

OAKWOOD SENIOR ESTATES  
500 SWANSEA MALL DRIVE  
SWANSEA, MA 02777

**ELIGIBILITY POLICY FOR ADMISSION**

The policy of Oakwood Senior Estates is one of equal opportunity for prospective applicants regardless of race, color, religion, sex, handicap, familial status, or national origin, as defined in Title 6 of the 1964 Civil Rights Act as amended in 1990, Title 8 of the 1968 Civil Rights Act Section 504 of the Rehabilitation Act, and Executive Order 11063.

Vacant apartments are offered to individuals and couples on a first come, first serve basis. The management of Oakwood Senior Estates will review all applications to determine eligibility for residency at Oakwood Senior Estates with the following criteria:

All persons interested in an apartment must complete and submit an application for tenancy. All applications are numbered and logged according to the date they are received in our office.

**RESIDENT SELECTION/ ELIGIBILITY CRITERIA**

1. All individuals must be 55 years old or older. All applicants whose incomes are being claimed for units will be required to be leaseholders.
2. All applicants must be legally capable of entering into a Lease Agreement. Clarification of legal status may be requested.
3. All applicants must be income eligible. Minimum and maximum incomes will be posted in the business office for general public review. Minimum incomes do not apply to applicants with certificates or vouchers.
4. All applicants must be income eligible as defined under Section 42 of the Internal Revenue Service Code.

5. Applicants must have maintained a satisfactory credit history. Outstanding debts, liens, or judgments exceeding \$500,000 will generally be cause for rejection unless the applicant can demonstrate that the debts are being paid off on an active basis. Management will require an additional security deposit in the event of this case. Lack of credit is not sufficient justification to reject an applicant. Rejection for any of the above will be considered rejection due to derogatory credit.
6. Prior landlords will be contacted for references. Applicants will be rejected if they have a history of any of the following: Repeated late payment of rent, failure to pay rent or other charges, public disturbances, damage to the living unit or the property of others, physical or verbal attacks on others, or a history of poor housekeeping. Rejection for any of the above will be considered as derogatory residency history.
7. Applicants will be rejected if anyone in the household has been convicted of a drug related or violent offense, documented in public records. Rejection for the above will be considered derogatory public records.
8. Applicants will be rejected if they fail to respond to requests for verification of any of the above information within a time frame specified, or providing false information on the application.
9. In the event of rejection, applicants will be notified in writing and given 14 days to respond in writing to request a meeting to discuss the rejection in person.
10. The agent will, to the extent permitted by the Home Program and the Low Income Housing Tax Credit Program, give preference in resident selection of the Town of Swansea.

11. Apartment vacancies will be offered to the next eligible applicant on the waiting list, if any, who has provided all necessary and requested information and/or documentation to Oakwood Senior Estates. The eligible applicant must accept the first vacancy offered unless clear evidence of inability is provided, such as, but not limited to:

- ◆ Recovery from recent illness
- ◆ Special needs
- ◆ Pending sale of residence
- ◆ Inability to move due to current lease term

### **Occupancy Standards**

1 bedroom-No more than two (2) persons

2 bedrooms-No more than four (4) persons