

OCCUPANCY OF ACCESSIBLE DWELLING UNITS POLICY

POLICY STATEMENT

Goldmark Property Management, Inc. (“Goldmark”) is dedicated to ensuring that the policies and procedures at its housing developments do not discriminate against individuals with disabilities, on the basis of disability, and otherwise receive an equal opportunity to participate in, or benefit from, its housing developments, and the programs, services and activities offered at these developments. Therefore, Goldmark requires that all third-party or other agencies involved with its housing developments create and establish policies and procedures approved by Goldmark. Goldmark must, among other requirements, reflect an affirmative commitment to further the fair housing rights of individuals with disabilities and must comply with the provisions and guidance in this Occupancy of Accessible Dwelling Units Policy (“Policy”).

Goldmark, its employees and agents, and its affiliates shall use this Policy, in accordance with the guidance that follows, to maximize use of accessible units by eligible individuals whose disability requires accessible features at all of Goldmark housing properties. Goldmark should be familiar with and adhere to the requirements and/or guidelines of this Policy.

GOLDMARK INQUIRY

Goldmark may make the following inquiries, during the application phase, to all applicants regardless of whether the applicant appears to have a disability or states he or she has a disability:

- Inquiry about an applicant’s ability to meet the requirements of tenancy;
- Inquiry to determine if an applicant is involved in current illegal use of drugs;
- Inquiry to determine if an applicant qualifies for a dwelling unit available only to persons with a disability. Goldmark may inquire whether an applicant has a disability for determining if that individual is eligible to live in a housing designated for persons with disabilities; and
- Inquiry to determine if an applicant qualifies for housing that is available on a priority basis to persons with disabilities or to persons with a particular disability. Meaning, Goldmark may ask applicants if they need units with accessible features, including units designed to be accessible for persons with hearing and/or visual impairments.

PROCESS TO ACCESSIBLE UNIT OCCUPANCY

Goldmark must take reasonable non-discriminatory action to maximize use of accessible units by eligible individuals whose disability requires accessible features provided in the particular unit. To this end, when an accessible unit becomes available, Goldmark will:

- 1) Offer the unit to a current resident in the same development that requires the accessibility features of the unoccupied accessible unit and is occupying a unit not having those accessibility features. The resident with a disability shall not be charged or bear any costs associated with transferring to an accessible unit as an accommodation for the resident's disability.
- 2) If there is no current resident in the same development who requires the accessibility features of the vacant, accessible unit, Goldmark will offer the unit to a current resident with disabilities residing in another development that requires the accessibility features of the unoccupied accessible unit and is occupying a unit not having those accessibility features.
- 3) If there is no current resident who requires the accessibility features of the vacant, accessible unit, then Goldmark will offer the vacant, accessible unit to an eligible, qualified applicant with disabilities on Goldmark's waiting list who can benefit from the accessible features of the available, accessible unit.
- 4) If there is not an eligible qualified resident or applicant with disabilities on the waiting list who desires to reside in the available, accessible unit, then Goldmark may offer the available accessible unit to an applicant on the waiting list who does not need the accessible features the unit provides. However, Goldmark may require the applicant to execute a lease requiring the resident to relocate, at no cost to the resident, to a non-accessible unit within thirty (30) days of notice by Goldmark that there is an eligible applicant/resident with disabilities who requires the accessibility features of the unit.

In accordance with the requirements of Section 504 of the Rehabilitation Act of 1973, Goldmark, its employees and agents, and its affiliates does not discriminate on the basis of disability in admission or access to, or treatment or employment in its federally assisted programs and activities.

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