



TENANT SELECTION CRITERIA

All rental applications will be processed in the order of date received, in accordance with the size unit requested.

The same selection procedures will be used for all applications without regard to race, color, ethnicity, gender, religion, national origin, disabilities or familial status.

An application that is not complete in its entirety may be rejected. Applications which do not include phone numbers, addresses and information of current and prior landlords, creditors, references, etc. will not be processed.

In addition to income, age and family size requirements, other selection criteria include, but are not limited to:

1. All Head of Households **must be at least 62 years age.**
2. Must be a **U.S. Citizen or Eligible Non-Citizen**
3. **SS Numbers must be disclosed** for All household member
4. Applicant agrees the unit **Must be the primary residence of the household.**
5. Verification of employment, age and income of ALL household members.
6. Must meet **Income Guidelines** of either 50% or below Area Median Income
7. Current & prior rental history. (Relatives and friends are not accepted as landlord references)
8. Established credit and/or business references may be verified by on-site managers or outside agencies such as Renters Screening Service, Credit Bureau, etc. No established credit shall not be the absolute result in denial of application.
9. A criminal history report will be obtained through telephone inquiries or outside agencies.
10. **Any Criminal background reviewed will be reviewed on a case-by-case basis (consideration will be given based upon type of crime, date occurred, completion of treatment program & professional references.)**
11. Transfers are considered after completion of 1st year lease based upon need (change in HH size, disability, etc) and positive rental history.
12. Victims of Domestic Violence cannot be denied housing on the basis of issues related to nor can a lease be terminated for damages not contributed to by the resident. In addition, Management shall provide a Victim the option for an emergency transfer of units as available or released from the lease without penalty.

Owners of Federally Assisted housing are required to deny admission to:

1. Any household member evicted from federally assisted housing for drug-related criminal activity, for three years from the date of eviction.
2. Any household member currently engaging in illegal drug-use or if there is reasonable cause to believe that there is a pattern of illegal use of a drug that interferes with the health, safety, or right, to peaceful enjoyment of the premises by other residents.
3. Any household member subject to a lifetime registration under a state sex-offender registration program.
4. When the owner determines there is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol interferes with the health, safety, or right to a peaceful enjoyment of the premises by other residents.
5. Any active warrants.
6. Any felony conviction within the past 3 years or felony against an individual. All other felonies will be reviewed on case-by-case basis. Completion of a program will be considered.
7. Any household member currently on active parole.

Some further reasons for rejection may be, but are not limited to:

1. A pre-occupancy interview with the on-site resident manager and the prospective tenant family is required at application time.
2. A record of unfavorable past performance of non-payment of financial obligations, especially rent owed to any apartment complex or property owner and unpaid utilities necessary for housing.
3. A record of disturbances and/or property destruction.
4. A record of poor living or housekeeping habits, including the creation of fire hazards, hoarding of trash, damages to premises or equipment, etc.
5. History of criminal acts, which could adversely affect the health, safety or welfare of other tenants, including crimes of theft, drugs or alcohol.
6. If the prospective resident and/or family demonstrates undesirable characteristics, i.e. lack of cleanliness, foul language, unruly children, argumentative/abusive behavior, or indecent behavior, etc during this interview, it will be the resident manager's right to refuse occupancy at that time.

I hereby acknowledge receipt of the HOUSING ELIGIBILITY GUIDELINES.

Signature

Date

Signature

Date

WE ARE UNDER NO OBLIGATION TO PROVIDE HOUSING TO EVERY APPLICANT AND ARE REQUIRED TO MAKE SOUND BUSINESS JUDGEMENTS. In the event an application is rejected or denied, documentation of reason will be maintained in the rental office files for a period of one year from the date of rejection. THE APPLICANT WILL BE NOTIFIED IN WRITING OF THE REASON FOR DENIAL.

3/6/2020