers

Housing Choice Vouchers or other types of rental assistance are accepted. No applicant will be denied solely on the basis that they receive rental assistance. All applicants, including those receiving rental assistance, must meet all eligibility standards outlined in this Resident Selection Criteria.

Humphrey Management reserves the right to verify participation in the rental assistance program as part of the eligibility process. The payment standard of the rental assistance must meet or exceed the current contract rent of the apartment for which the applicant is applying.

Tax Credit Program

72 of the units in this community are governed by the Low Income Housing Tax Credit Program requirements.

These 72 apartments are not market-rate or conventional housing. Rents are restricted to be affordable for households whose income is below 60% of area median income. As part of the move-in certification process applicants will be asked to disclose, provide verification of, and certify personal information regarding income,



assets, household composition, custody of minors and student status to determine program eligibility. Once a year residents must meet with management to complete the annual recertification process, and will be required to disclose personal information in a manner similar to the move-in process.

This program is not a subsidized housing program. Each Resident is responsible for the full amount of rent each month. The rental amount is **not** based on your individual household income, rather the pre-set income limits in the area.

Program Eligibility: Tax Credit

The following requirements must be met in order for an applicant household to be eligible for admission to the Tax Credit program.

Income Requirement

Occupancy is limited to households with income at or below 60% of published area median income (AMI) when they move into the community.

This community is dedicated to housing families at affordable rates and various income levels. This community is targeting:

- 8 households at or below 30% AMI as adjusted for family size
 - 4 apartments will be reserved for 811 households at this income level.
- 13 households at or below 40% AMI as adjusted for family size
 - 4 apartments will be reserved for 811 households at this income level.
- 26 households at or below 50% AMI as adjusted for family size
 - 4 apartments will be reserved for 811 households at this income level.

If no units are available in the applicant's income level, they will be placed on a waitlist until such time that a unit that meets the applicant's income becomes available.

In determining the appropriate income limits based on household size management shall count all persons living in the unit except for live-in aides and guests, and shall count the following individuals who are not living in the unit: (a) children who are temporarily in a foster home who will return to the household; (b) children in joint custody arrangements who are present in the household 50% or more of the time; (c) children who are away at school, but who live with the family during school recesses; (d) unborn children of pregnant women; (e) children in the process of being adopted by an adult household member; (f) temporarily absent family members who are still considered household members; (g) family members in the hospital or rehabilitation facility for periods of limited or fixed duration; and (h) persons permanently confined to a hospital or nursing home*.

*An individual permanently confined to a nursing home or hospital may not be named as the household head, spouse, or co-head but may continue as a household member at the family's discretion. The family's decision on whether or not to include the permanently confined family member as a household member determines if that person's income will be counted.

- *Include* the individual as a household member and the income and allowable deductions related to the medical care of the permanently confined individual are counted; or
- *Exclude* the individual as a household member and the income and allowances based on the medical care of the permanently confined individual are not counted.

Student Eligibility Requirement

Households made up entirely of full-time students are not eligible to live in units receiving tax credits. However, there are five exceptions to the full-time student restriction.

There is no grandfathering of eligibility because the resident was not a student when they moved in and later became one. For this reason, resident student status must be re-verified at annual certifications to confirm continuing eligibility of the household.

Who is considered a full-time student:

A full time student is defined as any individual who (1) has been or will be a full-time student during each of five calendar months during the current or upcoming calendar year, (2) at a regular educational institution with regular facilities, and (3) who also meets all the institution's requirements for full-time student status.

- Students enrolled in on-the-job training courses or pursuing their GED are **not** considered full-time students for the purpose of eligibility.
- Students attending public or private elementary, middle, or high schools **are** considered full-time students.
- Students attending public or private colleges, universities, technical, trade or mechanical schools, night school or online school **are** considered full-time students **if** the school defines them as full-time students **and** they will be attending five (5) months out of the current or upcoming calendar year (months need not be full or consecutive).

Applicants are considered full-time students if the person had been a full-time student for 5 months of the calendar year, even if they had graduated prior to applying for an apartment.

What are the exceptions to the full-time student restriction:

Full-time student households that are income eligible and satisfy one or more of the following conditions can be considered eligible residents:

- All adult household members are:
 - 1) Single parents and neither they nor their children are listed as dependents on the tax returns of another individual, except the child(ren) may be claimed by the absent parent; or
 - 2) Married and eligible to file a joint tax return; or
- At least one member of the household:
 - 3) Receives TANF/TCA benefits or other assistance under Title IV of the Social Security Act; or
 - 4) Was previously in foster care, such as Child Welfare Services, or a state foster care or state transitional independent living program; or
 - 5) Is enrolled in a job training program receiving assistance under the Job Training Partnership Act, or similar federal, state or local laws, and effective for households

Referrals

This community contains twelve (12) 811 PRA Demo units. Applicants for these units will be referred by 811 waitlist administrators.

Occupancy Standards

These occupancy standards shall be used in determining the appropriate unit size at move-in and shall apply during a resident's tenancy in determining unit transfers:

Number of Bedrooms	Number of Occupants	
	Minimum	Maximum
Studio	1	2
1	1	3
2	1	5
3	1	7

Application Process

Applicants must be at least 18 years old or be an emancipated minor to submit an application. Applicant households must submit a single application executed by all of the adults or emancipated minors in the household. Emancipated minors are considered adults in the application of our policies and procedures. All adult applicants, including those wanting to be added to existing households, are required to complete an application packet and consent to the release of information necessary to verify all income, assets, household characteristics and circumstances that affect eligibility. This information will be verified by management in compliance with the Low-Income Housing Tax Credit Program and regulations contained in the HUD Handbook 4350.3 for those households applying to an affordable program.

Required Documentation

This documentation is not required to submit an application, however must be submitted before the applicant household can move into a unit. Management will not accept photocopies, or documents that appear fraudulent or altered. This documentation must be the original, which management will photocopy. Management will store the copies in the applicant's file.

For Certification Purposes

- Evidence of income from all sources: wages, social security, disability, workers compensation, unemployment, pensions, etc.
- Evidence of all assets: bank statements, real estate tax assessment notices, etc.
- Any other verifications supporting any and all information provided by the family

For Identification Purposes

- Disclosure of Social Security Numbers for all adult household members.
 - If no social security number (SSN) has been assigned to a particular family member, the applicant must submit any of the following documents:
 - Individual Taxpayer Identification Number (ITIN)
 - Form I-151/I-551: Alien Registration Card (Green Card)
 - Form I-688: Temporary Resident Card
 - Form I-688B: Employment Authorization Card

Management is requesting these documents for the purpose of running Credit & Criminal screenings.

- Driver's License or other forms of Photo ID for all adult household members.
- Birth Certificates or Passports for all minor household members.
 - If the household is unable to provide birth certificates or passports, management will accept any other US, state, local or foreign government issued identification documentation as deemed acceptable by management

Waiting List Procedures

The waiting list shall remain open at all times.

Waiting List Priorities:

1. Eligible residents residing in the community who are either over or under housed receive priority over new applicants.
2. If a handicapped accessible unit is available then an eligible household that needs the features of that unit will receive priority over all other applicants; regardless of position on the waiting list.
3. According to the date and time received.

Disability & Reasonable Accommodations

Management will seek to identify and eliminate situations or procedures that create a barrier to equal housing opportunities for all. In accordance with Section 504, management will make reasonable accommodations for individuals with disabilities (applicants or residents). Such accommodations may include a change in the method of administering policies, procedures, or services.

In addition, management may perform modifications to the dwelling or common areas where such modifications would be necessary to afford full access to the housing program for qualified individuals with disabilities.

A person with a disability may request a reasonable accommodation at any time during the application process or residency in writing, orally, or by any other equally effective means of communication. Requests for accommodations should be submitted to the Community Manager at 300 N. Warwick, Baltimore, MD 21223.

Upon receipt, management shall review the request, and if necessary, shall require the resident to execute the Verification of Need for Reasonable Accommodation/Modification form, and provide additional documentation or meet with management to discuss the request. Provided that resident has submitted all necessary documentation and complied with management requests, a final written determination shall be issued within thirty (30) days after receipt of the resident's initial request.

If an individual with a disability requires an accommodation or modification, Management will honor the request unless doing so would result in:

- (a) A violation of State and/or federal law;
- (b) A fundamental alteration in the nature of the program;
- (c) An undue financial and administrative burden on the Owner or Management Agent;
- (d) A structurally infeasible alteration; or
- (e) An alteration requiring the removal or alteration of a load-bearing structural member.

In such a cases, Management will offer other suggestions that would not result in the circumstances described above.

Accessible Units

This community has four physically accessible units and two hearing/sight accessible units set aside for persons who need the accessibility features of the units.

When an accessible unit is available eligible households that need the accessibility features of that unit will receive priority over other applicants, regardless of position on the waitlist. Accessible units will be offered in the following order of priority:

1. Existing residents currently residing in a non-accessible unit, who require the features of the accessible unit;
2. The next qualified applicant who needs the features of the accessible unit;
3. Household's that do not need the features of the accessible unit at Management's discretion, when there are no existing residents or applicants requiring the features of the accessible unit.

Management will offer households who apply for an accessible unit a standard unit if an accessible unit is not available when they reach the top of the waitlist. The household will be given the opportunity to decide whether the standard unit meets their needs. The applicant may decide to accept a standard unit and request modification to the unit as a reasonable accommodation.

Management shall require a resident to transfer when the unit is equipped with accessibility features that the occupying household does not need, and a resident or applicant has been identified who does need the accessibility features of the unit.

Unit Transfers

Unit transfers are available to residents in good standing based on availability. Transfers will be granted with priority given to existing residents within the community. Residents requesting a transfer will submit a written request to the leasing office and pay a transfer fee (if applicable). Management will maintain a transfer list. Outside applicants will have to remain on the waiting list until the appropriate size unit becomes available and there are no in-house residents waiting to transfer to that size unit.

Applicant Screening Criteria

Disclosure & Verification Criteria

As part of the screening process, any answers or documentation provided by an applicant as part of the application are subject to verification. Failure to disclose any information and/or answer all questions in the application or attachments to the application, fully and truthfully, may constitute grounds for denial or rejection of the application.

All income must be verifiable independent of the applicant. Self-employed applicants must provide acceptable proof of income (e.g. income tax returns or accountant letter). Income from assets will be calculated and used in the overall household income determination.

Credit History Criteria

Third party screening for credit and rental history will be done for all adult household members. All adult household members will be required to meet the credit standards established at the community. Any household that does not meet the rental scoring system used by a third-party screening company will be declined.

All applications will be evaluated on a rental scoring which is based on both real and statistical data. This data includes, but is not limited to: (1) Payment history; (2) Quantity and type of credit accounts (Credit cards, car loans, mortgages, etc.); (3) Outstanding debt; (4) Collection records; (5) Public records (Civil judgments, bankruptcies, evictions, etc.); (6) New credit inquiries within the last two (2) years; (7) Medical collections are excluded and will not decrease your rental scoring.

Money due to any previous landlord will result in an automatic rejection of the application regardless of any other criteria.

The rental scoring determination is as follows:

- 533 and above Accept
- 532 and below Decline- See the Section on Rejections of Applicant(s) for the Appeal Procedure
- No credit or not enough credit to generate a score will receive a recommendation of Refer from the third-party screening company. This rating requires Regional Manager approval.

Residential History Criteria

An application will be rejected for one (1) of the following reported on any adult applicant:

1. One (1) eviction from a previous housing unit within the last three (3) years.
2. Three (3) or more late payments of rent within the last six (6) month period.
3. Landlord references are verified for the previous 3 years (36 months). If any Landlord reference is returned to us wherein the previous landlord has signed that the applicant exhibited the following behavior:
 - a. Housekeeping issues
 - b. Records of disturbance of neighbors, destruction of property or other disruptive or dangerous behavior - includes behavior or conduct which adversely affects the safety or welfare of other persons by physical violence, gross negligence or irresponsibility which damages the equipment or premises in which the family resides which is disturbing or dangerous to neighbors or disrupts family and community life.

- c. Non-compliance with Lease Agreements - includes but not limited to evidence of any failure to comply with the terms of lease agreements on prior residences, such as providing shelter to unauthorized persons, failure to comply with recertification process, keeping of pets or other acts in violation of rules and regulations, painting or decorating without permission of owner, etc.
4. Consideration will be given to the applicant if it is proved (documentation may be required) that the aforementioned rental history was beyond the control of the applicant. Examples would be: reduction in labor force, illness, extremely high medical bills, divorce, etc.

Criminal History Criteria

Every adult applicant is required to sign a consent form allowing all relevant criminal information to be released. Applications will be rejected for any history found that could affect the health or safety of any resident or if any of the following are reported:

1. Any household member(s) is subject to a state sex offender lifetime registration requirement (if allowable by state).
2. Any household member(s) has been convicted of any violent criminal activity.
3. Any household member(s) has one conviction of a felony or misdemeanor against persons that has occurred in the past 7 years or in which the scheduled end of sentence occurred within the past 7 years.
4. Destruction of property or any other offenses that pose a threat to the well-being and safety of our residents, employees, or community.

VAWA Protections: Victims of Domestic Violence, Dating Violence, Stalking or Sexual Assault

The Violence Against Women Act (VAWA) provides that criminal activity directly relating to domestic violence, dating violence, stalking or sexual assault engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for being denied housing, termination of assistance, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or the threatened victim of that abuse. VAWA also provides that an incident(s) of actual or threatened domestic violence dating violence, stalking, or sexual assault will not be construed as serious or repeated violations of the lease by the victim (or threatened victim) and will not be "good cause" for the termination of the assistance, tenancy, or occupancy rights of a victim of such violence.

Management utilizes form HUD-5382 to certify that a person is a victim of domestic violence, dating violence, stalking or sexual assault. In lieu of a certification, a tenant may provide: A federal, State, tribal territorial, or local police record or court record; Documentation signed and attested to by an employee, agent or volunteer of a victim service provider, an attorney or a medical professional, from which the victim has sought assistance in addressing domestic violence, dating violence, stalking, sexual assault or the effects of abuse.

Management is mindful that the delivery of the certification form to the tenant in response to an incident via mail may place the victim at risk. Therefore, management may require that the tenant come into the office to pick up the certification form and will work with tenants to make delivery arrangements that do not place the tenant at risk.

If an individual does not provide the form HUD-5382 or the information that may be provided in lieu of the certification by the 14th business day (or any approved extension), none of the VAWA protections afforded to the victim of domestic violence, dating violence, stalking or sexual assault will apply. However, in certain circumstances, at the discretion of Management, assistance may be provided to an individual based solely upon the individual's statement or other corroborating evidence.

NOTE: Any household containing a member with a demonstrated history of committing domestic violence, dating violence, stalking and/or sexual assault must exclude that member from the household to be considered for residency.

Rejection of Applicants

If an applicant disputes the accuracy of any information provided to the leasing office by a screening service or credit reporting agency, the applicant may contact the screening company that supplied the information within 60 days of the denial to obtain a copy of the screening results. The name and address of the screening company and a reference number will be provided in the denial letter. Applicants who are denied must wait 90 days before reapplying at the community. No apartments will be held during the appeal process with a screening company or credit reporting agency. If the screening company or credit reporting agency determines the denial was incorrect due to missing or incorrect information, the 90 day waiting period will be waived.

If the applicant disputes the denial of an application due to income qualifications, they may submit an appeal. This appeal must be submitted in writing within 10 days of notice that the application has been declined to the Director of Compliance for Humphrey Management. Contact information and instructions for how to submit appeals will be contained in the denial letter.

A decision will be returned in writing within 30 days of receipt of the Appeal.

I have received a copy of the Resident Selection Criteria for 300 North:

_____ Head of Household's Signature	_____ Date	_____ Other Adult Member's Signature	_____ Date
_____ Other Adult Member's Signature	_____ Date	_____ Other Adult Member's Signature	_____ Date



This community and its Owner Agent does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its federally assisted programs and activities.

**We do business in accordance with the Federal Fair Housing Law
(Fair Housing Amendments Act of 1988)**



Pre-Screening Application for Housing

300 North | 300 N. Warwick Ave. Baltimore, MD 21223

410.630.0068 | 300North@hrehllc.com

Please complete one application per household

OFFICE USE ONLY, DATE & TIME RECEIVED:

HHID:

Initials:

Payment Received:

When would you like to move in? _____

How did you hear about us? _____

Unit Size Requested: ☐ Studio ☐ 1 BR ☐ 2 BR ☐ 3 BR ☐ Accessible Unit

Type of Unit Requested: ☐ Tax Credit (Available in all unit sizes) ☐ Market Rate (1 BR only)

Contact Information

Primary Mailing Address:

Primary Email Address

Street Address

Apt #

Primary Phone Number

Cell Home Work

Circle One

City

State

Zip

Secondary Phone Number

Cell Home Work

Circle One

Household Composition

Please refer to the Program Eligibility Income Requirement section of the Resident Selection Criteria and list all persons who will live in the unit, and those who will be counted for determining income limits who are not living in the unit.

Name	Relationship to Head	Birth Date MM/DD/YYYY	Age	Social Security number	Gross Annual Income from All Sources
	Head of Household				

Current Gross Annual Household Income: \$

Does anyone in the household need any specific features or unit designs such as wheelchair accessibility, visual aids (Braille) or Apparatus for hearing assistance?

☐ Yes ☐ No

If yes, describe:

Would any household members benefit from or require a reasonable accommodation or modification?

☐ Yes ☐ No

If yes, describe:

Residential History

A verification of residency must be available for all addresses lived in by all adult applicants for 36 months prior to the application date. Please use the additional address spaces to provide information on previous addresses within the past 36 months or for separate addresses of other adults.

Current Address

Who resided at this address:

Name of Housing Complex or Specify if Privately Owned/Rented:

Month/Year Tenancy Began:

Street Address:

Apt #:

Landlord's Name:

City:

State:

Zip:

Landlord's Phone & Fax # or Email:

Additional Address

Who resided at this address:

Name of Housing Complex or Specify if Privately Owned/Rented:

Month/Year Tenancy Began:

Month/Year Tenancy Ended:

Street Address:

Apt #:

Landlord's Name:

City:

State:

Zip:

Landlord's Phone & Fax Number:

Additional Address

Who resided at this address:

Name of Housing Complex or Specify if Privately Owned/Rented:

Month/Year Tenancy Began:

Month/Year Tenancy Ended:

Street Address:

Apt #:

Landlord's Name:

City:

State:

Zip:

Landlord's Phone & Fax Number:

Additional Address

Who resided at this address:

Name of Housing Complex or Specify if Privately Owned/Rented:

Month/Year Tenancy Began:

Month/Year Tenancy Ended:

Street Address:

Apt #:

Landlord's Name:

City:

State:

Zip:

Landlord's Phone & Fax Number:

Miscellaneous

Are any members of the household subject to a Lifetime Sex Offender Registration in any state?

☐ Yes

☐ No

Please list all states where any members of the household have resided:

Prospective Resident Consumer Report Authorization

I hereby affirm that my answers on this application to lease are true and correct and that I have not knowingly withheld any fact or circumstance, which would, if disclosed, affect my application unfavorably. I authorize you to secure from **TransUnion**, a consumer reporting agency, an investigative consumer report. This report may contain, but would not be limited to a consumer credit report, a criminal history records investigation, and verification of my residences, employments and income.

I authorize **TransUnion** to verify any and all information contained in this application and to inquire into my character, general reputation, personal characteristics and mode of living, and I release all concerned from liability, in right, under the federal Fair Credit Reporting Act (FCRA), Section 606(B) to make written request of you and **TransUnion**, within a reasonable time, for a complete and accurate receipt of the summary of consumer rights required by Section 609 of the FCRA, entitled, A Summary of Your Rights Under the Fair Credit Reporting Act.

Certification

Certification by Applicant(s): I/we understand I/we must pay a security deposit for this apartment prior to occupancy. I/we certify that the housing I/we will occupy is/will be my/our permanent residence.

I/we understand that eligibility for housing will be based on the funding program and housing agency's eligibility criteria and this community's resident selection criteria. I/we understand that this application in no way ensures occupancy and that my/our application can be rejected based on the applicant screening criteria listed in the Resident Selection Criteria.

I/We have understood and answered all questions on this rental application. I/We certify that all answers are true to the best of My/Our knowledge and that any misrepresentations of information or any omission of any significant information or false statements are punishable under Federal Law and could be grounds for cancellation of this application or termination of residency after occupancy.

Head of Household's Signature

Date

Other Adult Member's Signature

Date

Spouse or Co-head's Signature

Date

Other Adult Member's Signature

Date

Other Adult Member's Signature

Date

Other Adult Member's Signature

Date



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**Race and Ethnic Data
Reporting Form**U.S. Department of Housing
and Urban Development
Office of Housing

OMB Approval No. 2502-0204

300 North <i>Name of Property</i>	NA <i>Project No.</i>	300 N. Warwick Ave. Baltimore, MD 21223 <i>Address of Property</i>
300 N. Warwick LLP <i>Name of Owner/Managing Agent</i>	Low Income Housing Tax Credit <i>Type of Assistance or Program Title</i>	
<i>Name of Head of Household</i>		<i>Name of Household Member</i>

Ethnic Categories*	Select One
Hispanic or Latino	
Not-Hispanic or Latino	
Racial Categories*	Select All that Apply
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	

Definitions of these categories may be found on the reverse side.*There is no penalty for persons who do not complete the form.**☐ Check this box if you choose not to provide the requested information._____
Signature_____
Date

Public reporting burden for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. Owners/agents must offer the opportunity to the head and co-head of each household to "self certify" during the application interview or lease signing. In-place tenants must complete the format as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. Once system development funds are provided and the appropriate system upgrades have been implemented, owners/agents will be required to report the race and ethnicity data electronically to the TRACS (Tenant Rental Assistance Certification System). This information is considered non-sensitive and does not require any special protection.

Instructions for the Race and Ethnic Data Reporting (Form HUD-27061-H)

A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

1. The two ethnic categories you should choose from are defined below. You should check one of the two categories.

1. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
2. **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. The five racial categories to choose from are defined below: You should check as many as apply to you.

1. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
3. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.