

### Condensed Application and Occupancy policy.

Fully complete applications will be accepted and forwarded to an arm's length 3<sup>rd</sup> party organization licensed and qualified to complete Credit, Criminal, civil, landlord and other background checks. This process can take as little as 24 hours or up to 2 weeks depending number of states and cooperation of agencies within those states. We do our best to move these through as quickly as possible.

If applicant qualifies, then we move to Release of and collecting income, asset and other data required by the Federal Government to determine income eligibility and rents. This process can only happen as quickly as the applicant provides information to us. If approved applicant delays this process for more than a week, the application will be withdrawn. Before this process begins, we require a "hold" deposit of \$150.00 which will be applied to security deposit at move in, or forfeit if applicant backs out after this process has begun.

Once all information is completed and rent/deposit determined, the applicant and management will meet to sign lease and paperwork, pay rent and balance of deposit, do a move in inspection and be given keys. This is the day new residents are required to change utilities to their name. Failure to do so will result in a disconnect and/or vacate notice.

---

#### Application Criteria:

- 1) Failure to provide complete, full disclosure and truthful information on your application will result in denial. False information or incomplete information that intends to mislead the landlord will be reason for denial.
- 2) We are part of the Crime Free Multi-housing Association: please read the addenda marked crime free\*\* on this website to understand the requirements of this program. If you fail to meet the criteria of this addenda, it will be reason for denial.
- 3) US Department of Housing and Urban Development, USDA rural Development and this office follow the standard of no sex offenders\*\*\*, no drug related crime and no violent offenders as is not otherwise stated in #2 addenda reference.
- 4) We require current, positive, government issued photo ID, Social Security card and release of all required information to be eligible for income based subsidy programs or other approved government issued identification meeting eligible criteria for Income Based/HUD Housing (inquire).
- 5) Each applicant must qualify individually or as per specific criteria areas.
- 6) Any applicant using illegal drugs will be denied. If approved for tenancy and later illegal drug use is discovered, tenant will be evicted.
- 7) Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the complex, or the property of others, will be denied tenancy.
- 8) INCOME criteria: Income limits and requirements apply. Please Ask.
- 9) Employment or other sources of income must be 3<sup>rd</sup> party verified.
- 10) 12 months of verifiable rental contract history from a current 3<sup>rd</sup> party landlord is required. Or previous home ownership. If less than 12 months verifiable rental history, you may be required to provide qualified co-signers.

- 11) 5 years of eviction free history is required. Eviction actions unresolved or still in collections after 5 years will be reason for denial.
- 12) Negative landlord references regarding late rents, bad checks, and tenant or police complaints, damage to property or owed money or judgement will be reason for denial.
- 13) More than 3 (4+) cumulative bad credit/collections (other than medical) shall be reason for denial. \*If one of those 3 is a utility/phone in collections, then that bill must be paid (written verification required) and a documented lease co-signer may be required.
- 14) Bankruptcy: for persons who have filed legal reconciliation of past credit through the bankruptcy court, consideration may be made after a period of 1 year since filing was implemented and no other bad credit/collections have occurred since the filing date of the bankruptcy. A co-signer may be required.

If applicant fails to meet any credit, eviction and/or landlord history criteria but has successfully completed an accredited tenant training program such as “Ready to Rent”, the owner may reconsider whether the course content and completion fully satisfy the compliance reform criteria which would successfully demonstrate the applicants ability to live successfully in the property and be in compliance with the leasing requirements of the property and program therein. Applicants may request a copy of the full selection process and criteria by sending the request in writing with a self-addressed stamped (4 stamps) envelope.

Criminal Criteria:

**As per Crime Free Lease Addendum Criteria:** this applies to applicants prior to acceptance and tenants residing in the property.

**\*\*South Dakota Crime Free Lease Addendum<sup>1</sup>**

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

Resident, any members of the resident's household or a guest or other persons affiliated with the resident:

1. Shall not engage in criminal activity, including drug-related criminal activity, on or near the said premises. "Drug related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use an illegal or controlled substance (as defined in Section 102 of the Controlled Substance Act [21 U.S.C.802])
2. Shall not engage in any act intended to facilitate criminal activity
3. Shall not permit the dwelling unit to be used for, or to facilitate criminal activity, regardless or whether the individual engaging in such activity is a member of the household, or a guest

---

<sup>1</sup> [http://www.crime-free-association.org/lease\\_addendums\\_az\\_english.htm](http://www.crime-free-association.org/lease_addendums_az_english.htm)

4. Shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of an illegal or controlled substance as defined in SDCL 22-42, at any locations, whether on or near the dwelling unit premises
5. Shall not engage in any illegal activity, including prostitution as defined in SDCL 22-23-1, criminal street gang activity as defined in SDCL 22-10-14, threatening or intimidating as prohibited in SDCL 22- 19A, assault as prohibited in SDCL 22-18, including but not limited to the unlawful discharge of a weapon, as determined in SDCL 22-14-7, on or near the dwelling unit premises, or any breach of the lease agreement that otherwise jeopardizes the health, safety, and welfare of the landlord, his agent, or other tenant, or involving imminent or actual serious property damage, as defined in SDCL 22-34
6. **VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY.** A single violation of any of the provisions of this added addendum shall be deemed a serious violation, and a material and irreparable non- compliance. It is understood that a single violation shall be good cause for immediate termination of the lease under SDCL 43-32. Unless otherwise provided by law, proof of violation shall not require a criminal conviction, but shall be by a preponderance of the evidence
7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of this addendum shall govern
8. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident.

**As per HUD regulation standards for income based housing:**

\*\*\*This notice reiterates that owners and agents (O/As) and Public Housing Agencies (PHAs) are prohibited from admitting into federally assisted housing individuals subject to a lifetime registration requirement under a State sex offender registration program. The notice also states that O/As and PHAs must pursue eviction or termination for participants subject to a lifetime registration requirement who were erroneously admitted into a federal housing program after June 25, 2001.<sup>2</sup>

---

<sup>2</sup> HUD Notice PIH 2012-28/H 2012-11 State Registered Lifetime Sex Offenders in Federally Assisted Housing