

MI Affordable Assisted Living - Lease, Tenant Service Agreement & Tenant Selection Plan - Minimum Requirements

The following intends to define three components as a coordinated whole:

Lease - items to be addressed:

- Location of premises & terms; from & to dates
- Accommodations & privacy; private bedroom & living space, kitchen & use opportunities, private bath, barrier free and design features, community space use
- Rent; amount and time frames for period covered, due date/advance payment requirements, late fees, refund process
 - Security deposit
 - Certification & recertification of tenant income
 - Rate changes & notice
- Utilities; landlord & tenant responsibilities by utility type (heat, telephone, etc)
- Personal furnishings and apartment alteration opportunities & restrictions
- Resident safety features & property loss responsibilities
- Residence maintenance; landlord & tenant responsibilities for preservation & repairs including heat, plumbing, etc, structure, cleaning & sanitation requirements
 - Process to request repairs, cost & payment process, negligence & consequences
- Housing based tenant complaint/dissatisfaction process with appeal opportunity
- Expected conduct & lease termination/tenant discharge issues; health, safety & comfort of others, criminal activity, violence & weapons
 - Eviction notice & appeal opportunity
- Other occupant restrictions & exceptions
 - Guest opportunities & exceptions
- Inspection for condition of apartment and advance notice timeframe
- Lease renewal & notice

Tenant Service Agreement – components are to include:

- AAL philosophy & explanation
- Consumer rights/bill of rights & responsibilities relevant to services & supports

- Person centered planning & self directed care opportunities
- AAL service delivery process including available services & individual plan of care with service costs
- AAL service provider & supports coordination choice requirements & process for accessing off-site providers/coordinators
- Service based complaint/grievance & appeal procedures
- Abuse, neglect & exploitation information & reporting process
- Protected health information
- AAL services billing/payment processes
 - Rate change statement & notification process
- Medicaid waiver service portability statement & process
- Other services available including home health, hospice
- Services not available

Tenant Selection Plan – required items include:

- Description of residence in regard to number of apartments, number of affordable units, number of levels and access to upper floors
- Eligibility explanation for all units
- Tenant distribution strategy including more preferred & specially equipped apartments
- Initial marketing procedures including timeframes, target groups & the general public
- Consumer application process including processing procedures
- Application screening & review procedures for fair market & affordable applicants including review criteria for accepting & rejecting applicants
- Preferences or priorities for tenant selection (e.g. nursing facility transition)
- Waiting list maintenance including order of assignment and process to select consumers
- Process to notify applicants rejected or denied access to an apartment including hearing appeals processes
- Assurance of non-discrimination in review & selection process
- Informed choice information regarding tenant choice in service providers