



# Franciscan Vistas Ewa

A ST. FRANCIS HEALTHY COMMUNITY

**FRANCISCAN VISTAS EWA TENANT SELECTION PLAN  
91-1471 MIULA STREET #7000, EWA BEACH, HI 96706**

Identified as a HUD Preservation Project under Section 8 of the United States Housing Act on 1937 and Section 524(e) (1) of the MAHRA

## MARKETING AND APPLICANT APPROVAL TENANT SELECTION PROCESS

### 1. Project Specific Requirements

Franciscan Vistas Ewa has 150 units with 1 two-bedroom one bath set aside for the on-site resident manager. The remaining units are comprised of the following unit mix:

# Units	Size	30%	50%	60%
6	1x1	X		
1	1x1		X	
120	1x1			X
2	2x1	X		
<u>20</u>	2x1			X
149				

In order to move in, an applicant must meet all of the requirements of Indigo Real Estate Services, Inc., HUD and the low-income housing tax credit (LIHTC) program and qualify for the unit based on their age (All applicants must be at least 62 or older) and income. There are income restrictions on which applicants cannot be below the minimum gross annual

(O) 808.681.4000

(F) 808.681.4001

Email: [manager@franciscanvistasewa.com](mailto:manager@franciscanvistasewa.com)

91-1471 Miula St. #7000

Ewa Beach, HI 96706

income nor can they exceed the maximum gross annual income limits set by the City and State of Hawaii.

## **2. Social Security Number Requirements**

Effective January 31, 2010, all household members must provide:

- The complete and accurate SSN assigned to each member of the applicant's household.

For eligibility purposes, the requirement to disclose a Social Security Number is waived if no social Security Number has been assigned and:

- A household member is 62 or older as of January 31, 2010 and eligibility determination started before January 31, 2010.

## **3. Application and Verification**

### **Waiting List – Opening and Closing**

Franciscan Vistas Ewa will advertise the opening and closing of the wait list utilizing all sources listed on the Affirmative Fair Housing Marketing Plan (AFHMP which was approved by HUD.)

We will advertise in local newspapers and on-line resources to ensure the promotion of equal housing choice for all prospective tenants regardless of race, color, religion, sex, disability, familial status, and national origin. Hawaii State Civil Rights, Chapter 515 HRS has added two additional classes, age, marital status, and broadens the class of national origin to encompass ancestry. We will ensure that all applicants eligible for the available housing will have equal housing opportunities.

#### **3.1 (a) Application and Waiting List:**

**Waitlist:** All interested must fill out an "Application for Housing" as a requirement for waitlist placement.

All prospective tenants shall be required to complete the standard rental application. All applicants must pass the screening criteria to be eligible for the available housing. (Rental Criteria available upon request) Upon approval of the rental application (24-48-hour processing time) will be notified of their decision. The prospective tenant then has a period of 24 hours as a right to cancel. Upon the rental application approval, the prospective tenant will provide landlord with a list of documents to be provided by the deadline

(O) 808.681.4000

(F) 808.681.4001

Email: [manager@franciscanvistasewa.com](mailto:manager@franciscanvistasewa.com)

91-1471 Miula St. #7000

Ewa Beach, HI 96706

indicated for the verification of income. If the deadline expires and the information requested was not provided, the prospective tenant forfeits the holding rights to the available housing and will be cancelled and placed back on the wait list. Franciscan Vistas Ewa will notify each prospective tenant in order as they appear on the wait list. Each person will be contacted by phone and given a 24-hour period to respond. If we do not hear from them, it will be noted, and we will continue to contact the prospective tenants on the wait list. If we have attempted to make contact via phone call and have had no response in 24 hours from the time of the initial phone call, the time and dates will be noted. If a second attempt has been made to offer an apartment and it is declined, the prospective tenant will be removed from the active wait list and placed on the in-active wait list.

Rental applications and income limits can be found at: [www.franciscanvistasewa.com](http://www.franciscanvistasewa.com)

**3.1 (b) Verification of Income Contingency:** Franciscan Vistas Ewa may offer a rental agreement based on representations about gross income contained in the Application for Housing. The Franciscan Vistas Ewa Apartments Application for Housing shall clearly state that the acceptance of applicant is contingent upon verification of information contained in the application. Upon receipt of property completed income verification income eligibility shall be confirmed. Income verifications must be provided by employers, or agencies that provide income (such as Social Security, Pension) and in the form acceptable to all Franciscan Vistas Ewa regulatory agreements. Additionally, assets are a consideration when qualifying gross annual income. Assets include land, homes, stocks, bonds, 401k, and cash in the bank that exceed \$5k and then a percentage is calculated and added to the gross annual income to determine it does not exceed the maximum income limit. If miss-representations have been made in the Application for Housing, the Agreement shall be immediately terminated. Tenants shall be notified when they sign the rental agreements and building rules that annual income certifications are required.

(O) 808.681.4000

(F) 808.681.4001

Email: [manager@franciscanvistasewa.com](mailto:manager@franciscanvistasewa.com)

91-1471 Miula St. #7000

Ewa Beach, HI 96706