

Resident Selection Plan For Lafayette Village Apartments

ELIGIBILITY CRITERIA

Prior to being processed for occupancy an applicant must qualify under ALL eligibility criteria. These criteria are as follows:

- I. **Income Limits** are established and adjusted annually. The household's annual income may not exceed the applicable income limit for this property or for the household size.
- II. **Rent.** The unit must be the household's only residence.
- III. **Only Residence.** The unit must be the household's only residence.
- IV. **Household.** Applicants must meet the definition of a family.
- V. **Unit size requirements.** The applicant must abide by the following unit size requirements:
 - A. **No more than two people will be allowed per bedroom (Follow State or Local Occupancy Laws).**
 - B. **In order to maximize the use of available housing, management will strive for occupancy of two persons per bedroom.**
- VI. **Social Security Numbers.** The applicant must disclose the Social Security numbers of all household members. If a household member does not have a Social Security number, the applicant must sign a certification to the fact.

MARKETING

- A. **All applicants must complete a written application. An applicant may pick-up an application at the rental office at the appointed time.**

RESIDENT SCREENING AND REJECTION CRITERIA

The resident screening and rejection criteria always applies to all individuals listed as head of household, spouse or co-head of household who are expected or proposed to reside in the unit and all household members 16 or older. An applicant household and /or any additional household member who is proposed to reside in the unit will be refused occupancy for one or more of the following reasons:

- A. If an applicant fails to meet one or more of the eligibility criteria.
- B. If the applicant submits false information about themselves or any household member.
- C. If the applicant is unable to produce and /or verify the social security number of all household members. If a household member does not have a social security number the applicant must sign a certification to that fact and must then prove that they are 55 years of age.
- D. Poor Credit history which is indicated by:

An applicant's past performance in meeting financial obligations, especially rent, will be considered in determining if there is a substantial risk that such applicant will not fulfill its rent obligations. Factors to be considered are as follows:

- I. No prior landlord, property owner, or mortgage non-payment or other rental lease violation.
 - II. No material (exceeding \$250) reported delinquent consumer debt balances (excluding medicinal bills and student loans) within three months of date of application or written off within one year of date of application;
 - III. No History or pattern of substantial past due consumer debts (excluding medical bills and student loans) within the last 18-months with balances older then six months;
 - IV. In the case of an applicant for admission to another LIHTC Unit or Market-Rate Unit, taking into account other financial obligations, the monthly income of the applicant must not be less than 2.5 times the monthly rent amount, supported by verifiable employment income that has been in place for ninety days and expected to continue over the subsequent twelve months.
- E. Criminal record check, as allowable by law with respect to all applicants for occupancy in the Property, showing no record of past criminal activity as follows:
- I. No record of conviction of manufacturing drugs within the last six years;
 - II. No record of conviction for distributing drugs within the last three years, unless within a drug free zone in which case, no record of conviction within the last six months;
 - III. No record of conviction for drug possession within last eighteen months;
 - IV. No record of conviction for the last four years for a crime against a person within the last four years;

- V. No record of conviction of a crime against property, or for concealed weapon possession within the last two years; and
 - VI. No record of conviction for murder, attempted murder, rape or attempted rape.
- F. Declaration by parent for all household members less than 18 to 16 years of age has been convicted of a crime classifying him or her as an adult. If this declaration cannot be made as to any member, the declaration will provide consent to the release to the Agent of police information for the purpose of verifying whether any such conviction of that family member exists. If such consent shall not be sufficient to obtain release of such information to the agent, the parent or guardian of such member shall be required to obtain and submit such information to the Agent.
- G. Satisfactory home visit to applicant's current home by Representative of Agent. Home will be inspected, after notice of at least 48-hours, for cleanliness and as follows:
- a. Habits, which could be detrimental to the property or other residents such as poor care of appliances, plumbing fixtures, etc.
 - b. Poor health habits.
 - c. Evidence of negligent dependent care.
 - d. Physical abuse of the facilities.
 - e. Any evidence of conduct, which can be detrimental to the property.
 - f. Evidence of acceptable living standard and personal conduct using a standard form for all visits included herein as Attachment.

NOTE: That poor quality or shabby furnishings are not a basis for rejection.

- H. If the home visit is not possible because applicant live outside the Recognized metropolitan area, personal references will be checked in lieu of the home visit. Findings to be considered are as follows:
- I. Any indication that the applicant cannot adequately sustain decent levels of habitability or control of dependents so as to adversely affect the property or other residents.
 - J. A personal interview that indicates an unstable or potentially hazardous relationship between the applicant household and other residents.
 - K. A personal interview and/ or information that indicates that applicants or any household member would be a threat to the safety and well being of that property and /or other residents.

- L. A personal interview and /or information that indicate the applicant will be unable to comply with the terms of the lease agreement.
- M. Any adult member, claiming custody of any household member 17 years of age or younger, are to be required to produce proof of custody if the information is not evident on the household member's birth certificate.

Each rejected applicant will be promptly notified in writing of the reason(s) of rejection. This notice will advise the applicant that he/she may, within fourteen (14) calendar days of receipt of the notice, request in writing a meeting to discuss the reason for rejection.

Should the applicant request a meeting to discuss the rejection a member of the management staff that was not involved in the original decision to reject the applicant will conduct it. The applicant will be advised in writing of the results of this meeting within five (14) days.

Requesting a meeting to discuss the reasons for rejection will in no way prevent the applicant from exercising any legal rights he/she may have. The applicant will be advised of this at the time of rejection.

Signature

Date

Signature

Date

By signing I certify that I have read or been read to and understand the application criteria.