

Horizon Management Services
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HORIZON MANAGEMENT SERVICES RESIDENT SELECTION PLAN

Horizon uses the following criteria and standards in selection and evaluation of our applicants for residency. It is important that you read this information to decide whether our apartment community is right for you, before you complete the attached application. We encourage you to ask any questions about our resident selection plan and our application process.

1. Horizon is an equal opportunity housing provider and will not discriminate because of race, color, religion, sex, handicap, familial status, or national origin. The Horizon Rental Policy also complies with all applicable Federal, State and local statutes and ordinances with respect to Fair Housing and discrimination.

For age-restricted housing communities, we can and do restrict the residency in our Horizon managed community homes on the basis of age. The Federal Housing Amendments Act of 1988 and the 1991 Wisconsin Act 295 allows housing providers to limit occupancy to persons 55 years of age or older and no one under age 50 years. Thus, each apartment at an age-restricted housing community must be occupied by at least one or more persons 55 years of age or older and no one under 50 years of age at the date of move in.

Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination with the U.S. Department of Housing and Urban Development, Assistant Secretary for Fair Housing and Equal Opportunity by calling 1-800-669-9777.

2. Horizon guards the privacy of individuals according to the Federal Privacy Act of 1974 and ensures the protection of such individual's records that we maintain. Horizon shall not disclose any personal information contained in its records to any person or agency unless the individual about whom such information is requested shall give written consent to such disclosure (as permitted in the Authorization for Release of Information Form in the attached application). This privacy in no way limits our ability to collect needed information to determine eligibility, or evaluate an applicant's suitability for tenancy.

3. Applicants must meet the HUD-established income limits for total household income for eligibility and admission in our Horizon managed community homes. Applicants who meet the age and income criteria will always have the opportunity to apply for residency. Horizon provides eligible applicants to complete a waiting list application if a vacancy does not exist. The waiting list is managed by and retained at the Leasing Department of the corporate office. Applicants are placed on the waiting list according to the date that their paperwork, plus proof of age and a \$100 refundable deposit, is received in the corporate office. The paperwork is date and time stamped immediately upon its receipt in the corporate office. The waiting list identifies who is next to be contacted for a vacant apartment when an opening occurs. If there is not a waiting list at the time of a vacancy, Horizon will select the next applicant on a first-come, first-serve basis who meets the eligibility criteria.

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4. Pursuant to HUD, the Department of Housing and Urban Development, (Section 4350.3, REV-1) and the Fair Housing Amendment Act of 1988 of the Federal Register (Section 804, 42U.S.C.3604)(3) Horizon will consider all requests for reasonable accommodations from applicants and tenants with disabilities.

5. Pursuant to HUD, the Department of Housing and Urban Development, (Section 4350.3, CHG-24) and the Fair Housing Amendment Act of 1988 of the Federal Register (Section 100.202, Vol. 54, No. 13) regulations, Horizon may consider extenuating circumstances in evaluating information obtained during the screening process to assist in determining the suitability of an applicant for tenancy. Regulations do not require that a "dwelling be made available to an individual whose tenancy would interfere with other residents enjoyment of the property; would constitute a direct threat to the health or safety of other individuals; would result in substantial physical damage to the property of others; or would adversely affect the financial stability of the property". Horizon will complete landlord, personal, and criminal background references during the application process. Horizon will deny any applicant who has been evicted and owes a past landlord money. Horizon can deny admission using verified information on past behavior and/or conduct to document that applicant's ability, either alone or with assistance, to comply with the lease and other rules governing residency.

6. The applicant must answer all questions on this application. Applications will not be considered unless they are fully completed with instructions followed. The information in this application will be used to determine eligibility for an apartment. This information will be verified. Any false, misleading or incomplete information may result in a determination of ineligibility. The applicant is responsible to notify Horizon in writing immediately regarding any changes of information reported in the application, particularly regarding income. WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentation of any material fact involving the use of or obtaining federal funds.

7. An applicant can not move in until Horizon has provided written notification of approval and a lease is signed and in effect. If the application is approved with residency following, only those persons listed in this application will occupy the apartment, and the resident/s will maintain no other place of residency.

8. Horizon will investigate applicant's credit and financial responsibility, rental and evictions history, and the statements made in this application, and to obtain a consumer credit report on the applicant from a consumer reporting agency that compiles and maintains files of consumers of a nationwide basis.

HORIZON MANAGEMENT SERVICES RESIDENT SELECTION PLAN - FLOW CHART FOR APPLICATIONS
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WAITING LIST APPLICATION OFFERED (NO VACANCIES)

<u>ACTION:</u>	<u>RESPONSIBLE PARTY:</u>
1. Prospective resident/family tours the property	Resident Manager
2. Completes Waiting List application	Applicant
<p><u>Requirements for Waiting List Application:</u> Completed Waiting List application Signed & Dated Income & Asset Worksheet Proof of Age</p>	
3. Forward completed Waiting List Application to Horizon office	Resident Manager
4. Application is date stamped upon receipt in office	Receptionist
5. File Waiting List application, deposit delivered to Accounting Department., and Applicant is added to Waiting List	Compliance Specialist/ Leasing Assistant
6. Acknowledgement of Waiting List application is sent to Applicant and confirmation to Resident Manager	Leasing Assistant

APPLICATION OFFERED WITH VACANCY

1. Waiting List applicants reviewed to begin re-leasing and application process	Resident Manager
2. Applicants called in the order on the Waiting List, offered apartment, applicant must decide within 48 hours	Resident Manager
3. Applicant completes the application within one week of offer	Applicant/Resident Manager
<p><u>Requirements for Application:</u> Complete Application with all questions answered Signed & Dated Proof of Age Proof of Social Security number (required at Greentree Glen and Villa Ciera locations only)</p>	
4. Application forwarded to Horizon office	Resident Manager
5. Application date stamped upon receipt in Horizon office	Receptionist
6. File created, application reviewed for completeness, and credit and criminal history	Compliance Specialist

APPLICATION OFFERED WITH VACANCY

Continued

<u>ACTION:</u>	<u>RESPONSIBLE PARTY:</u>
7. Verification of eligibility	Compliance Specialist
<i><u>Income Eligible</u></i> <i>2 to 4 weeks for determination</i>	
8. Letter of determination sent to Applicant, Resident Manager notified.	Compliance Specialist
9. Approved Application ⇒ Lease packet requested	Resident Manager
Denied Application ⇒ Filed with denied & vacated files	Compliance Specialist
10. Lease packet sent to property	Compliance Specialist