

Exhibit 5-1 Unit Offers

HUD Regulation – 24 CFR 880.504(a)

Leasing to eligible families. During the term of the Contract, an owner shall make available for occupancy by eligible families the total number of units for which assistance is committed under the Contract.

HUD Regulation – 24 CFR 880.603(b)

(1) If the owner determines that the family is eligible and is otherwise acceptable and units are available, the owner will assign the family a unit of the appropriate size in accordance with HUD standards.

Alaska Statute – AS 18.80.240

Unlawful practices in the sale or rental of real property. It is unlawful for the owner, lessee, manager, or other person having the right to sell, lease, or rent real property

(1) to refuse to sell, lease, or rent the real property to a person because of sex, marital status, changes in marital status, pregnancy, race, religion, physical or mental disability, color, or national origin; however, nothing in this paragraph prohibits the sale, lease, or rental of classes of real property commonly known as housing for "singles" or "married couples" only;

(2) to discriminate against a person because of sex, marital status, changes in marital status, pregnancy, race, religion, physical or mental disability, color, or national origin in a term, condition, or privilege relating to the use, sale, lease, or rental of real property; however, nothing in this paragraph prohibits the sale, lease, or rental of classes of real property commonly known as housing for "singles" or "married couples" only;

AHFC Policy

AHFC will offer units in accordance with Fair Housing guidelines. Families will also be selected for units of appropriate size based on AHFC's Occupancy Standards.

1. Unit Offer Order

HUD Regulation – 24 CFR 945.303(e)

Appropriateness of dwelling unit to family size. This part may not be construed to require a PHA to offer a dwelling in a designated project to any family who is not of appropriate family size for the dwelling unit. The temporary absence of a

child from the home due to placement in foster care is not considered in determining family composition and family size.

AHFC Policy

AHFC will balance the needs of applicants on a waiting list with the needs of current residents requiring or requesting a transfer. See the Transfer Policy exhibit for the prioritization of unit offers. AHFC will offer units to applicants as follows:

1. The first qualified applicant in sequence on the waiting list (regardless of family size) is made one offer of a unit of appropriate size and type.
2. The applicant must accept the vacancy offered or provide good cause for refusal of the unit.
3. An applicant who provides good cause for refusing a unit may receive a second unit offer, if available, or be placed in the "pool files".
4. An applicant who refuses the offer of a second unit will be withdrawn from the waiting list.

2. Determining Family Needs

Each AHFC location may choose to use a set of basic questions to determine family needs when a variety of unit locations or features are available.

3. Unit Offers

If multiple units are available, AHFC will consider a family's needs (see above) when extending a unit offer.

AHFC Policy

1. AHFC will house families expeditiously.
2. AHFC will not hold units for families.
3. AHFC will extend unit offers to qualified applicants as follows.
 - a. In person, if the family is present in the office at the time of eligibility.
 - b. By telephone.
 - c. By email or text message.
 - d. By mail if the family does not have any other method of contact.

Once a verbal, text, or email offer has been made, the family has until the close of business on the following day to accept or decline the unit. If the unit is offered by mail, the family has five (5) calendar days from the date of the offer letter to respond.

3.A Unit Acceptance

If a family accepts the offer of a unit, AHFC will schedule the pre-occupancy briefing to coincide with the availability of the unit. See the Pre-Occupancy Briefing chapter for information.

3.B Unit Rejections

A family may decline a unit offer for good cause. A second rejection will result in the removal of the family from that waiting list.

3.C No Unit Available

The absence of an available unit for a family does not constitute a rejection. Applicant files that are not offered a unit are returned to the waiting list with the original date and time of application.

4. Documentation

AHFC will document unit offers and archive these in accordance with Applicant Archiving procedures.

Numbered Memo

17-29 Exhibit 5-1 Unit Offers