

Have Site Managers Get Main Office Approval of Tax Credit Move-Ins

Here's a model procedure you can use to ensure that your site managers send application files to the main office staff or headquarters for approval. The procedure requires site managers to send completed applications to a property manager or other district office official for final approval.

POLICY & PROCEDURE FOR TAX CREDIT SITE RENTAL APPLICATIONS

Errors in rental application processing for tax credit sites may lead not only to loss of tax credits for the owners, they can also lead to loss of our management contract. To reduce the risk that an ineligible applicant will be approved and moved into a tax credit unit, jeopardizing the owner's investment, *[insert name of management company]* is instituting the following policy and procedure:

POLICY

All applications for housing in a tax credit site, whether for market-rate or tax credit units, must be approved before move-in by the main office. This policy shall apply to all site employees who handle applications. If any site employee moves a resident into a tax credit site without the prior written approval of the appropriate person or persons described in this policy, that action shall be grounds for immediate termination of employment.

PROCEDURE

- 1. Perform initial review.** Review all tax credit housing applications for eligibility, as discussed in *[insert section of company policy manual covering program eligibility]*.
- 2. Send application and supporting documents to main office.** After determining that an applicant appears eligible under the resident selection criteria and credit and occupancy standards, and a suitable unit is available, send the following documents to the main office for prior approval:
 - ❖ Completed application;
 - ❖ All signed verification forms;
 - ❖ Any necessary referrals (e.g., from prior landlord);
 - ❖ Criminal background check;
 - ❖ Credit report; and
 - ❖ Information on prior evictions.

These materials should be addressed to the *[insert title, e.g. tax credit officer, occupancy specialist, property supervisor]*. Note that the dates of verifications must be within 90 days of the proposed move-in date. If the verifications are no longer current, update them before sending the material to the main office.

- 3. Wait for district main office approval.** Within *[insert amount of time, e.g., 24 hours]*, the *[insert title, e.g. tax credit officer, occupancy specialist, property supervisor]* will approve or deny the application in writing. Again, do not lease units to any applicants for housing in a tax credit site without this approval.
- 4. Follow appropriate acceptance or rejection procedures.** If the main office approves the application, then follow normal move-in procedures as described in *[insert section of company manual covering acceptance procedures]*. If the home office rejects the application, follow the appropriate rejection procedures as described in *[insert section of company manual covering rejection procedures]*.