INTRODUCTION

Phase I is a development consisting of 140 one-four bedroom apartments. The Apartments are located in scattered-site buildings and townhouses on the near northwest side of Chicago. Phase I is sponsored by West Town Housing Partners. Sponsored by Bickerdike Redevelopment Corporation (BRC), a 33-year old not-for-profit neighborhood development corporation whose purpose is to provide affordable housing and better jobs for the people of West Town, Humboldt Park, Logan Square and City of Chicago.

Phase I was developed only after considerable discussion and following numerous recommendations of the community served by Bickerdike Redevelopment Corporation. A Steering Committee consisting of representatives of civic organizations and the community at large worked for several years on such tasks as selecting sites for development, developing a management plan, house rules, and these rental policies.

Responsibility for Management of Phase I lies with the Bickerdike Board of Directors, which consists of members of churches, social service agencies, settlement houses, and the community at large. It was through the work of the Board and Steering Committee that Phase I came about.

The selection of residents is perhaps the most significant decision made by the managers of Phase I. By doing a good job of screening applicants and educating them on what Phase I is all about, we expect to have a high proportion of satisfied tenants who remain with us year after year. Furthermore, residents of Phase I are allowed to participate in the decisions that affect the quality of life in their housing. Tenants who do participate will benefit most from this type of rental housing and will contribute the most to the continuing viability of these buildings.

The following rental policies have been established by the Steering Committee and accepted by the Bickerdike Redevelopment Board of Directors and the management agents Bickerdike Apartments, L.L.C. and Metroplex, Inc. They are designed to minimize subjective factors in tenant selection. Our general approach will be to screen on a first-come-first-served basis residents who meet our Selection Criteria. Applicants under Special Occupancy Category will be screened on a priority basis and all selections will be made from the list of approved applicants in accordance with pre-determined objectives. We realize that some criteria are difficult to quantify. However, by looking at all the criteria together, we hope to arrive at an objective, reasonable determination of which families should be selected as tenants.

Selection of residents will be made on an equal opportunity basis without discrimination as to race, color, creed, religion, sex, national origin, age, familial status, marital status, ancestry, unfavorable military discharge, lawful source of income, sexual orientation or disability.

These policies reflect the Owner's best efforts to comply with current regulations of the U.S. Department of Housing and Urban Development (HUD) the City and the State in effect as of this date. If regulations are changed they will be incorporated into these policies as required. For this reason, it should be noted that these policies are subject to change without prior notice to previous recipients. Furthermore, much of the information sought by management in the screening process is intended for use in determining an applicant's eligibility for an apartment in accordance with the above-mentioned regulation.
I. SECTION 8 ASSISTANCE

All of the apartments in Phase I are reserved for occupancy by persons and households that are eligible for housing assistance payments under the Section 8 program that is administered by HUD.

A. Income Eligibility and Computation of Rent

The gross annual income of the applicant must be less than the limit set by HUD for the family size. Actual income is the gross amount of income to be received by all adults members of the household during the year. Eligibility income will be determined in the process of reviewing an application. Income eligibility can be estimated using the attached income limit guidelines.

The tenant must pay a computed percentage of his or her total monthly income toward the rent of the unit. HUD will pay the rent balance directly to the owner or behalf of the tenant. Certain exclusions are permitted in determining total family income for rent calculations. Examples of these are: income from dependent miners under 18 years of age or full-time students 18 or over who are not heads of households or spouses; foster child care payments; certain costs and/or grants for medical expenses; certain educational scholarships; certain relocation payments. The management agent will verify the amount and source of the applicant's income and unusual medical or other expenses, as well as the size of the applicant's household. Credit report on the applicant will be obtained through the credit bureau.

The unit must be the applicant's sole residence in order for the applicant to be eligible for housing.

B. Household Size

The units applied for must have enough bedrooms to accommodate the size of the applicant's household. In most cases, no more than two people will be permitted to occupy each bedroom. The recommended number of people per unit size is listed in Section VII below. Exceptions may be made due to medical reasons.

Children may not occupy a bedroom with an adult, except that a child under the age of 6 may share a room with a single parent. (An adult is a person who is 18 years of age or older.) Children over the age of six of the opposite sex may not share a bedroom without the consent of the parents and management.

Two married persons without eligible dependents may not occupy a two-bedroom apartment unless separate bedrooms are determined by a physician to be necessary for medical reasons.

Except for elderly or disabled persons or those who are head of a household, single persons are ineligible for Section 8 assistance, without prior approval of the Director of HUD. Except for those exceptions listed above, only families will be eligible for residence in Phase I. A "family" is defined as those individuals related by blood, marriage or operational law. "Operational law" is defined as two or more persons who have been given the definition of family by law rather than through being a blood relative (i.e. foster or adoptive parents to a child).

A "head of household" is defined as that person who the family group constitutes at the head of their household, or the person who is supplying the largest contribution to the financial support of the family.

Single person(s) are defined as any person(s) who lives alone, or intends to live alone, or two or more unrelated persons who are not elderly, disabled, or who do not qualify as a displaced person or is the remaining member of a tenant family as defined by HUD. They are ineligible for Section 8 Assistance within Phase I.
II. SELECTION CRITERIA

Eligible applicants must have a satisfactory history of meeting financial obligations, including timely payment of rent, and a history of late payment of bills and/or rent may be grounds for non-selection. If we do not approve an application we will provide access to the information and will give an opportunity to have corrections made. We will not reject any applicant merely because they have no credit history.

A. Incomplete/Inaccurate Information on Application

Consideration will be given to special circumstances in which credit has not been established for some reason (income, age, and marital status). The lack of a credit history will not automatically cause an applicant to be rejected, though we may require in such circumstances that a person with a history of credit worthiness guarantee the lease.

B. Credit and Financial Standing

Our inability to verify credit references may be grounds for rejection of an application. The applicant must demonstrate a financial ability to pay his or her monthly contribution toward the rental of the unit. This means that the total of the applicant's monthly contribution plus long-term obligations (payments extending more than 12 months), should be less than 45% of the monthly gross income (53% in the case of elderly applicants). Income ratios higher than those above will not automatically disqualify an applicant, the ratios must be considered in the context of credit and employment history, potential for increases in income etc. Refusing to cooperate fully in all aspects of the application process or supplying false information will be grounds for rejection.

Unsatisfactory history of meeting financial obligations (including, but not limited to timely payment of rent, outstanding judgments or a history of late payment of bills) will be considered. If an applicant is rejected based on the credit report, Management will provide the applicant with the reason for rejection and give the name of the credit bureau that performed the credit check. Applicants will also be given two weeks to dispute any information on the credit report.

The decisions will be based upon the determination of whether or not the applicant, considering all relevant factors including the income-to-debt ratio, is capable of and willing to pay the rent on the apartment unit leased. Applicants will not be allowed to pay more than 30% of monthly income for rent.

C. History of Residency

1. If we are unable to verify the current and or previous address of the applicant, this also includes applicants who were previously homeowners or lived with parents or guardians; he/she will not be selected. If the Applicant refuses to prove all information pertaining to the application requested by Management, or the information supplied is false, the applicant may not be selected.

2. Management will also try to verify all of the information provided by applicant on the Pre-Application Form (October 5). If any of this information should be false, the applicant may not be selected.

D. Criminal Convictions & Activity

1. An applicant may not be selected if he or she or any other person (18 year of age or older) who will be living in the unit has a history of criminal activity as verified by a criminal background check that involves either felony or certain misdemeanors convictions as follows:
a. All felony convictions shall constitute a basis for rejection.

b. Misdemeanor convictions that shall constitute a basis for rejection include: any prostitution, burglary, drug, firearm, gangs, assault and/or battery, and criminal trespass related convictions.

c. The statute of limitation will be ten years for all criminal felony and applicable misdemeanor convictions. Therefore any criminal felony or applicable misdemeanor conviction older than ten years would not be used as a basis for rejection of an applicant.

d. In addition to any felony or misdemeanor conviction having an impact on the eligibility of an applicant, so will the following activities:
   i. Any criminal activity that would affect the health or safety of the other tenants would also be a basis for the applicant’s rejection.
   ii. We will consider the seriousness of the criminal activity and the circumstances surrounding it as well as the period during which it occurred.
   iii. Persons who have a history of disturbance of neighbors, physical violence to persons, destruction of property, or living habits at prior residences, which could adversely affect the health, safety, or welfare of other tenants, may not be selected for occupancy.

2. The Rental agent will check and verify the rental history of the applicant for the past five years as well as general character references which also will be requested.

F. House Arrest -- An applicant and or applicant family member being on house arrest will also cause non-selection of this family for housing within this development.

G. Unsatisfactory Housekeeping -- Groudy unsanitary or hazardous housekeeping will be grounds for rejection. This criteria is not intended to exclude households whose housekeeping is only superficially unclear or disorderly, if such conditions do not appear to affect the health, safety or comfortable possession of other residents. The home visit will be scheduled at the convenience of the applicant, and will be performed by management or a professional home visit service, and management will retain a written report of that visit.

G. Pets Elderly/Handicapped -- As a general rule all of our developments do not allow pets on the premises and all tenants are informed of this at the initial screening interview. In cases of the Elderly/Disabled persons requiring an assistance animal in order to maintain mental or physical well being will be allowed in accordance with the Federal, State, and Local fair housing laws. They will be required to provide management with proper documentation from the applicant’s physician/psychologist.

III. MARKETING PROCEDURES

A. Outreach and Marketing
   1. Affirmative Marketing Requirements
      Affirmative marketing efforts will be initiated 60 days prior to any other marketing efforts.
      A letter will be sent to the groups listed on the outreach section of the Phase I’s Affirmative Fair Housing Marketing Plan stating that the marketing of the Development is
commencing. This letter will also contain descriptive information about Plans 1 and 2 and solicit tenant referrals (Exhibit A).

2. Additional Marketing Requirements
Prior to the beginning of marketing, a general notification list will be made by the placement of suitable advertisements or press releases in various newspapers identified in the Affirmative Fair Housing Marketing Plan. The ads will include the name and address of the development, the address and phone number of the management agent, and the approximate date units will be available. We will continue advertising until the development is completely rented or the waiting list indicates a year or more wait.

B. Establishing A Notification List
Persons who inquire about the development prior to the time Pre-Application Forms are available may have their names placed on a Notification Listing. Persons on the listing will be sent a letter notifying them when Pre-Application Forms will be available. No person on the notification listing will receive preference over persons responding to the general announcement.

Pre-Application Forms will be made available to everyone (those responding to the general announcement and those on the Notification Listing) at a specified location on specified dates during a period of time sufficient to allow all persons desiring to pick up a Pre-Application Form to be able to do so. After the specified date, Pre-Application Forms may be picked up at the management office or they can be mailed if requested.

IV. PRE-APPLICATION FORM PROCESSING
A. Distribution of Pre-Application Forms
1. The Pre-Application Form (Exhibit B) requests general information regarding name, address, family size, and income, to enable the Owners to determine if the potential applicant is eligible and if they qualify for a Special Occupancy Category. Applicants will be instructed to fill in the Pre-Application Form and return them to the management office whose address will be specified on the Pre-Application Form.

2. Once the applicant has come in to pick up an application, the applicant will have seven calendar days in which to return it by mail and the postmark should reflect the seventh day.

3. All returned Pre-Application Forms will be logged in, indicating the time and date received (Exhibit C). The Pre-Application Form Log will indicate whether the applicant has claimed a preference under Special Occupancy Category or requested a handicap accessible unit. Pre-Application Forms will be assigned a number based on the order in which they are received. The applicants will then be notified by mail of their waiting list number. One adult may turn in only one form.

B. Processing Pre-Application Forms
1. After Pre-Application Forms are turned over to the management agent, they will be filed in the order of receipt. In addition, the Pre-Application Forms will also be categorized according to unit size and Special Occupancy Categories, as defined in Section VII and VIII.
2. All persons making inquiries after initial occupancy will be provided a Pre-Application Form with instructions to complete and mail the Pre-Application Form to management provided that the application process is still open. Pre-Application Forms received after initial sorting will be categorized in accordance with the process stated above.

3. No Pre-Application Forms will be accepted after the date that 100% occupancy of Phase I has been reached and the Waiting List has been closed.

4. All Pre-Application Forms will be retained on site for a period of three years.

V. WAITING LIST PROCEDURES

A. Definition of a Waiting List

Phase I will maintain a waiting list of all persons from whom Pre-Application Forms were received ("Waiting List"). However, those who were not contacted for an interview will receive a letter stating that they have been placed on the Waiting List and informed of their position on the Waiting List. Names on the Waiting List will appear in order of receipt of the Pre-Application Forms with priority given to those who qualify under the Special Occupancy Category (as defined in Section VIII). Placement on the Waiting List, however, does not guarantee that the person is eligible or acceptable for occupancy at Phase I.

B. Contacting Persons on the Waiting List

1. When contacting an applicant for an interview from the waiting list, the manager will attempt to make contact with the individual by mail and if unsuccessful, by telephone at least three times within a 48-hour period. If the contact cannot be made by telephone, a certified letter will be sent to the individual requesting a date and time for interview. If no response is received within ten business days, management will move on to the next applicant on the list. A second certified letter would be sent to the applicant. If there is no response within 30 business days, the applicant will be moved to the bottom of the waiting list. If the applicant does respond within 30 days, but after the next applicant has been called, the initial applicant will be placed behind the next applicant on the list.

2. Management will contact applicants to offer them apartments at a site that is available and that they have chosen. If an applicant refuses a unit in a site that he or she has chosen, their name will be removed from the waiting list.

3. If an applicant fails to show for a scheduled interview, management will attempt to contact the applicant by phone three times within a 48-hour period. If the applicant cannot be reached a certified letter return receipt will be sent. If the applicant does not respond or misses another confirmed appointment, they will be placed in the inactive file and removed from the waiting list.

4. Management will maintain contact with the top three applicants on the Waiting List in each unit category by performing the interview process, screening process, and also providing approval/rejection determinations. This will provide us with readily available tenants to be placed in the development immediately following a vacancy.

C. Rejection Procedures

Each applicant will be notified promptly in writing of the disposition of his or her application. Applicants who are rejected will be given a 14-day period (excluding weekends and federally designated holidays) during which they may schedule an appointment to review their file with the Management. At the review session, the contents will be discussed with the applicant to make

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certain that it contains no errors with respect to the information that formed the basis for the rejection. In addition, the applicant may submit a written statement for the file.

Disputed cases will be reviewed at the next meeting of the Selection Committee taking into account any additional information supplied by the applicant. Applicants will be notified promptly of the review decision and of their right to appeal to the Subcommittee on Tenant Selection Appeals. (See Appeals Below.) The notice shall also inform the applicant that he or she may exercise the other avenues available. Especially if he/she believes that he/she has been discriminated against on the basis of race, color, creed, religion, sex, national origin, ancestry, age, familial status, mental status, unfavorable military discharge, lawful source of income, sexual orientation or disability.

D. Appeals
A Subcommittee on Tenant Selection Appeals has been established as part of the Phase I Steering Committee. The Subcommittee shall consist of management, and steering committee members, other than those who participated in any other aspect of the screening or selection process. The Subcommittee will hear and make recommendations to management on appeals brought by applicants who feel they were wrongfully rejected for residency in Phase I.

Applicants who desire to make an appeal must do so within 14-days from the receipt of notification of the final decision by the Selection Committee. For an appeal to be considered, the applicant must consent to release to the Steering Committee all of the information in the applicant's file that is germane to his or her appeal, including, but not limited to credit, employment, and income information. The Steering Committee will consider information in the file, the written statement of the applicant, and depending on the case, may decide to hear an oral statement.

The Steering Committee's work is not a legal proceeding and its recommendations are not binding on management. The proceedings will be informal in nature. The applicant must notify management in writing when requesting a hearing. Such notification must include a notification of those parties who will be in attendance at the hearing on behalf of the applicant. The applicant may schedule presentations by others, including character references. A record that the proceedings took place will be kept but a record of the actual proceeding will not be kept due to the informal nature of the proceeding.

E. Final Disposition of All Cases
Each appeal rejected for residency will be notified in writing (Exhibit H). If an applicant appeals and is still rejected he/she will be given a written decision. The notice shall also inform the applicant that responding to Management's notice does not prevent the applicant from exercising any legal rights he/she may have. Files on all rejected applicants will be kept for not less than three years. The file will contain the applicant's application, the Owner's notice of non-acceptance, the applicant's reply, if any, records of action taken in the course of appeals and the Owner's final response.

F. Closing the Waiting List
Once the number of Pre-Application Forms for a unit size equals the development turnover for the unit size for a two-year period and Phase I has attained 100% occupancy, Pre-Application Forms will not be accepted.

If the list of initial applicants number considerably more than what is needed to fill vacated units, then the Waiting List will also consist of applicants yet to be screened. The applicants will be
notified of their status as unaccepted applicants and given an indication of how many persons, both those already determined eligible and those unaccepted are ahead of them. The applicants will be asked to notify the management agent of their desire to stay on the waiting list.

G. Updating the Waiting List

1. The Owner may decline to take any more applications, if the waiting list contains so many names that the average wait is a year or more or until turnover and attrition have reduced the waiting list. Management will send a letter to each applicant every six months (Exhibit D). The letter will include a Reply Slip to be returned if the applicant is still interested in living at the Phase I. They will be given 15 days (excluding weekends and designated Federal holidays) from the date the letter was mailed in which to respond. If no response is received, the person’s name will be placed in the Inactive File, and a letter (Exhibit F) will be sent informing the person of this action.

2. After the Waiting List is updated based on the returned Reply Slips, applicants can call the management office to be informed of their position on the Waiting List. Applicants will be informed that it is their responsibility to notify the Management office of any change in address or telephone number.

Management will require that an applicant contact the Phase I development in writing once a year in order to remain on the waiting list. This will keep the waiting list at a manageable level and will allow acceptance of applications from new families.

H. Reopening the Waiting List

Once the waiting list is within six months of anticipating that all persons on the Waiting List will be served, the Waiting List will be reopened and Pre-Application Forms taken. Management will again utilize the outlined marketing efforts in their Affirmative Fair Housing Marketing Plan to notify public agencies and the general public of the reopening of the Waiting List.

I. Transfers between Developments:

1. Tenants who are on the Phase I Section 8 waiting list may apply for a unit in one of our non-Section 8 developments without losing their place on the waiting list. They can stay on the waiting list even if their number is reached. If, however, they later choose to take a Section 8 unit, they must follow the same preference rules as other Section 8 applicants.

2. Tenants who live in a Section 8 unit may transfer to a one of our non-Section 8 apartments to obtain a lower rent. Once they accept a non-Section 8 unit they cannot move back into a Section 8 unit if their income changes.

VI. INTERVIEW PROCESS

A. Application requirements

1. Written Application (Exhibit E)
2. A credit report will be ordered.
3. The request for verification of income will be signed by the tenant at the interview and mailed by management. Other verification requests will be mailed, as appropriate (child-care, unusual medical expenses, education expenses for children over 18, status as a disabled household.)
4. Social Security numbers for all members of the household age six and older, or a certification when a person has not been assigned a social security number.
5. Upon receipt of the above information, it will be assembled in the applicant’s file. Home visits will be scheduled and conducted using a prescribed form. (Exhibit I)

Each month at a set time and according to vacancies, all applicant files that are complete will be interviewed jointly by a Selection Committee, consisting of the management agent, and representatives of the Steering committee. Based upon these evaluations, applicants will be rejected or placed on a list of approved applicants.

B. Home Visits
Upon receipt of the above Application requirements, a home visit will be scheduled and conducted using a prescribed form. (Exhibit I) The home visit will be scheduled at the convenience of the applicant, and will be performed by management or a professional home visit service, and management will retain a written report of that visit.

C. Verification Requirements and Procedures
After Pre-Application Forms are turned over to the management agent, approved applicants will be placed on a list of approved applicants corresponding to their particular occupancy category (i.e., unit size and type). As units become available, approved applicants will be offered apartment units appropriate to their occupancy category.

D. Completion of Application Process
All application will be processed within 45 days after the date of the applicant’s initial interview or within 30 days of receipt of all required documentation, whichever is later (excluding weekends and designated Federal holidays).

E. Rent Determination
After determining that an applicant is eligible for admission to Phase I, an appropriately sized apartment is available, the amount of rent an applicant will be required to pay will be determined. The applicant’s share is determined by calculating the applicant’s income after allowances and applying the Section 8 formula in effect at that time.

Each tenant will be responsible for payment of utility bills, including light, heat and cooking gas. A utility allowance will be deducted from the tenant’s portion of the monthly rent, but in no event shall the tenants receive actual payments for this purpose.

F. Leasing Requirements
Prior to signing of the lease, the approved applicant is required to participate in the Resident Orientation Program scheduled periodically at the development. The program is designed to acquaint the new resident with the use of the equipment and appliances, care of the carpeting, decorating ideas, energy conservation tips and other amenities.

Each approved applicant is required to participate in a leasing conference with the site manager. At this conference, the contents of the Resident Handbook are discussed in detail, the new resident is shown his/her apartment, and the lease is signed. The resident and management will also sign an inspection report at this time. This report will form the basis of a record of any work that needs to be done in the apartment. It will also be used to assess any deductions from the security deposit that may be necessary, due to the tenant’s actions when the tenant moves out.

G. Lease
Each approved applicant, including each head of household, will be required to sign a one-year lease in a form approved by HUD. The lease includes the responsibilities of management and the
tenant to insure that the development is operated to everyone's benefit. Leases will be available in English and Spanish so that all tenants may read and understand them.

II. Security Deposits and other charges
A Security Deposit equal to one month gross family contribution (monthly rent) or $50.00, whichever is greater, will be collected from all tenants. The Security Deposit plus one month's family contribution (rent), pro-rated as of the move-in date, must be paid upon signing the lease for the unit.

Security deposits will be returned to tenants when they move out of the development subject to certain restrictions outlined in the Residents Handbook.

No other charges, besides security deposit and one month's rent, will be assessed at initial leasing. Other charges for late payment of rent, costs of repairing tenant damage to the tenant's apartment or to other property belonging to the development, extra keys and under certain other conditions which are outlined in the Residents Handbook.

I. Assigning Apartments
1. Once an applicant has been approved they will be offered the next available unit of the appropriate size. Applicants who do not accept the assigned unit - for some reason other than site preference (see two below) - may wait for the next available unit.

Applicants will be offered two units under such circumstances, after which they will be dropped from the waiting list.

2. Applicants may request any unit, but management reserves the right to make final decisions about unit assignments.

3. Once a unit is offered to an applicant they will be subject to the same conditions as in paragraph one above. We cannot guarantee a specific site, building or specific unit.

4. Management may use their discretion in assigning apartments to take into account family size, open space, tenant needs, etc.

5. An applicant may change their mind about a preferred building by notifying the manager in writing. An applicant may also change his or her mind about preference for a building up to the time that they come into the office for their screening interview.

At the screening interview they will be told what apartment they are being screened for and will be asked to state in writing that they will accept this apartment if their application is approved. If they refuse to take this apartment, they will be dropped from the Waiting List.

6. Tenants will sign one-year leases, and will not be able to move just because the family size changes.

7. Management may give priority for a lower floor to families with Senior Citizens or disabled members.

J. Child-Care Provisions
A responsible adult or institution during those hours the child is not supervised by the parent(s) or guardian(s) must supervise children 13 years of age or under whose parent(s) or guardian(s) are working. If the parent(s) or guardian(s) do not work, we presume the child is being supervised by

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the parent or guardian and is thus receiving adequate care. Child-care deductions are allowable deductions in cost computations for those applicants who utilize day-care or baby-sitters to supervise their children while they work or attend school. (Please see House Rules for other child-care provisions)

K. Alien Status
Management will also screen all tenants in accordance with the regulations HUD to implement Section 214 of the housing and Community Development Act of 1980 as amended by the 1987 Housing and Community Development Act which states that Section 8 assistance will be limited to eligible aliens and U.S. Citizens.

VII. OCCUPANCY STANDARDS
The unit applied for will have enough space to accommodate the applicant's household. In selecting a unit size for the applicant, Management's occupancy standards will comply with Federal, State and local fair housing and civil rights, landlord tenant laws and zoning restrictions.

The following standards shall be used solely as a guideline:

- 1 Bedroom
- 2 Bedroom
- 3 Bedroom
- 4 Bedroom

While a single person who is not elderly, disabled, or handicapped is eligible for occupancy in Phase I, Management shall extend Community Preferences to elderly families (including disabled persons) and displaced persons over the single person.

VIII. SPECIAL OCCUPANCY CATEGORIES
Applicants will be interviewed and processed as authorized in Section II through VII, with exceptions made as follows:

A. Housing Need Preference
The applicants will be granted a preference for having a serious need for the housing due to the fact that they have either been displaced or live in substandard housing.

1. Displaced Person: An absolute preference for occupancy in Phase I will be given to persons and families who were displaced from an Urban renewal area or as a result of governmental action; or as a result of a federally declared disaster. A preference will be given to people who have been displaced as a result of private action beyond the control of the applicant, (such as unreasonable rent increases). To be considered for this special preference such displacement must have occurred not more than two years prior to application to Phase I. Applicants claiming to be displaced persons within the above categories must provide written documentation to prove their status.

2. Those Currently Living in Substandard Housing: A preference may be given to persons currently living in substandard housing. For purposes of this category, substandard housing shall be defined as housing which requires occupants to share bathrooms or kitchens with one or more households living in the same building, including but not limited to those persons not living in the same unit as the applicant. Also, if the current housing has inadequate security, provides inadequate heat, and presently in demolition count within the City of Chicago. The building is infested with vermin or rodents, contains lead-based paint which may pose a danger to the occupants
and for which a "vacate order" has been ordered by a court; or in other ways presents a serious danger to the occupants. Applicants claiming to be living in substandard housing within the above categories must provide written documentation to prove their status.

B. Persons with Disabilities
An Applicant with disabilities will be given priority for accessible units if such applicant deems that this type of unit is appropriate.

Management will not inquire as to whether or not an applicant for a unit or a person intending to reside within that unit after it is rented and made available, unless an applicant requests placement in an accessible unit. They also will not make that same inquiry of any person(s) associated with that person as to their disability, nor will they inquire as to the nature or severity of the disability of such person.

Should an applicant deem that an accessible unit appropriate for the needs of the applicant's household, inquiries may be made by Management to determine whether an applicant's household is qualified for the accessible unit, and therefore qualifies for placement in the unit.

If the household deems that the accessible unit is not appropriate for the household's needs, the household's name will be returned to its place on the Waiting List, as applicable.

C. Community Preference
1. Preference will be given to applicants who live or work in the immediate community surrounding the Development. The immediate community is defined as Diversity on the North, Elmwood on the South, Cicero on the West and the Kennedy Expressway on the East. An applicant who lives or works in the immediate community may be housed prior to an applicant who does not live or work in the immediate community and has a higher position on the Waiting List.

2. To obtain Community Preference, an applicant must provide documentation clearly demonstrating that either his/her current residence or the location of current employment is located within the immediate community.

All applicants given preference within the Special Occupancy Category must meet the eligibility and selection criteria outlined in Sections II through VII of this plan.