

## **Sample Tenant Selection Plan Amendment for a Homeless Admissions Preference**

### **HOMELESS ADMISSIONS PREFERENCE**

[Name of owner/site] is adding a homeless admissions preference to all of its HUD-assisted housing in accordance with Housing Notice 2013-21, "Implementation and Approval of Owner-Adopted Admissions Preferences for Individuals or Families Experiencing Homelessness." This amendment establishes an admissions preference for individuals and/or families who meet [insert source of definition, e.g., HUD's definition of homeless as provided in HUD regulations at 24 CFR Part 578 or Owner-Adopted definition of homelessness]:

*[insert Homeless Definition here]*

This admissions preference will include the following:

1. It will be effective [insert date] and/or when approved by HUD.
2. The current waiting list for each property will be maintained consistent with HUD Handbook 4350.3 "Occupancy Requirements of Subsidized Multifamily Housing Programs" guidelines and the property's Affirmative Fair Housing Marketing Plan (AFHMP).
3. Current persons on the waiting list will be notified of the new admissions preference and will be instructed on the necessary procedure to qualify. They will be granted a first right to an available unit under the preference should they meet the above definition of homeless. Notice to persons on the waiting list will be done by mail thirty (30) days prior to adoption of the preference.
4. Upon unit turnover, one in every [insert #] vacancies will be offered to a person who meets the criteria of the admissions preference and who is on the existing waiting list or who is referred to the respective property by an organization that refers people transitioning out of a shelter or temporary housing program.

*OR*

Upon unit turnover, [insert #] vacancies will be offered to a person/household who meets the criteria of the admissions preference and who is on the existing waiting list or who is referred to the respective property by an organization that refers people transitioning out of a shelter or temporary housing program. These vacancies will be filled sequentially.

5. Referrals for available units will be accepted from [insert organization names; owner/management choice], pursuant to paragraph V (d) of Housing Notice 2013-21. All applicants must comply with current admissions requirements at the specific property, including income, age, and criminal/credit screening criteria. Applicants who are denied will be provided with the basis of the denial in writing and notified of their right to request a meeting to dispute the rejection.
6. This preference can be amended as needed and/or removed with proper notification of such to all affected parties, including written notification to HUD.