



## RENTAL POLICY

### A. Marketing & Equal Opportunity

All persons requesting an application are given one. Particular attention in priorities will be paid to any Affirmative Fair Housing Marketing Plan and Income Targeting requirements.

This property is an Equal Housing Opportunity Provider. We provide rental housing without discrimination on basis of race, sex, color, creed, national origin, religion, gender, marital status, sexual orientation, source of income, disability or any other protected class as defined by the laws of the Federal or State Government, either now in place or in place at a later date.

THIS IS A GOVERNMENT REGULATED DEVELOPMENT. ALL APPLICANTS MUST QUALIFY UNDER THE REGULATIONS IN ORDER TO OCCUPY A UNIT.

### B. Occupancy Standards:

In order to be eligible for occupancy, an applicant must meet the following initial requirements:

1. **Income:** The applicant's household income must be equal to or less than published income limits for the type of project and household size.

2. **Household Size:** An appropriate size unit must be available. Occupancy standards are set by the owner after reviewing the Agency Guidelines and Fair Housing requirements, but in some cases there are situations where the manager and applicant must make a decision on the size unit to assign to a particular household. The following standards will be used in determining the correct number of occupants.

Number of Occupants	Unit Size
1	S, 1
2	S, 1 or 2
3	2
4	3 or 4
5	3 or 4
6	4
7 & 8	4

- To prevent under-utilization, a couple is generally considered as "1 occupant" for purposes of defining unit size eligibility.
- Pregnancy is a factor to be considered for purposes of defining unit size eligibility.

3. Management will consider exceptions on a case by case basis.

### C. Initial Applications:

Applications are processed on a first come - first serve basis, except for properties that require Regulatory Preference or Income Targeting. The application is designed to give the resident manager basic information about the applicant with which we can determine if there are factors of income or household size, which would effectively eliminate the applicant from consideration. At the time a completed application is received by the manager, the date and time is noted on the application.

No incomplete application can be accepted, all questions must be answered or the application will be returned to the applicant for completion. Applicants must be able to provide Proof of identity and Legal Residency ( when applicable)

At the time the completed application (including Social Security numbers) is received, it is reviewed for initial eligibility only, i.e., the household size and qualifying income. The applicant will then be notified for one of the following:

1. If an appropriate unit is available, the application can be processed immediately.
2. The application has been placed on a waiting list and the approximate length of time it is anticipated before the application can be processed, or;
3. A letter of rejection stating clearly:
  - a. That the applicant is not eligible for occupancy and the reason why.
  - b. The applicant's right to request a review of the application (if applicable).

Note: Our acceptance of your application is NOT a guarantee of final approval..

#### Applicant Screening and Tenant Selection

Criteria used to determine eligible applicants, in addition to income and household size, are as follows:

1. Residential History for the last 5 years:
  - The Applicant's ability to pay rent in a timely manner
  - The Applicant's ability and willingness to care for the unit
  - The Applicant's ability and willingness to abide by the lease
2. The Applicant must be of legal age to enter into a lease agreement
3. Credit history for the last 3 years-all adults
4. Criminal background history for the last 5 years for each adult member.
5. Applicant household personal interview
6. One strike policy

#### One strike Policy

No applicant household will be admitted if any member has been evicted from any other housing within the last 5-years for cause. No applicant household will be admitted if any member currently uses illegal substances, illegally abuses alcohol, is required to register as a sex offender or falsifies any information on the application. No applicant household will be admitted if any member has a criminal history including, but not limited to any acts of violence against persons or property, unlawful drug related activity of any kind, is fleeing from prosecution or other acts which would threaten the health, safety or well-being of residents and employees.

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