



**RESIDENT SELECTION PLAN**  
**Affordable Housing Network, Inc.**  
3000 J St SW, Cedar Rapids, IA 52404  
319-363-1403

Please note that this is the current resident selection plan of Affordable Housing Network, Inc. (“AHNI”) effective as of **January 17<sup>th</sup>, 2026** (the “Effective Date”) and that nothing contained in these requirements shall constitute a guarantee or representation that all AHNI residents and occupants currently residing at AHNI property have met these requirements prior to the Effective Date. There may be residents and occupants that have resided at AHNI properties prior to the Effective Date; additionally, AHNI’s ability to verify whether these requirements have been met is limited to the information received from various resident credit reporting services used. Please review this information before completing and submitting an application. Falsification of information on the application will result in denial of residency and loss of application deposit as liquidated damages for AHNI’s time and expense.

**Policy for Changes to the Resident Selection Criteria**

Changes to the resident selection criteria may occur from time to time. The changes may occur at the discretion of management or may reflect any program specific changes required by any state or federal authority. The most recent copy of the Tenant Selection Plan is available in the Cedar Valley Office (Cedar Rapids) or Bishop’s Block Office (Dubuque) or online at [www.affordablehousingnetwork.org](http://www.affordablehousingnetwork.org) under “Do I Qualify” under the Apply tab.

**Project Specific Requirements**

Some AHNI properties are subject to different program requirements, such as income limits, student status, asset verification etc. The properties currently under these program requirements are as follows:

Wellington Heights	HOME
Agin Ct.	LIHTC
The Mead	HOME
The Brown	LIHTC
Quarton Place	LIHTC
Blairsferry Housing	HUD
Midway Apartments	HUD
Blairs Ferry Limited	LIHTC

The properties identified above have agreed to a Regulatory Agreement.

- a) Household must earn less than the stated income limit and meet rent to income ratio requirements in the Regulatory Agreement upon move-in to reside at these properties. The income limits for Linn County, Iowa, can be requested from management at any time. Income and rent limits are also available at [www.huduser.gov](http://www.huduser.gov). The income limits are adjusted for household size and are established by HUD annually.
- b) A household that includes a student must meet the student eligibility requirements to be eligible for the unit.
- c) To qualify, this property must be the only home for the applicant.
- d) Applicants must sign a release of information prior to move-in and at least annually thereafter. Release of information documents are in accordance with the Tax Credit or HOME Program and can be reviewed by the applicant in advance if requested. The consent forms must be signed by all household members who are eighteen (18) years of age or older.





- e) Additionally, all adult members of the household must sign individual verification forms authorizing the management to verify household income and other applicable eligibility factors.
- f) Management will comply with the provisions of the Federal Privacy Act as well as any state or local laws relating to confidentiality.
- g) Household members who refuse to sign the Release of Information documents and/or refuse management the ability to verify program eligibility for the family will be denied.

### **Application Procedure**

Anyone who wishes to reside at an AHNI property must provide a completed written application with supporting documentation (proof of identity, proof of income, etc.) and relevant consent forms and fall within the income requirements. Applications will be accepted during posted office hours but can also be mailed to the office or put in the property's drop box at 3000 J St SW Cedar Rapids, IA 52404, if you are in the Cedar Rapids metro area or at 90 Main Street Dubuque, IA 52001, if you are in the Dubuque area. Applications are also accepted online at [affordablehousingnetwork.org](http://affordablehousingnetwork.org) and via email at [AHNI@fouroaks.org](mailto:AHNI@fouroaks.org). Persons requiring special accommodations should contact the management office.

To determine threshold eligibility, the application may be accepted as a self-certifying statement but must contain complete and accurate information to enable AHNI to tentatively determine the household's eligibility:

- a) Family size and composition, (including names of all persons who will be residing in the unit, dates of birth, social security numbers, and relationship to head of household).
- b) Anticipated annual household income.
- c) Assets now owned and assets disposed of for less than fair market value within the past two years
- d) Student Status – See "Student Status" section.
- e) The head of household must be at least eighteen (18) years of age OR an emancipated minor. Proof of age eighteen (18) or emancipated status is required. All applicants must possess the legal capacity to enter into a lease agreement.

### **Deposits**

Applicant is not required to pay a deposit at the time of application submission. Applicants may opt to pay a deposit (equal to one month's rent) at the time of application submission in order to reserve a unit while the application is processed. The deposit is to be paid by money order, certified funds, or online where available. In the event the application is not approved, the deposit will be returned to the applicant within 30 days of the decision date. Deposits not paid at the time of application submission will be due within 2 business days of application approval, to hold a unit. Failure to pay the required deposit within 2 business days of approval will result in cancellation of the application as to a held unit.

### **Screening Procedure**

All adult members of the household must complete an application. Upon receipt of a completed application and application fee (\$30 per adult), AHNI will perform a background check and complete application screening on all applicant(s) eighteen (18) and older or any emancipated minor. The screening criteria will be applied uniformly and, in a manner consistent with all applicable laws, including the State and Federal Fair Housing Acts, the Federal Fair Credit Reporting Act, program guidelines, and the state allocating agency guidelines.



### **Income Stability**

- a) The household must provide proof of income that is equal to or exceeds 2.5 times the monthly rent.
- b) For self-employed applicants, the applicant must provide a minimum of the previous year's tax return which shows income sufficient to meet minimum income requirements.
- c) Income sources such as child support, Social Security benefits, unemployment benefits, and Department of Health and Human Services (FIP) will require applicant to provide most recent verification of benefit letter.
- d) All households must have a verifiable income source.
- e) If receiving Section 8 Rent Assistance (Leased Housing), the applicant must provide a copy of the current Voucher to verify current eligibility for the program. Applicant must have a verifiable income source; however, the minimum income does not apply.
- f) If receiving rent assistance from any other type of government agency or social service agency, the applicant must provide a letter from the applicable agency that verifies the amount and duration of the assistance. Applicant must have a verifiable income source; however, the minimum income does not apply.

In certain cases, management may consider relevant circumstances related to an applicant whose household income does not meet the minimum income requirement of 2.5 times the monthly rent.

Relevant circumstances may include, but are not limited to, the following:

- a) The extent to which the household income falls below the established income standard, provided the household income is not less than 2.0 times the monthly rent.
- b) The stability, consistency, and verifiability of the household's income sources.
- c) The presence of verified compensating factors, such as savings, ongoing rental assistance, or other documented financial resources permitted under program guidelines.
- d) The household's demonstrated financial responsibility, including prior rental payment history and documented efforts to maintain or improve income stability.
- e) The household's income-to-debt ratio, including the proposed rent for the applied-for unit.

### **Criminal and Civil Background Check.**

A criminal and civil background check (including credit history report) will also be conducted on all applicants. AHNI will not approve applications when an applicant has been convicted of criminal activity that could threaten the safety and right to peaceful enjoyment of the residents or staff at the property. Criminal activity background checks will go back no more than 7 years unless otherwise noted.

Criminal convictions include but are not limited to the following:

- a) A household member who is subject to a lifetime registration requirement under any state sex offender registration program.
- b) Any household member who has a criminal record that includes a sex crime.
- c) A household member who there is reasonable cause to believe has a pattern of use of illegal drugs or alcohol abuse or is currently using illegal drugs which is believed will interfere with the health, safety, or right to peaceful enjoyment of the premises by the other residents.
- d) Violent criminal activity by a household member; including but not limited to anyone who has a felony conviction for assault, battery, or neglect.
- e) Other criminal conviction that could threaten the health or safety of the owner or any employee, contractor, subcontractor, or agent of the owner who is involved in the housing operations. This includes but is not limited to any conviction of terroristic threats or comparable conviction, weapons convictions, or assault



convictions, or a household member is listed on the list of known terrorists and wanted fugitives as provided by the Office of Foreign Asset Control or federal agencies including the FBI or state or local law enforcement agencies.

- f) Drug related criminal convictions, including any convictions of illegal manufacturing or distribution of drugs or drug paraphernalia.
- g) Any conviction for activity threatening the safety of a person, property, or community.
- h) An applicant who has been evicted from federally assisted housing for drug related criminal convictions within the prior 3 years will not be approved unless the circumstances leading to the eviction no longer exist or the applicant has successfully completed an approved drug rehabilitation program.

In certain cases, management may consider relevant circumstances related to a particular applicant's case. Relevant circumstances might include the following:

- f) The seriousness of the offense.
- g) When the conviction occurred.
- h) The extent to which the applicant has taken responsibility and taken reasonable steps to prevent or mitigate the offending action.
- i) The convicted person's subsequent actions.

### **Credit Report**

- a) Applicants must not have any current collection accounts from a property owner.
- b) At least half of the accounts must reflect positive pay history.
- c) Debt to utility companies must be paid prior to approval if the property requires the resident to put utilities in their own name.
- d) Debt under \$200 will be disregarded, unless it is to a utility company or property owner.
- e) Medical bills and student loans will be disregarded.
- f) Credit reports reflecting bankruptcy filings in discharged status will still be considered. However, credit reports reflecting any bankruptcy case in dismissed or filed status will be grounds for denial.
- g) Lack of a credit history does not have a negative impact.

### **Rental History.**

Applicant will be requested to provide all addresses and landlord information for housing the applicant has used or resided at for the past three (3) years. All Applicants must demonstrate the ability to pay the rent, not damage the property, and not interfere with the rights and quiet enjoyment of other residents. Current and previous landlords (for the past three (3) year period) will be contacted and questioned as to the following:

- a) AHNI will review the prior 3 years of rental history.
- b) A negative reference or debt to a property owner at any time must be cleared or paid.
- c) All previous addresses within the last 3 years on a person's credit report must be explained and verified.
- d) Information provided from the current landlord regarding a known and current Bed Bug infestation will constitute grounds for denial until documentation is obtained indicating no presence of Bed Bugs.
- e) Applicants may be denied if landlord reference demonstrates failure to pay rent timely and/ or evictions filed within the last 3 years, damages and/or unpaid rent, repeated disturbances not related to circumstances protected under VAWA, prior management references describing reports of drug dealing or manufacturing, gambling, or prostitution on the property premises.
- f) Housekeeping habits, upkeep, and maintenance of residences, must have been adequate during residency,





- g) Applicant must have demonstrated the ability to abide by the terms of the lease, house rules, and program rules. This includes not allowing unauthorized people to reside in the unit. An unauthorized person is a person who is not listed on the lease.
- h) Applicant must have demonstrated respect for the health, safety, and welfare of other residents (e.g. no disruptive behavior including excessive noise complaints, criminal activity, physical violence, not currently engaged in or previously convicted of the illegal use, manufacture, or distribution of a controlled substance.)
- i) Applicants who do not have a traditional rental history in the most recent three (3) year period (due to having lived in a shelter, nursing home, community residence, halfway house, with parents, or other non-regular, public, or privately-owned housing) will be asked to provide references from that housing. Those references will be asked to complete a Housing Reference Form.
- j) Applicant must not have any evictions on record from any landlord within the past (3) years.

### **Other Screening Considerations**

On a case by case basis, AHNI may request an additional deposit as permitted by law when the applicant has a poor credit history or rental history. AHNI will collaborate with social service agencies to provide quality, affordable housing to clients in the agencies' programs. If the social service agency(ies)'s client does not meet all AHNI eligibility criteria and would otherwise be denied, the social service agency(ies) must provide documentation to show where the deficient area(s) have been successfully addressed or complete a supportive housing agreement indicating how participation in the social service agency(ies)'s program(s) will provide ongoing assistance as well as long term improvement in the deficient area(s). AHNI will also work with collaborating agencies to accept deposit or rent assistance with written confirmation of the agency(ies)'s financial commitment at the time of application submission.

### **Eligibility**

Applicants must meet all the eligibility criteria listed below in order to be accepted for occupancy in a program restricted unit.

### **Student Status**

For AHNI properties with HOME, LIHTC, or Section 8 funding, a household that includes a student must meet the student eligibility requirements to be eligible for the unit.

- a) **Student Status –HOME or HUD (Section 8):** To be eligible for occupancy in a HOME unit, ANY household member who attends an institute of higher learning (full-time OR part-time) must meet at least one of the following qualifiers. They must be:
  - 1) A dependent of the household living with a parent
  - 2) Over the age of 23
  - 3) A veteran
  - 4) Married
  - 5) A parent with a dependent child
  - 6) A disabled individual who was receiving Section 8 assistance prior to November 30, 2005.

If they do not meet one of the above, the student must be either:

- 1) Independent from parents; OR
- 2) Have parents who are income-eligible.





- b) **Student Status –LIHTC:** The IRS Code prohibits tax credit units being used as dormitories. Generally, households made up entirely of full-time students do not qualify.
- A full-time student is defined as any individual of any age who:
- 1) Attends a school with facilities and regular student body (including online-based learning).
  - 2) Attends all or parts of any five (5) months out of the calendar year (not necessarily consecutively).
  - 3) Is considered full-time by the school that they attend, based on that school's definition of a fulltime work load.
- c) **Student Exceptions:** There are five (5) exceptions to the student rule prohibiting households made up entirely of full-time students. Full-time student households must meet one of the exceptions continually to live in an LIHTC for the period of time that everyone is a full-time student.
- 1) All adults are married and entitled to file a joint tax return.
  - 2) An adult member is a single parent with a minor child in the unit, the adult is not a tax dependent of any third party, and the children are not claimed as a tax dependent by anyone other than one of their parents (even if the other parent is not in the unit).
  - 3) The household includes a member who receives welfare assistance in the form of Temporary Assistance to Needy Families (TANF).
  - 4) The household includes a member who formerly received foster care assistance (as a foster child or adult).
  - 5) The household contains a member who receives assistance from the Job Training Partnership Act (JTPA) or similar programs. (NOTE: The "Workforce Investment Act" has replaced JTPA).
- a) **Student Status –LIHTC and HOME or Section 8:** For households applying for a unit that is both a LIHTC and HOME and/or Section 8 unit, both student status standards must be applied separately, and the household member must qualify under both programs.

**Persons with Disabilities.** Means a person who:

- a) Has a disability, as defined in 42 U.S.C. 423;
- b) Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:
  - 1) Is expected to be of long-continued and indefinite duration;
  - 2) Substantially impedes his or her ability to live independently, and
  - 3) Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or
  - 4) Has a developmental disability as defined in 42 U.S.C. 6001.
- c) Does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome;
- d) For purposes of qualifying for low-income housing, does not include a person whose disability is based solely on any drug or alcohol dependence; and
- e) Means "individual with handicaps", as defined in 24 CFR 8.3, for purposes of reasonable accommodation and program accessibility for persons with disabilities.

**NOTE:** If applying for an accessible unit or requesting a reasonable accommodation for a disability, the disability will be verified at that time by a medical provider to ensure the need of the features of the accessible unit. AHNI will never make an inquiry into the nature or severity of a disability.

**General Occupancy Guidelines**

These general occupancy guidelines were developed to protect residents from unsafe and unhealthy conditions, to avoid overcrowding, to protect government subsidies, and to protect physical assets. **AHNI's policy is to**





**permit no more than two people per bedroom.** On a case per case basis, an exception may be made if there are rooms in the home that may be intended for other uses such as a den, separated dining room, or 4-season porch which still meet the minimum requirements for a sleeping area per the City of Cedar Rapids Housing Code or other applicable municipal housing code. Finished basements or attic areas without proper egress may not be used for sleeping areas and may be locked to prohibit access to the tenant.

### **Wait List**

Wait List applicants will be placed on the Wait List by the date and time of the Wait List application submission and will note the property and unit size requested. For purposes of determining threshold eligibility to be placed on the Wait List, the Wait List Registration is a self-certifying statement and is not a guarantee of eligibility or acceptance.

When there are anticipated upcoming vacancies for the requested property and unit size, AHNI will contact the next name(s) on the Wait List. Applicants will initially be contacted by phone or email, then if not successfully reached through these methods, a letter will be sent by regular mail. The Wait List applicants will be advised that AHNI is taking applications for the property and unit size that was requested and that the Wait List applicants need to contact the office within 24 hours to let AHNI know of their continued interest. AHNI will continue to contact names off the Wait List until there are enough approved applications and deposits paid to reserve the open unit(s).

**\*\*\*Interest Wait List at Cedar Valley Townhomes Only:** Due to the heightened interest in the property, when a unit becomes available at Cedar Valley Townhomes, staff will pull the top 5 names on that unit size's Wait List. The first applicant to qualify and pay the deposit will be approved to lease the unit. The other applicants will remain at the top of that that unit size's Wait List unless denied.

Wait List applicants will also be contacted periodically to confirm their continued interest in occupancy. Wait List applicants must keep AHNI advised of any address or phone number changes in writing. Failure to respond to any inquiry or notify the AHNI office in writing of any address changes or updated contact information will result in the Wait List applicant being removed from the Wait List with no further consideration.

### **Acceptance for Available Unit (Eligibility is determined by property, LIHTC, HOME, HUD)**

When a unit is currently available, AHNI will accept full applications and:

- a) Confirm all information on the application to check eligibility.
- b) Review financial information on the application and specifically confirm types and sources of income and assets.
- c) Request that all household members age eighteen (18) and older sign verification forms authorizing release of all income, asset, and student status information to AHNI for purposes of verification.
- d) Require all household members age eighteen (18) and older to verify whether or not they disposed of any assets for less than fair market value during the two (2) years preceding the date of the certification.

**Note:** If applying for a conventional unit, only application, proof of income, and identity are required.

At this time, AHNI will:

- a) Explain program requirements, verification procedures, and penalties for false information.
- b) Advise the applicant that a final determination of eligibility cannot be made until all verifications are returned and completed.



### **Ineligible Applicants and Rejections**

#### **An applicant is considered ineligible for program restricted units if:**

- a) The household's gross annual income is greater than the applicable income limit for any LIHTC, HOME, HUD property.
- b) The household does not meet student status requirements for any LIHTC, HOME, HUD property.

#### **Applicants may be rejected if:**

- a) They are ineligible, or applicant does not meet the other requirements in this Tenant Selection Plan (see also "Other Reasons for Non-Acceptance Section). If an applicant is not placed on the Wait List, immediately processed for admission, or is denied after the application is processed based on background check, the applicant will be notified in writing of the rejection along with an explanation as follows:
  - 1) The reasons for the rejection;
  - 2) That the applicant has ten (10) business days to respond in writing and provide documentation or to a request a review or meeting to discuss the rejection; and
  - 3) Applicant will be advised of the right to file a complaint if they believe the action was due to discrimination based upon race, color, religion, sex, national origin, disability, sexual orientation, gender identity, marital status, or familial status.

Any requested review or meeting to discuss the rejection will be conducted with a member of the AHNI staff who was not involved in making the initial decision to reject the applicant. A final written decision will be given within ten (10) business days after a review or meeting. Complete files will be maintained by AHNI for three (3) years following rejection.

### **Unit Transfers**

It is AHNI policy not to transfer residents from one unit to another. However, if certain conditions have changed since initial occupancy, and there is a need for a unit transfer, the tenant will need to fill out a transfer form, available upon request, making AHNI aware of the request to be transferred.

Grounds for a request for transfer include:

- a) A change in family household composition.
- b) As a reasonable accommodation to a household member's disability.
- c) Other medical reasons, certified by medical provider that may not necessitate an accessible apartment but may be aided by relocation to another unit.
- d) Due to a unit being uninhabitable or under construction/rehabilitation.
- e) Emergency transfer under VAWA.

Requests will be evaluated on a case-by-case basis.

- a) Existing tenants will be given priority for a requested unit transfer over the Wait List applicants unless AHNI determines that such a transfer will aggravate extended vacancies or otherwise interfere with AHNI practices.
- b) Transfer priority will be given for:
  - 1) Change in family composition that is creating overcrowding of the current unit.
  - 2) Date that the unit transfer request was submitted.
- c) AHNI reserves the right to bypass the Wait List and permit a unit transfer to address specific tenant or maintenance circumstances that may arise.

- d) Existing tenants must be in good standing before a unit transfer request is approved, with the exception of an Emergency transfer under VAWA, which means:
  - 1) in the past 6-12 months, all rent has been paid on time;
  - 2) there are no outstanding balances owed by the tenant;
  - 3) there are no lease violations; and
  - 4) tenant has maintained the current unit in acceptable condition.
- e) AHNI requires an inspection of the current unit prior to approval of a unit transfer request.
- f) If the unit being transferred to has a higher deposit than the one being transferred out of, tenant will be required to pay the difference in the deposit amount prior to transfer. Any move out fees from the old unit will be charged to the resident under the new unit ledger.
- g) Existing tenants with an approved unit transfer request will be given two (2) days to move from the old unit to the new unit. After this time, the tenant will be charged full rent on a pro-rated basis at each unit until the keys for the old unit are turned in to AHNI.

### **Other Reasons for Non-Acceptance**

Non-acceptance may occur due to an applicant's anticipated inability to fulfill obligations of the lease/rental agreement. This includes, but is not limited to, the following:

- a) A record of disruptive behavior.
- b) A record of destruction of property or poor housekeeping habits.
- c) A history of criminal activity involving crimes of physical violence to persons or property or a record of other criminal acts which may endanger the health, safety, or welfare of other residents.
- d) Failure to provide sufficient or complete information on the application, reference statement, or questionnaire.
- e) Failure to pay the required security deposit to hold a unit.
- f) Debt owed to a property owner or utility company.
- g) Evictions within the past three (3) years.
- h) Positive pay history on accounts is under 50%.

### **Accessible Units**

If the Wait List does not contain a household that requires an accessible unit, the accessible unit will be filled with a household who does not require an accessible unit.

If a household is housed in an accessible unit and no member of that household requires the accessible features of the unit, the tenant(s) will be required to sign a lease addendum at the time of move-in. This lease addendum will indicate that if there is an available unit of comparable size and a new applicant or current resident has been verified to need the accessible feature(s) of the accessible unit, then the household in the accessible unit will be required to move to the other non-accessible unit which is available to make the accessible unit available for the new applicant or current resident that needs it.

### **Medical Reason Certified by a Doctor and/or Need for an Accessible Unit**

AHNI will require that the need for an accessible unit is verified by a medical provider as to current residents and applicants. Once proper verification is received and a unit with necessary features becomes available, then a current resident will have first right to the unit over an applicant. If the accessible unit needed is not available, the current resident will be placed at the top of the Wait List for the next available accessible unit ahead of an applicant.

## **Violence Against Women Act (“VAWA”) Protections**

It is a legal requirement and a policy of AHNI to support and assist victims of domestic violence, dating violence, or stalking and protect victims, as well as members of their family, from being denied housing or from losing their assisted housing as a consequence of domestic violence, dating violence, or stalking.

AHNI will provide applicants/ tenants with notice of their rights and obligations under VAWA and will provide applicants/ tenants the option to complete the Certification of Domestic Violence, Dating Violence, or Stalking, Form HUD-91066. The Certification form will be made available to all tenants at the time of admission or, in the event of a termination or start of an eviction for cause proceeding, the Certification may be enclosed with the appropriate notice, directing the tenant to complete, sign, and return the form to AHNI within fourteen (14) business days if applicable. AHNI may extend this time period at its discretion. Alternately, in lieu of the Certification form or in addition to it, AHNI may accept:

- A federal, state, tribal, territorial, or local police record or court record; or
- documentation signed by: (1) an employee, agent, or volunteer of a victim service provider; (2) an attorney; or (3) a medical professional from whom the victim has sought assistance in addressing domestic violence, dating violence, or stalking, or the effects of the abuse, in which the professional attests under penalty of perjury under 28 U.S.C 1746 to the professional’s belief that the incident or incidents are bona fide incidents of abuse; and
- the victim of domestic violence, dating violence, or stalking has signed or attested to the documentation.

AHNI is not required to demand that an individual produce official documentation or physical proof of an individual’s status as a victim of domestic violence, dating violence or stalking in order to receive the protections of VAWA. AHNI, at its discretion, may provide assistance to an individual based solely upon the individual’s statement or other corroborating evidence. AHNI will carefully evaluate abuse claims as to avoid conducting an eviction based on false or unsubstantiated accusations.

AHNI will be mindful that the delivery of the Certification form to the applicant/tenant via mail may place the victim at risk, e.g., the abuser may monitor the mail. Therefore, in order to mitigate risks, AHNI will work with the applicant/tenant in making acceptable delivery arrangements, such as inviting them into the office to pick up the Certification form or making other discreet arrangements.

## **Confidentiality of Information.**

The identity of the victim and all information provided to AHNI relating to the incident(s) of domestic violence, dating violence, or stalking shall be retained in confidence by AHNI and shall not be entered into any shared database or provided to a related entity, except to the extent that the disclosure is:

- Requested or consented to by the victim in writing;
- Required for use in an eviction proceeding; or
- Otherwise required by applicable law.

The HUD-approved Certification form provides notice to the applicant/tenant of the confidentiality of the form and the limits thereof.

## **Retention of Information.**

AHNI will retain all documentation relating to an individual’s domestic violence, dating violence, or stalking in a separate file that is kept in a separate secure location from other tenant files.

## **Equal Housing Opportunity**

AHNI does not discriminate against applicants or tenants and encourages and supports the nation’s affirmative housing program in which there are no barriers to obtaining housing on the basis of race, color, national origin,



religion, sex, disability, marital status, or familial status. AHNI complies with state and local laws which include additional protections in housing including sexual orientation, creed, and age. AHNI also complies with the Iowa Civil Rights Act (Iowa Code 216) which also prohibits housing discrimination based on gender identity.

**Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act**

- For those applicants with visual impairments, AHNI will at the choice of the applicant read the application to and fill out the written answers for such individual or allow such individual to have another person of their choice assist them in completing the application form.
- For those applicants who cannot access the AHNI office, application and rental information is provided on the AHNI website at [affordablehousingnetwork.org](http://affordablehousingnetwork.org), or AHNI staff will arrange to meet such individual in an accessible location, or mail the application to the applicant.
- Any applicant with a disability may choose, instead, to have the application form mailed to them.
- Any applicant with a disability not covered above may request such assistance as may be reasonably necessary to assist in the application process.

The above age requirements do not apply to residents under state programs for minors or minors who have an adult 18 years or older who co-sign the lease and agree to be financially responsible under the lease. Eligibility for minors under a state program will be determined according to the state contract.

