

# MARKETING MANUAL

COMMUNITY NAME	<u>Windemere Villas Apartments</u>	COMMUNITY #	<u>02</u>
SUBJECT	<u>Housing for Older Persons Policy Statement</u>	SECTION	<u>4.02</u>
ISSUE DATE	<u>June 27, 2018</u>	PAGE	<u>1</u>
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## WINDEMERE VILLAS APARTMENTS

### HOUSING FOR OLDER PERSONS POLICY STATEMENT

Windemere Villas Apartments adopts this policy statement to describe the age restrictions that apply for occupants of apartments within Windemere Villas Apartments. In accordance with the federal Housing for Older Persons Act of 1995 ("the Act"), this apartment complex is intended and operated to provide "housing for older persons". Under the Act, those persons age 55 and over are defined as "older persons". Windemere Villas Apartment complex is designed, operated and maintained for the use and benefit, and to meet the social and physical needs, of persons 55 years of age or older. This apartment complex complies with the Act and is intended to be reserved for residents age 55 and over, with certain exceptions as allowed by the Act. For purposes of this restriction, each apartment shall be occupied by at least one person 55 years of age or older, and any additional occupants shall be at least 40 years of age, with the exception explained below. All prospective tenants will be screened for admission to Windemere Villas Apartments using this policy. No applications for residency in Windemere Villas Apartments will be accepted without proof of age such as a valid driver's license, birth certificate, passport, immigration card, military identification, or other valid government-issued form of identification (including any other state, local, national, or international official documents containing a picture and birth date of comparable reliability). The minimum age for all residents is 40. It is the intention of management of Windemere Villas Apartments to take all necessary steps to fully comply with the Act.

Since Windemere Villas Apartment currently meets the Act's requirement that at least 80% of its occupied units are occupied by at least one person 55 years of age or older, an exception will be granted so that the minimum age requirement established in this policy statement will not apply to and will not be enforced against any existing tenant households with children under the age of 18 through the expiration date of their current lease. At the end of their current leases, households with children under the age of 18 will be expected to transfer to another community. If an existing household's lease expires within 60 days of this policy, such household will have an additional 60 days to locate another community. In addition, if an existing tenant household of Windemere Villas Apartments consists of only persons 18 years of age or older and the household does not include at least one member at least 55 years old, such household may be permitted to remain as residents unless doing so results in Windemere Villas Apartments not meeting the 80% criteria of the Act.

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Management of Windemere Villas shall have the responsibility to determine whether 80% of the apartments are occupied by at least one person who is 55 years of age or older, and management shall have the absolute authority to deny occupancy to any person seeking occupancy where such occupancy would create a violation of the required percentage as set forth in the Act.

To implement the age restriction provisions in this policy statement pursuant to the Act management of Windemere Villas shall undertake the following:

1. The age restrictions set forth in this policy statement shall be published to all applicants for residency in Windemere Villas and to all tenants occupying apartments in Windemere Villas to demonstrate that Windemere Villas Apartment complex adheres to policies and procedures intended to provide housing for persons 55 years of age and older.
2. Management shall take appropriate steps to verify the age of all occupants by reliable surveys and affidavits and for the maintenance of records demonstrating that at least one person who is 55 years of age or older occupies at least 80% of the apartments within Windemere Villas.
3. Upon request of management, all tenants and other occupants of an apartment within Windemere Villas shall be required to cooperate with management by providing reliable surveys or affidavits verifying the age of the occupants of the apartment.

**This policy statement is adopted by Windemere Villas Apartments effective as of June 27, 2018.**