

NAHTF Tenant Selection Process

The Tenant Selection Process is used to inform potential tenants of the process for applying. It may be incorporated as a section of the Program Guidelines document or included as an Appendix to the NAHTF Program Guidelines. The Tenant Selection Process should include the following:

- a) Clearly defined Application Process that includes:
 - (1) locations where applications will be made available,
 - (2) applicant eligibility criteria, including income eligibility,
 - (3) formal notification of selection and non-selection,
 - (4) application acceptance dates, and
 - (5) application review process
- b) Priority Ranking System for selection, if applicable, must not contain discriminatory criteria such as preference for minorities or large families.
- c) Additional selection criteria, if applicable, including criminal background check and credit reports. Include an explanation of when these criteria will be reviewed and objective measurements of how the information will be used.
- d) Waiting list management, including if, how and where a waiting list will be maintained and how applicants on the list be notified of status.
- e) Conflict of Interest Clause
- f) Grievance Procedures
- g) Process for amending the tenant selection process, including language that amendments must be approved by the NDED Program Representative.

Applicant and Property Owner are responsible for assuring that the lease agreement, tenant selection process, and tenant rules and regulations are in accordance with applicable local, state or federal laws.