



BREEZEWOOD VILLAGE

Tenant Screening Criteria

Updated February 2011

Fair Housing

This property complies with the Federal Fair Housing Act. It does not discriminate on the basis of race, color, religion, national origin, sex, familial status or disability, or any other basis protected by applicable state, Federal, or local fair housing laws.

Applications

Each person that will occupy the apartment who is 18 years old or older must complete an application and sign the lease. Applications are to be completed in full. Those applications that are incomplete or containing untrue, incorrect or misleading information will be declined. Each application is evaluated based upon prior rental history and subsequent payment performance. We may choose to accept or decline an applicant, or seek additional requirements for approving eligibility.

One adult member of every household must have a valid social security card to be eligible.

Note: The following MUST accompany all applications at eligibility processing:

- × Social Security Card
- × A valid driver's license, military ID or state/government issued Photo ID card
- × Birth Certificate (if needed-- as other form of ID)

Income Limits

Income limits are established for this property of Area Median Income (AMI) for applicable County as published annually by HUD. Applicants being processed for residency at the property CANNOT exceed the applicable limit for their family size and percentage of AMI, for which they are being processed. **Gross income from all income and asset sources must be below the applicable household income limit.** Applicants exceeding the income limit are NOT eligible and must be rejected as being over-income.

Minimum Income Requirements

Applicants should have a gross monthly income that is **twice** their monthly rent e.g., if Monthly rent is \$706.00, then gross annual income should be at least \$16,944.00 Without this minimum rent to income ratio, the applicant may have an insufficient income to pay rent and all other household expenses such as telephone, food, etc... Savings and/or other sources of income may be considered in an effort to determine the applicant's ability to pay rent.

Senior Units

ALL applicants for Senior Units must meet the age eligibility requirements of **62 or older**, or having a disability suitable for qualified accessible units.

Landlord Reference Checks

Current and previous landlord checks must be performed on all applicants to obtain information on the applicant's rental history and the information obtained **must** be documented, in writing, by the Manager. Negative comments regarding an applicant's current or previous tenancy may be cause for rejection of the application. Negative comments would include evictions within the last five years, chronic late payments of rent, or material violations of the lease for which warning letters or notices to comply or quit may have been served.

Home Visits

A home visit must be performed on all applicants within reasonable range location. The Manager must document information obtained on the applicant's home visit in writing. Negative comments regarding the applicant's home visit report may be cause for rejection of the application. Applicants whose residences are unkempt, dirty, and/or unsanitary may mean: an overly large accumulation of debris or materials throughout the residence that may constitute a safety or fire hazard; great numbers of dishes that have not been cleaned for a long period of time, remains of rotten or molding food; signs of rodents infestation; general lack of sanitary cleaning in bathrooms and kitchen.

Acceptable Credit/ Credit Worthiness

Credit reports will be run on ALL applicants and will be considered in the overall credit worthiness of the application. A credit report that indicates an eviction within the last five years, a bankruptcy within the last 5 years, 2 or more unpaid collections accounts, judgments or charge-off accounts totaling \$2,000.000 or more will be considered unacceptable credit and will be the basis for applicant rejection. Special circumstances may be discussed with the management. This property places special importance on landlord reference checks that indicate rental payments were made in a timely fashion. Applicants will have an opportunity to discuss credit issues reflected on their report with the credit bureau and are allowed to provide management with an explanation of negative credit issues. Management will evaluate the information provided and make a determination as to whether the new information constitutes acceptable credit risk.

Criminal Background Check

We will not tolerate criminal activity on or around the complex. We may conduct criminal background checks on all prospective applications including live-in attendants. Past criminal activity will be strongly considered as grounds for rejection.

Full Time Students

Full time students are generally not eligible; however there are exceptions under the Section 42 regulations. The full time student status must be checked for ALL adult household members.

Occupancy Standard

Households must be in compliance with the occupancy standards approved for the property, as set forth below:

<u>BdRm SIZE</u>	<u>Minimum # Occupants</u>	<u>Maximum# Occupants</u>
1	1	3
2	2	4

Unit Transfer

Unit Transfers are approved within the project for existing tenants for the following reasons:

- × Medical Reasons
- × Over Utilizing
- × Under Utilizing

Tenants in need of transfers must place their name on the In-house Waiting List. All residents will need to be eligible to transfer.

Applicant Standards

- 1.) Applicants must be able to live independently.
- 2.) Behavior unbecoming an applicant/tenant is grounds for denial. This behavior includes, but is not limited to, abusive language, harassment of staff, and nuisance behavior.

Rejected or Ineligible Applicants

Any applicant that is rejected or found to be ineligible shall be notified in writing of the reason for the rejection or ineligibility. The rejection notice shall provide a 14-day period during which the applicant may contact management and appeal the decision and/or provide additional information that may alter the initial determination.

Smoke-Free Housing

Breezewood Village is a no-smoking property. Smoking is prohibited inside the apartment units, including the balconies and patios, and in all indoor and outdoor common areas up to the property line. Residents are responsible for ensuring that family members, guests, and invitees also comply with this rule. Smoking will be allowed inside a grandfathered smoking unit until residency is changed, or until Breezewood Village's policy changes, at which time the unit will become non-smoking.

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