

## **TENANT LEASING CRITERIA**

### **I. CREDIT HISTORY**

We will obtain a credit check on every applicant and every adult household member.

### **II. PAST AND PRESENT RENTAL HISTORY**

We will obtain landlord references on every applicant and every adult household member.

Any application may be rejected for any one (1) of the following:

- a. Any one (1) history of having “skipped” from previous housing.
- b. Any one (1) eviction from previous housing.
- c. Any repeated late payments of rent within twelve (12) month period from current or past housing.
- d. Any landlord reference returned wherein the previous management has signed that the applicant was destructive to the apartment or surrounding public areas. This includes destruction by co-tenants or members of the household.
- e. Any landlord reference not completed in full.
- f. Any landlord reference indicating a history of the disturbance of the peaceful and quiet enjoyment of other tenants.

**Three Personal references must be furnished if there are no references for I and II above.**

### **III. CRIMINAL SCREENING**

We will obtain a criminal background check on every applicant and every adult household member.

#### **A. Screening of Applicants**

An Applicant will be prohibited admission if the Applicant’s household includes the following:

1. A member who is currently engaged in illegal use of drugs or for which the owner has reasonable cause to believe that a member’s illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents;
2. A member who is subject to a state sex offender lifetime registration requirement;
3. If there is reasonable cause to believe that a member’s behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents; the screening standards must be based on behavior, not the condition of alcoholism or alcohol;
4. If, within the past five (5) years, the Applicant has been arrested more than once for misdemeanor or felony crimes which resulted in, or might reasonable have resulted in, injury

to people or property;

5. If, within the past five (5) years, the Applicant has been released from a State or Federal prison; has been convicted of a misdemeanor crime which resulted in, or might reasonably have resulted in, injury to people (such as, a simple assault, prostitution, drunk and disorderly, driving while intoxicated, etc.); was convicted of a crime which resulted in or might reasonably have resulted in, injury to property (such as, vandalism, malicious mischief, fraud, theft, two (2) or more convictions for writing bad checks, etc.); was convicted for possession of a controlled substance of any quantity;
6. If, within the past five (5) years, the Applicant has been convicted of a felony crime which resulted in or might reasonably have resulted in, injury to people (such as, murder, aggravated assault, rape, sexual assault, the sale, distribution or transportation of a controlled substance, etc.); and
7. Prior termination of assistance for fraud.
8. If information is revealed in the criminal history record that would cause a denial of housing to the household, contact information where a copy of the record may be obtained shall be provided.
9. If the person disputes the information, he/she shall be given an opportunity for an informal hearing according to the property's grievance procedure.
10. Evidence of drug-related and/or other criminal activity which would pose a threat to the health, safety or right to quiet enjoyment of the premises by other tenants or employees shall be considered grounds for denial of housing. Drug-related activity is defined as the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use a controlled substance.
11. Reasonable cause (e.g., information from criminal history report, information from former landlords or neighbors) to believe that a person's pattern of alcohol abuse would pose a threat to the health, safety or right to quiet enjoyment of the premises by other tenants or employees shall also be considered grounds for denial of housing.
12. In both 1 and 3 above, Landlord may waive its policy of prohibiting admission if the person demonstrates to their satisfaction that he/she is no longer engaging in illegal use of a controlled substance or abuse of alcohol and:
  - a. has successfully completed a supervised rehabilitation program;
  - b. has otherwise been rehabilitated successfully; or
  - c. is currently participating in a supervised rehabilitation program.
13. Evidence that a person is subject to a lifetime registration requirement under a State Sex Offender Registration program shall be grounds for denial of housing.
14. In evaluating evidence of negative past behavior, the Property Manager will give fair

consideration to the seriousness of the activity with respect to how it would affect other tenants, and/or the likelihood of favorable conduct in the future which could be supported by evidence of rehabilitation.

**IV. MAXIMUM NUMBER OF RESIDENTS PER UNIT**

|               |          |
|---------------|----------|
| One Bedroom   | 2 Adults |
| Two Bedroom   | 4 Adults |
| Three Bedroom | 6 Adults |

**V. PRIORITIES**

Priority on the Waiting List is given for the following:

- Handicapped Units - Handicapped or Disabled that need accessible unit.
- Holders of housing vouchers or those on the housing voucher waiting list for local housing authority.
- Holders of Letters of Priority Entitlement (LOPE)
- Extremely Low Income/Very Low Income/Low Income/Moderate Income in that order.

Applicants rejected for ineligibility of RD standards as defined in RD Regulation Handbook 3560 or leasing criteria as is outlined above will receive a written notice explaining the reasons for rejection. Applicants who are rejected will also have the RD 3560-1607CFN Grievance Procedure explained to them and given to them as is called for so that these applicants will be aware of their rights as defined by RD.

All applicants who qualify for housing will be so informed in writing as well and will be offered a unit or will be notified of being placed on the chronological first come, first serve waiting list. The waiting list will be updated at regular intervals and the Property Manager will inform each person on the application list as to their status as a unit becomes available for them to select.

The Tenant Leasing Criteria is an attachment to the Management Plan and shall be revised should the RD regulations or management policies change or the laws of the State or of this Country change. The intent of the Apartment Community is to remain in compliance with all proper practices and procedures as defined by any of the current Local, State, or Federal Policies or Laws.

**ALSO PLEASE NOTE:**

False information given on any application or supplied after move-in for any reason will be grounds for rejection or eviction.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date