



New River House/Trolinger Apartments  
2603 Warm Hearth Drive, Blacksburg, VA 24060

Dear Applicant:

Thank you for your interest in Trolinger House and New River House apartments at Warm Hearth Village. Trolinger House and New River House are two housing projects operated under the Department of Housing and Urban Development (HUD) Section 8, 202 Program and specifically designed with seniors in mind who are able to live independently with or without supportive services.

Under this program, the Department of Housing and Urban Development (HUD) has limited admission to these properties to applicants who are 62 years of age or older, and to households where the head or co head is 62 years of age or older, or those in need of the accessibility features of an apartment adapted for the mobility impaired. In addition, you must meet the income limits detailed within this packet.

Trolinger House and New River House apartments have adopted a smoke-free policy. Beginning October 1, 2015 all new tenants moving into the property will only be able to smoke in designated smoking areas.

If you wish to apply for residency, complete the application, the Supplemental Optional Contact Information for HUD-Assisted Housing Applicants and the Race and Ethnic reporting form and include the required verifications detailed within this packet. Applications will be processed in the order received. All eligible applicants will then be notified when your name is placed on our waiting list. Completion of this application will put your name on the wait list for both properties.

When your name nears the top of the list, we will contact you to update the information that is included on your application and conduct a certification interview. When all the verification and reports have been received, we will notify you if you qualify for residency.

If you have any questions, please feel free to contact us at 540-552-2419.

Sincerely

Robbie Hickerson  
Director  
Housing & Resident Services

Rebecca McClure  
Assistant Director  
Housing & Resident Services





# APPLICATION

New River/Trolinger House Apartments  
 2603 Warm Hearth Drive  
 Blacksburg, VA 24060

**General Information - (please list all members of the household, including yourself)**

Name	Relation to Head	Sex	Date of Birth	Social Security #
	Self			

\_\_\_\_\_  
 Mailing Address City State Zip

\_\_\_\_\_  
 Home Phone Cell Phone Email Address

\_\_\_\_\_  
 Landlord Address City State Zip Phone Number

**Housing Information**

- Are you being displaced from your current housing? Yes No
- Are you living in substandard housing? Yes No
- Are you paying more than 50% of your income for housing? Yes No
- Are you a student at an institute of higher learning? Yes No
- Are you protected under the VAWA policy? Yes No
- Do you currently receive HUD rental assistance? Yes No
- Will you be bringing a Pet? (\$100 Pet Deposit Required\*\*) Yes No
- Do you require a reasonable accommodation for your disability? Yes No

Specific accommodation requested:

\_\_\_\_\_  
 Do you require a barrier free accessibly-designed apartment? Yes No

Our barrier free apartments feature the following accessible designs: wider hallways, wider doorways, lower counter-tops, lower light switches, roll up unobstructed access to sinks, wheelchair friendly flooring.

Do you feel that your mobility disability requires that you have a barrier free unit with the accessibility features as described above? Yes \_\_\_\_\_ No \_\_\_\_\_



\*\*Service Animals are not considered pets and require no special deposit.



**Citizenship Information**

I hereby declare, under penalty or perjury, that I am:

- \_\_\_\_\_ 1. A citizen or national of the United States. No further information is required.
- \_\_\_\_\_ 2. A non-citizen with eligible immigration status. Please provide documents that verify your eligible immigration status.
- \_\_\_\_\_ 3. Not contending eligible immigration status. I understand that I am not eligible for financial assistance under these conditions.

**Income/Asset Information**

Name	Social Security Income	Pension Income	Other Income	Total Monthly Income

**Besides social security, please list other income (employment, pensions, alimony, etc.):**

\_\_\_\_\_ Mailing Address of Sender

\_\_\_\_\_ Amount of Monthly Check

**Checking Account - (please be sure to include address)**

\_\_\_\_\_ Name of Bank

\_\_\_\_\_ Mailing Address of Bank

\_\_\_\_\_ Account Number Present Balance

**Savings Account - (please be sure to include address)**

\_\_\_\_\_ Name of Bank

\_\_\_\_\_ Mailing Address of Bank

\_\_\_\_\_ Account Number Present Balance



**Please list any CD's, T-bills, money market accounts, stocks, bonds, etc. that you own:**

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
Mailing Address of Financial Institution

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Total Value/Interest Rate

**Please list any home or property that you own (or are in the process of buying):**

\_\_\_\_\_  
Mailing Address of Home or Property

\_\_\_\_\_  
Current Value of Home or Property

\_\_\_\_\_  
Mailing Address of County Tax Assessor's Office

**Expense Information**

Do you currently receive Medicaid?	Yes	No
Do you have Medicare?	Yes	No
Do you have a Part D Prescription Plan?	Yes	No
Do you have supplemental health insurance?	Yes	No

**Please list any premiums paid for health care insurance:**

\_\_\_\_\_  
Name of Health Care Insurance Company

\_\_\_\_\_  
Mailing Address of Health Care Insurance Company

\_\_\_\_\_  
Policy Number

\_\_\_\_\_  
Premium Amount

How often is this premium paid?

\_\_\_\_\_  
Monthly

\_\_\_\_\_  
Quarterly

\_\_\_\_\_  
Other

**Please list the following medical prescription information:**

\_\_\_\_\_  
Name of Pharmacy

\_\_\_\_\_  
Mailing Address of Pharmacy

On average, how much are your monthly expenses from this pharmacy? \_\_\_\_\_



Have you or any applicant household member been convicted of a felony in the past 10 years? Yes No

Have you ever been evicted? Yes No

Are you or any applicant household member subject to a lifetime sex offender registration in any state? Yes No

List all states in which you or any applicant household member has resided.

HUD requires us to conduct criminal and credit check for all applicants for residence at New River House and Trolinger House apartments. Without completion of these checks we cannot add you to our wait list nor can we enter into a lease with you. Therefore, by signing below you hereby authorize Warm Hearth Village or its agents to conduct an investigation as to whether you have a criminal record, and to check your credit rating. Valid social security numbers are needed to run these checks for all applicants, please provide these on page 1. Every effort will be made to secure these numbers and they will not be disclosed or shared with anyone.

I certify that the above information is true and complete to the best of my knowledge. I authorize inquiries to be made by Warm Hearth to verify any information on this application.

\_\_\_\_\_  
Head of Household Date

\_\_\_\_\_  
Co-Head Date

Your application is not complete and will be returned to you if the following information is not included:

- Proof of Age
- Proof of Social Security Income
- Proof of Pension Income
- Proof of Assets and Insurance Expenses
- Application signed and dated by ALL applicants
- Proof of Social Security Numbers for ALL applicants (see Tenant Selection Plan for details)

**\*\*\* Initial screening to be added to our Waiting List does not constitute final approval for Housing at Trolinger and New River House apartments. Final verifications are done at the time an applicant gets close to the top of the waiting list are still required to meet eligibility requirements. HUD Program and project requirements are also subject to change.**

**Please be sure to sign/date application and attach all required information.**



Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

**SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING**

This form is to be provided to each applicant for federally assisted housing

**Instructions: Optional Contact Person or Organization:** You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

<b>Applicant Name:</b>	
<b>Mailing Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>Name of Additional Contact Person or Organization:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>E-Mail Address (if applicable):</b>	
<b>Relationship to Applicant:</b>	
<b>Reason for Contact:</b> (Check all that apply)	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
<b>Commitment of Housing Authority or Owner:</b> If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
<b>Confidentiality Statement:</b> The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
<b>Legal Notification:</b> Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

Check this box if you choose not to provide the contact information.

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**Signature of Applicant**

**Date**

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

**Privacy Statement:** Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.

**Race and Ethnic Data Reporting Form**

U.S. Department of Housing and Urban Development  
Office of Housing

OMB Approval No. 2502-0204  
(Exp. 06/30/2017)

<b>Name of Property</b>	<b>Project No.</b>	<b>Address of Property</b>
<b>Name of Owner/Managing Agent</b>		<b>Type of Assistance or Program Title:</b>
<b>Name of Head of Household</b>		<b>Name of Household Member</b>

Date (mm/dd/yyyy): \_\_\_\_\_

Ethnic Categories*	Select One
Hispanic or Latino	<input type="checkbox"/>
Not-Hispanic or Latino	<input type="checkbox"/>
Racial Categories*	Select All that Apply
American Indian or Alaska Native	<input type="checkbox"/>
Asian	<input type="checkbox"/>
Black or African American	<input type="checkbox"/>
Native Hawaiian or Other Pacific Islander	<input type="checkbox"/>
White	<input type="checkbox"/>
Other	<input type="checkbox"/>

**\*Definitions of these categories may be found on the reverse side.**

**There is no penalty for persons who do not complete the form.**

<b>Signature</b>	<b>Date</b>
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**Public reporting burden** for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. Owners/agents must offer the opportunity to the head and co-head of each household to "self certify" during the application interview or lease signing. In-place tenants must complete the format as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. Once system development funds are provided and the appropriate system upgrades have been implemented, owners/agents will be required to report the race and ethnicity data electronically to the TRACS (Tenant Rental Assistance Certification System). This information is considered non-sensitive and does not require any special protection.



## Instructions for the Race and Ethnic Data Reporting (Form HUD-27061-H)

### A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

1. The two ethnic categories you should choose from are defined below. You should check one of the two categories.

1. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
2. **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. The five racial categories to choose from are defined below: You should check as many as apply to you.

1. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
3. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.



**WARM HEARTH VILLAGE**  
**TENANT SELECTION CRITERIA**  
**(UPDATED 2/2010)**

**1. Project Eligibility Requirements**

Occupancy at Warm Hearth is limited to elderly individuals 62 years of age or older and to families whose head of household is 62 years of age or older, except for accessible units designed for the mobility impaired. Both elderly and non-elderly disabled individuals or families whose head or spouse is mobility impaired are eligible to occupy such accessible units (with proper disability verification). Key Requirements for eligibility: The applicant's income must not exceed program income limits; Applicants must disclose social security numbers and provide proof of those numbers; Applicants must submit and sign all forms and authorizations required; Applicant must establish that the unit will be their one and only fulltime residence; Applicant must agree to pay the rent required by the program; Applicant must be U.S. citizen and provide proof of citizen status.

\*\*Under certain circumstances, students enrolled at an institution of higher education may be eligible for tenancy. For more information on student eligibility, check with your local HUD office or on the web at: <http://www.hud.gov/office/pih/publications/studentrulequ.pdf>. We are required to verify student eligibility as part of the selection process.

\*\*Management will use the online EIV system before move-in and after move-in to check/verify many factors including but not limited to dual subsidy, SSA benefits, employment compensation. For more information on EIV, please refer to HUD's website at: [www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome/cfm](http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome/cfm)

**2. Income Limits / Occupancy Standards**

Applicant(s) must meet the current income limits for the area, as set forth by the Department of Housing & Urban Development. LOW and VERY LOW and EXTREMELY LOW incomes are defined as:

Low income is defined as 80 percent of the median family income for the area, subject to adjustments for areas with unusually high or low incomes for housing costs;

Very Low income is defined as 50 percent of the median family income for the area, subject to specified adjustments for areas with unusually high or low incomes.

Extremely Low income is defined as 30 percent of the median family income for the area, subject to specified adjustment for the areas with unusually high or low incomes.

As required by HUD 40% of our apartments will be occupied by residents in the Extremely Low income bracket, 10% of the apartments will be occupied by residents in the Low income bracket, with the remaining 50% being drawn from either Very Low or Extremely Low based on time of application.

**Occupancy Standards:**

Single persons applying for subsidized housing at New River and Trolinger House Apartments will be eligible for one-bedroom apartments. Couples are eligible for a one-bedroom or two-bedroom and families (including children or grandchildren) or a single person who has a live-in aide are eligible for a two-bedroom apartment. Should family composition change or the resident no longer has an aide living with them, the resident may be

asked to move to the appropriate sized apartment when one becomes available. Should an applicant's occupancy requirements change while they are on the waitlist it is the applicant's responsibility to notify us in writing. A new application needs to be submitted as additional household members must be processed in accordance to HUD standards.

### **TRANSFERS IN APARTMENTS**

In order to ensure that you are happy with your home; the owner/agent will consider requests from residents to transfer from one unit to another. The owner/agent will consider a unit transfer for the following reasons:

- 1) There is a need for a unit transfer because of a change in household size and or composition.
- 2) There is a verified medical need for a different unit.
- 3) If two or more adult household members reside in one unit and one or more adults choose to apply for a separate unit, the new household will be required to submit a complete application and must be eligible for assistance under the rules provided in HUD Handbook 4350.3 and the owner/agent resident screening policies provided in the most current resident selection plan.
- 4) As part of a reasonable accommodation.

Existing residents must complete a Unit Transfer request. The Unit Transfer Request must be completed and signed by the head of household and all adult household members who wish to transfer. The unit transfer request may be submitted in an equally effective manner as a reasonable accommodation if there is a presence of a disability.

Factors concerning approval of transfer are as follows:

- 1) A household that has given a 30-day notice-to-move need not be transferred
- 2) It will not result in undue strain on the management company at the time of the transfer.
- 3) A household whose unit meets the owner/agents occupancy standards and who does not require the unit transfer as a reasonable accommodation/medical need must be a resident in good standing for at least one year. A resident in good standing must meet the following criteria:
  - a) No current outstanding balances owed for 60 days or more.
  - b) No confirmed complaints against the resident for disturbing the peace and quiet comfort of other neighbors and/or their guests.
  - c) Last unit inspection resulted in no findings of damage or undue wear and tear and no findings of unsafe or unsanitary conditions.
  - d) No major lease violations within the last year.

### **3. Applicant Information**

Applicant(s) must provide the following information:

- a) Complete, Signed application and associated forms
- b) Proof of Age and Citizenship Status
- c) Social Security Number (and proof of SSN#)
- d) Proof of Income / Assets / Medical Expenses

All information provided will be verified by the staff through third party verification or review of documents. Provision of false information shall be grounds for rejecting an application. Each applicant is required to execute all appropriate releases in order to obtain information relative to the acceptance or rejection of an application.

*“In addition, HUD provides the owner/agent with information about an applicant’s current status as a HUD housing assistance recipient. The owner/agent will use the Enterprise Income Verification System to determine if the applicant or any member of the applicant household is currently receiving HUD assistance. Nothing prohibits a HUD housing assistance recipient from applying to this property. However, the applicant must move out of the current property and/or forfeit any voucher before HUD assistance on this property will begin (please also see Single Residence Criteria). Special consideration applies to minor children where both parents share 50% custody.*

*If the applicant or any member of the applicant household fails to fully and accurately disclose rental history, the application may be denied based on the applicant’s “misrepresentation” of information.”*

#### **4. Federal Preferences**

Warm Hearth does not currently consider federal preferences for its waiting list. Current residents in good standing who show a need to transfer within Warm Hearth will be given preference.

#### **5. Applicant must have the legal capability to enter into a Lease Agreement**

#### **6. Rejection Policy**

Applicant will be notified in writing if an application for residency is rejected. The reason for the rejection will be included in the letter. The applicant will have a period of 14 days to respond in writing or meet with project management to discuss the matter. One or more of the following are reasons for this action:

- a) Previous history of eviction.
- b) Previous history of nonpayment of rent.
- c) Previous history of damage to dwelling.
- d) Previous history of violence or harassment.
- e) Disturbing the peaceful, quiet enjoyment of others.
- f) Previous violation of lease terms, such as failure to maintain unit in a sanitary condition.
- g) Negative landlord reference.
- h) Direct threats to the health and safety of others.
- i) Current illegal use of drugs or conviction for the manufacture or distribution of illegal drugs.
- j) Bad credit reports / score from OneSite Screening process.
- k) Applicant will be rejected if unable to enter into a lease within 30 days of accepting a unit.

Management is agreeable to reappraise a credit report forwarded to them by the credit bureau on behalf of the applicant which encompasses certain corrections made in that report as a result of action taken by the applicant directly with the credit bureau. The application is however, considered rejected until updated information is received from the credit reporting agency. Waiting list priority or preference is suspended until such time of receipt. This suspension is limited to thirty days following the date of issuance of the credit reject letter. Other qualified applicants will be contacted for the available unit during this suspension. If the application process for another qualified applicant results in the possibility of leasing before a rejected applicant’s record is satisfactorily corrected, a lease will be executed for the other applicant and the reinstated application will be leased the next available unit of proper suite size.

If a rejected applicant meets with the Housing management and still believes they are being wrongly rejected, they may grieve the issue to the CEO of Warm Hearth Village. A meeting can be arranged with the CEO by calling 443-3423.

## 7. Live-In Attendants

An applicant or existing residents may request a live-in attendant to reside in the unit. A live-in attendant is a person who provides care for the resident. Proof of need is required by a medical professional. The live-in attendant is not a party to the lease, and therefore would not qualify as a remaining member of the tenant family. Live-in attendants MUST be screened before they may move in (including screenings for credit, rental history and criminal background).

## 8. Warm Hearth does not have a policy to consider extenuating circumstances for applicants. Warm Hearth does prioritize applicants transferring from within Warm Hearth Village.

## 9. Notification

Management will notify the applicant promptly and provide the following information.

- a) If the applicant is approved for admission, the approximate date that the family could be offered a unit (to the extent that the date can be estimated) upon request.
- b) If the applicant is not approved for admission, the reason(s) for that determination will be provided, and if requested by the applicant, management will arrange an informal hearing within a reasonable period of time after the applicant has been notified – always.

## 10. Waiting List

Once an application has been approved, the applicant will be put onto the waiting list they qualify for based on the date the application is approved (first come, first serve). Two waiting lists are maintained: a ONE / TWO BEDROOM list, and a BARRIER FREE list. There is no cost, deposit, or obligation associated with being put on any of these waiting lists.

Applicants who qualify for the ONE/TWO BEDROOM apartment list will be placed at the bottom of the list and will be offered an apartment by application approval date as follows: In order to fill 40% of available units required by HUD to Extremely Low applicants, the first 4 vacant units out of 10 will be filled by extremely low income applicants by application date. The next 6 available units will be offered to qualified applicants by application date to the Extremely Low, Very Low and Low applicants. **Note:** Due to contract restraints those applicants in the Low income category will only be offered an available unit if there is space available in the 10% total occupied units of Low income tenants allowed by HUD for the project. The estimated wait for an applicant that is in the extremely low income category can range from 1 to 6 months for an available apartment, those that qualify in the very low income category can be 6 months to a year for an available apartment and those that qualify in the low income category can expect a 1 to 3 year wait for an available apartment.

Those applying for the Barrier Free list must be verified by a third party medical source showing the need for a Barrier Free unit before they are allowed to occupy a unit. Barrier Free applicants must also meet income qualifications. The Barrier Free list is maintained as a separate list, and those applicants on the list will only be offered Barrier Free units. Persons requiring a Barrier Free unit do not have to meet the 62 years or older age requirement. Applicants will be offered an available unit by application date based on the above required percentages started for those applying for one and two bedroom apartments.

Once an applicant has been offered the next available apartment the applicant may either, accept the apartment, refuse the apartment and be removed from the waiting list, or refuse the apartment and be moved to the bottom of the waiting list. If they accept the offered apartment, we will verify all current information, and then move them into the offered apartment (assuming a successful verification process). Any applicant who refuses an available apartment three times will be removed from the waiting list. (They may re-apply if they wish to get back onto the List at a future time).

### **11. Closing the Waiting List**

When the regular number of applications on file is such that there is no reasonable prospect that additional applicants could be housed within the next twelve months, management shall suspend the acceptance of application and close the waiting list. This moratorium shall be publicly announced within the local housing jurisdiction. During this period, an abbreviated application will be accepted consisting of the following information:

- |                          |                            |
|--------------------------|----------------------------|
| a) Name                  | e) Family size/composition |
| b) Address               | f) Sex                     |
| c) Telephone number      | g) Income                  |
| d) Date & Time submitted | h) Priority                |

When management determines that the moratorium should be lifted, those who have filed the abbreviated form of application will be invited to complete the full application. The invitation will be extended based on the date of the abbreviated application and other priority factors.

### **12. Warm hearth does not discriminate against any person because of race, color religion, sex, disability, familial status, or national origin.**

**Trolinger House and New River House does not discriminate on the basis of handicapped status in the admission of, access to, or treatment, or employment for Warm Hearth Village.**

**Robbie Hickerson, 2603 Warm Hearth Drive, Blacksburg, VA 24060**

**Phone # 540-552-2419 TDD# 711 or 1-800-542-5959**

**-has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's (HUD) regulations implementing Section 504 (24 CFR Part 8, dated June 2, 1988)**

### **13. Reasonable Accommodation Policy**

It is the intention of Trolinger and New River House apartments to make "reasonable accommodations" both in the application process and residency in accordance with HUD Handbook 4350.3 and especially with regards to Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act and other relevant civil rights laws and statutes. This also includes taking reasonable steps to ensure meaningful access to information and services we provide for persons with LEP (Limited English Proficiency).

**14. Adherence with the Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA) for the Multifamily Project-Based Section 8 Housing Assistance Payments Program. Warm Hearth adheres to the provisions of VAWA, if you feel this applies to you, please let us know so we can confirm and apply the policies.**

**PROTECTIONS FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING**

The law offers the following protections against eviction or denial of housing based on domestic violence, dating violence or stalking:

- A. An applicant's or program participant's status as a victim of domestic violence, dating violence or stalking is not a basis for denial of rental assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission.
- B. An incident or incidents of actual or threatened domestic violence, dating violence or stalking will not be construed as serious or repeated violations of the lease or other "good cause" for terminating the assistance, tenancy, or occupancy rights of a victim of abuse.
- C. Criminal activity directly related to domestic violence, dating violence or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights of the victim of the criminal acts.
- D. Assistance may be terminated or a lease "bifurcated" in order to remove an offending household member from the home. Whether or not the individual is a signatory to the lease and lawful tenant, if he/she engages in a criminal act of physical violence against family members or others, he/she stands to be evicted, removed, or have his/her occupancy rights terminated. This action is taken while allowing the victim, who is a tenant or a lawful occupant, to remain.
- E. The provisions protecting victims of domestic violence, dating violence or stalking engaged in by a member of the household, may not be construed to limit the O/A, when notified, from honoring various court orders issued to either protect the victim or address the distribution of property in case a family breaks up.
- F. The authority to evict or terminate assistance is not limited with respect to a victim that commits unrelated criminal activity. Furthermore, if an O/A can show an actual and imminent threat to other tenants or those employed at or providing service to the property if an unlawful tenant's residency is not terminated, then evicting a victim is an option, the VAWA notwithstanding. Ultimately, O/A's may not subject victims to more demanding standards than other tenants.
- G. The VAWA protections shall not supersede any provision of any federal, state, or local law that provides greater protection for victims of domestic violence, dating violence or stalking. The laws offering greater protection are applied in instances of domestic violence, dating violence or stalking.