

Resident Selection Criteria

Conventional Apartment Community

Purpose

Our Community was established to provide housing for individuals or families as defined in the eligibility criteria below.

Policy for Changes to the Resident Selection Criteria

Changes to the Resident Selection Criteria may occur from time to time. The changes could occur at the discretion of Management. Changes in the Resident Selection Criteria will be posted at the property.

Application Process

1. Applications will be accepted during via website at www.531Grand.com or can be accepted in person during regular office hours.
2. Persons requiring special accommodations should contact the management office.
3. Applications will be screened in accordance with the property eligibility requirements and the criteria set forth in the resident selection plan.
4. Upon completion of the application, management will meet with the applicant to review the application for accuracy and completeness.
5. Applicants will be required to provide proof of identity and age & current income information.
 - a. Paperwork must be returned to office within 24 hours of request unless otherwise requested.
6. Based on the initial screening the applicant will be added to the waiting list (if a waiting list exists).
7. If no waiting list exists and the initial screen determines the applicant will likely be qualified, management will begin processing the application for occupancy.
8. Should the applicant fail to meet the income minimum requirements and/or other screening criteria management will provide a denial letter by mail.

Applicant Selection

All applicants who meet the resident selection criteria requirements will be offered housing on a first come, first serve basis.

Changes to Family Composition after Move-In

The family may request a change in unit size due to the addition or subtraction of a family member. Adult additions to the family must be approved for occupancy in accordance with the property's resident selection criteria prior to occupying the unit.

Criminal Activity

A prohibition on housing shall apply to any person who:

(A) is currently engaged in, has been convicted of using, distributing, or manufacturing methamphetamine. Housing of such person shall be prohibited for a period of ten (10) years from the date of the conviction, or end of the incarceration, whichever is most recent.

(B) is currently engaged in, has been convicted of Violent Criminal Activity or Drug Related Criminal Activity. Housing of such person shall be prohibited for a period of three (3) years from the date of the conviction, or end of the incarceration, whichever is most recent.

(C) has been convicted of any other felonious activities other than Drug Related Criminal Activity or Violent Criminal Activity. Housing of such person shall be prohibited for a period of three (3) years from the date of the conviction or end of the incarceration, whichever is most recent.

(D) is subject to a lifetime registration requirement under a Federal or State sex offender registration program.

(E) is a sex offender, not subject to lifetime registration. Housing of such person shall be prohibited for a period of ten (10) years from the date of the arrest, conviction, or end of incarceration (whichever is later) or the period of required registration as a sex offender, whichever is greater. (F) The prohibition on the housing of a convicted felon shall not apply to qualified tenants of Transitional Housing, except that the housing of a person in any Transitional Housing shall be prohibited if said person: (A) is subject to a lifetime registration requirement under a Federal or State sex offender registration program, or (B) is currently engaged in or has been convicted of a violent felony in the last three (3) years.

In all cases if a background reports lacks detail about the event(s) in question it shall be incumbent on the applicant to provide verifiable specifics.

Criminal history deemed serious by the site manager but not covered in the above guidelines shall be determined on a case-by-case basis but only after a determination has been made that the applicant / household appears to qualify under all other program guidelines. The relevant facts, and verifiable specifics including date of occurrence, date of conviction and dates of release from incarceration (if applicable) shall be sent to the designated representative of the company who shall make the determination

Occupancy Standards

Occupancy is limited to two (2) persons per bedroom.

Citizenship

Applicants will be required to verify their citizenship status as part of the qualification process at this property. Applicants are required to provide a Social Security card or other appropriate documentation.

Credit Policy

Landlord Reference:

The applicant's present and past landlord history will be verified including but not limited to rental amount, rent paying habits, how long they have lived there, condition of dwelling, did they fulfill their lease, did they give notice to vacate and would they be eligible to live there again. Lack of landlord reference is not a negative (for example, have always lived with parents).

Credit Report:

The applicant's credit report will be checked using a credit reporting agency. An application fee of \$50.00 will be charged to each adult applicant. The Site Manager has the ability to approve any application if the Predictive Factor Point Score is between 15 – 28. Regional Property Manager Approval is required when the Predictive Point Score is below 15. In most cases, the Property Manager must reject an application with a score of 0-11 unless there are special circumstances (new college graduate, military, new job, bankruptcy, etc). A bankruptcy is considered to have erased all debt.

Income:

Applicants must have sufficient income to ensure that they are able to pay the rent. The standard requirement is that the applicant(s) must earn at least 3 times monthly rental amount. If there is no other debt, this can be changed at the discretion of the Regional Property Supervisor.

Guarantor:

A guarantor can only be used if the applicant, standing on their own meets a Predictive Factor Point Score of questionable and nothing less, unless approval is obtained by the Property Manager. The guarantor must qualify under the same guidelines as the applicant, including a credit check. An application fee of \$25.00 is required of a guarantor just as it is required of an applicant. Guarantors may be used only if they are immediate family members (legally related, brothers, sisters, father, mother,

etc.) Unrelated individuals, such as friends, are not acceptable. We allow adults 18 years or older with an established relationship to applicant.

Procedures for Approval:

1. Applicants will be screened first for landlord, credit and criminal approval, occupancy standards and the ability to contract (pay rent). Our Community will not obtain criminal reports on applicants who are denied based upon information obtained in the first step.
2. Income verification will begin if criminal report is satisfactory.
3. Banking information is also obtained from applicant to establish eligibility to live on property and ability to pay rent each month.
4. After all verifications are received, application is submitted to Regional Property Supervisor for approval.
5. Within 48 hours of approval, applicant will be contacted to confirm lease information such as move-in date, rental rate, concessions offered (if applicable), garage space, any pets or service animals joining the household.
6. Lease will be sent to applicant within 48 hours of confirmation of all lease information, lease is required to be signed within 48 hours of receipt.

Procedures for Denial:

The following procedures will be completed when an applicant is denied housing. Applicant is contacted within 48 hours of RPS denial.

1. A denial letter will be mailed within 3 business days to the applicant from the Site Manager with a copy retained on-site. Denial letter will state reason for denial. Applicant has right to request a meeting to appeal denial with another management representative.
2. According to existing law, no information may be given over the phone.

Unit Transfer Policy

Generally, unit transfers are not allowed to the same size units within the same property. A unit transfer request will be considered as a reasonable accommodation when there is a need for an accessible unit or to accommodate a qualified medical condition. Before the transfer is approved, the resident must demonstrate prompt payment of rent and other charges, does not owe a previous balance and has no lease violations for the prior six (6) months. Resident must pay current market rent of the new unit if it differs from current rental rate and pay a \$150 transfer fee is requested at end of the current lease term or \$250 transfer fee if transfer is during current lease term. All concessions offered at move-in, if transfer is requested in middle of lease term, will be required to be paid back. Management reserves the right to deny a unit transfer based upon current rental account standing, number of late payments on current rental account, condition of current unit, or other reasons deemed appropriate by management.

Security deposits are only transferred to a new unit if there is no roommate being added. If a roommate is being added to the lease at transfer, a new security deposit will need to be paid. New roommate must apply as a new applicant and pay all applicable fees.

To apply for a transfer: Resident shall submit a written request to the office and include the reason for the transfer.

An inspection of your current apartment will be scheduled with management and submitted to the home office with your written request for transfer. If approved for transfer, resident must submit a new application along with a new security deposit. Transfers are processed as a new move-in and are subject to reverification of household income eligibility where applicable. After move out the former deposit will be refunded if there are no damages or amounts owing.

Security Deposit

The required security deposit for each unit is established at move-in. When a tenant transfers to a new unit, management will charge a new security deposit and refund the balance of the deposit for the old unit.

Non-Discrimination

Our Community does not discriminate on the basis of race, color, religion, creed, national origin, familial status, disability, sex, marital status or age (provided the applicant has the capacity to enter into a binding contract). Additionally, Our Community will not discriminate against applicants whose income derives from any public assistance program or because the applicant has in good faith exercised his or her rights.