

Section VI

LEASING, MOVE-INS AND OCCUPANCY

Overview

The section establishes the Company's policies and procedures associated with executing leases and moving new residents into our apartment communities. It also addresses the Site Managers' responsibilities as they relate to the continuing occupancy of our residents.

To successfully fulfill the requirements of this section, each employee *must* know the following:

1. How the Federal Fair Housing Laws affect our operations at the site level;
2. How to properly maintain a valid waiting list;
3. How to evaluate an application and make the decision either to approve or reject it;
4. How to move-in a resident;
5. What the certification and recertification processes are in HUD, RURAL DEVELOPMENT and other government-assisted housing programs, if applicable. **Required Reading: HUD Handbook 4350.3, Chapter Five and RURAL DEVELOPMENT Handbook 1930-C, Exhibit B as follows: Sections II, IV, VI, VII, VIII, and XIV;**
6. What the Tenant Integrity Program (TIP) entails;
7. What the requirements of the Resident Grievance Procedures are, and,
8. What the Company's philosophy and policies are regarding resident relations.