

## Heritage Oaks

### RESIDENT SELECTION CRITERIA FOR AFFORDABLE HOUSING

Welcome to our community. Before you apply to rent an apartment home in our community, please take the time to review this screening policy. All persons 18 years of age or older will be required to complete separate rental applications. The term “applicant(s)” under this policy means the person or persons that will be signing the Lease as “residents”; the term “occupant(s)” in this policy means the person or persons that are authorized occupants under the Lease.

Please also note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by us that all residents and occupants currently residing in the community have met these requirements. There may be residents and occupants that have resided in the community prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various resident credit-reporting services used. It is the policy of this community to comply with all applicable fair housing laws including those which prohibit discrimination against any person based on race, sex, religion, color, familial status, national origin or handicap/disability, marital status, age, ancestry, sexual orientation, medical condition, gender, gender identity, gender expression, genetic information, source of income, and arbitrary personal characteristic, perception, association, or any other protected classification under federal, state or local law.

At least one visitor per group must present a valid government or state issued ID in order to tour the community. All adult applicants must provide a valid government or state issued photo ID at the time of move in.

This community is income restricted. Notwithstanding anything to the contrary, applicants and occupants must meet all of the qualifying requirements of the affordable housing programs. Maximum calculated gross income of the household may not exceed the maximum income limits for the property’s program. Please speak with a management representative for specific information regarding income limits. A resident’s income cannot exceed the property’s program restrictions of the area median income as published by the U.S. Department of HUD. Should an applicant(s), dispose of income, assets or student status during the application process which would have led the household to disqualification, the file will be denied.

1. **Student Status** – Pursuant to affordable housing programs, to the extent applicable, we cannot approve an application in which all occupants of a household will be full time students, unless they qualify under the affordable housing guidelines. Please see one of our management agents for student qualifications.
2. **Application** – Applications for residency will automatically be denied for the following reasons:
  - a. Falsification or misrepresentation of information on the application
  - b. Previously evicted or skipped from a prior rental dwelling or in the process of eviction
  - c. Fails to meet the required rent-to-income ratio
  - d. Failed to meet the credit model requirements
  - e. Failed the criminal background check
  - f. Failed to provide required documentation within three (3) business days of request from the Community
  - g. Credit report contains an open bankruptcy
  - h. Blatant disrespect, disruptive and/or aggressive behavior toward the Managing Agent, the Development or other residents exhibited by an applicant or family member any time prior to move-in.
  - i. Changes in income, assets or student status prior to move-in. If the financial scenario of a household changes after application, but prior to occupancy in a way to affect the household’s ability to pay rent or renders the household now overqualified for the program(s) on the property, this may cause the denial of the application.
  - j. If applicant(s) is denied, you will be informed in writing and will not be allowed to re-apply or be added to the waitlist for at least 120 days.
  - k. Application must be completed in its entirety. Incomplete applications cannot be processed and are subject to denial.
3. **Age** – Applicants must be 18 years of age or older unless deemed to be an adult under applicable law with respect to the execution of contracts. Documentation must be provided for anyone deemed an adult under applicable law who has not reached the minimum age of 18.

4. **Household Composition** – When determining household composition for income qualification purposes all household adult members must be living in the unit on a full-time basis. Minors living within the unit, if needed for income qualification purposes, must be living in the unit at least 50% or more of the time. Verification of this and/or birth certificate(s) may be required.
5. **Income** – Applicants must have a verifiable income that meets or exceeds **2** times monthly rent. Annual household income cannot exceed the maximum allowable income as determined by Federal and governmental regulations in effect for this community. Roommate and joint applicants will be allowed to combine income to meet the income requirement. The minimum income required for section 8 voucher or certificate holders must be at least **2** times the tenant rent portion or \$2,500 annually – whichever is greater. Maximum allowable income for Federal and governmental regulated programs at this community will be determined and based on HUD guidelines. Income is based on annual **gross** income and includes income from assets. Third party verification will be required for income and assets. Assets and the unearned income of anyone under the age of 18 will be counted towards the total household annual gross income. All income and assets currently being received as well as anticipated to be received in the next 12 months following certification must be disclosed and verified for eligibility within the affordable housing program. Federal Tax Returns may be required. If any Federal Tax Returns indicate Self-Prepared, then an IRS Transcript for proof of filing will be required for all files in which tax returns are necessary.
6. **Employment** – An Employment Verification must be sent to the employer to verify applicant's income. In addition, Applicant must produce a minimum of 3 full current & consecutive months of pay stubs. Pay stubs must reflect detailed earnings including gross YTD information, hourly wage, hours worked in a week, employer's name, employee's name, and or social security number of employee and date. Additional information may be requested. Any fees associated with obtaining employment verification(s) will be the responsibility of the applicant.
  - a. Number of pay stubs needed for a full 3 months: Pay cycle: Monthly = 3 paystubs. Bi-Weekly = 7 paystubs. Semi-monthly = 6 paystubs. Weekly = 13 paystubs.
7. **Unemployment** – All applicants who state they are unemployed but have income must sign an unemployment affidavit. If an unemployed individual has zero income, they will sign a certification of zero income. Unemployment benefits must be annualized. If unemployed and anticipating employment, we will need a copy of last year's tax return. If the income on the tax return would over qualify the applicant, then their application may be denied.
8. **Zero Income** – All applicants with zero income will be required to sign a certification of zero income. They will also be required to provide a copy of the most recent year's federal tax return. Any household's with zero income will be required to have verifiable liquid assets in the amount of 2 times the monthly rent for 1 year.
9. **Self-Employed Individuals** – Such applicants must provide a full copy of the previous year's Federal tax return with Schedule C or twelve (12) months of audited or unaudited monthly financial statements and a letter from a CPA anticipating the applicant's income for the next 12 months. If any Federal Tax Returns indicate Self-Prepared or there isn't a third party entity indicated who executed the 1040, then an IRS Transcript for proof of filing will be required for all files in which tax returns are necessary.
10. **Credit** – A credit report will be completed on all applicants to verify account credit ratings. The results will be entered into the credit-scoring model, which determines applicant's eligibility to pay rent and security deposit level.

All decisions for residency are based on a system which considers credit history, rent history, income qualifications, and employment history. An approved decision based on the system does not automatically constitute an approval for residency. Additional deposits will be required for all credit recommendations below the "approved" level. This does not include denied recommendations. **Applicant(s) and occupant(s) aged 18 years or older MUST also pass the criminal background check based on the criteria contained herein to be approved for residency.**
11. **Criminal History** – A criminal background check will be conducted for each applicant and occupant age 18 years or more. The Applicant(s) will be automatically denied for:
  - a. Any sex-related conviction
  - b. Any terrorism-related conviction

The Applicant(s) will automatically be denied for any of the following criminal-related reason that has occurred within the 7 (seven) years for felony and/or 3 (three) years for misdemeanor, prior to the application date. All

records are evaluated from the **date of disposition**. Credit scoring model will provide an “Accept” or “Deny” recommendation based on the following:

- a. Any illegal drug-related conviction
- b. Any prostitution-related conviction
- c. Any cruelty-to-animals-related conviction
- d. Any felony or misdemeanor conviction involving crime against persons or property, not including public intoxication
- e. Any felony “theft by check” or “Bad check/worthless check” related conviction

Should an applicant request that a Live in Aide be necessary for their household, the Live in Aide will be required to meet the provisions stated above for a criminal background check before proceeding with approval. Criminal background will be processed on an annual basis thereafter for all Live in Aide’s to insure compliance with criminal history requirements of the community.

**Please remember that this requirement does not constitute a guarantee or representation that residents or occupants currently residing in our community have not been convicted of or subject to deferred adjudication for a felony, certain misdemeanors or sex offenses requiring registration under applicable law; there may be residents or occupants that have resided in the community prior to this requirement going into effect; additionally, our ability to verify this information is limited to the information made available to us by the resident credit reporting services used.**

12. **Rental History** – Applicants must have a minimum of 6 cumulative months of verifiable rental or mortgage payment history within the last 24 months. In such instances, if a previous landlord cannot be contacted, 6 consecutive months of proof of payment must be verified and a copy of the lease contract must be provided. Applicants not having verifiable rental or mortgage history be entered into a credit scoring model to determine rental eligibility and security deposit levels. Applications for residency will automatically be denied for the following reasons:
  - a. An outstanding debt to a previous landlord or an outstanding NSF check must be paid in full
  - b. A breach of a prior lease, a prior eviction or in the process of eviction of any applicant or occupant
  - c. More than one (1) late payment within the last six (6) months or more than three (3) late pays within the last twelve (12) months and/or two (2) NSF’s in the last twelve (12) months
13. **Co-Signers/Guarantors** – Co-signers and/or Guarantors will not be accepted.
14. **Occupancy Guidelines** – Will be limited to two persons per bedroom, plus one. Residents who exceed the occupancy guidelines during the lease term, must upon lease renewal either:
  - a. Transfer into another available apartment which has more bedrooms; or
  - b. Move out
15. **Physical Transfers** – Should the need arise for a household to physically transfer to another unit within the property, all members of the household will have to re-qualify for the new unit based on the current income guidelines at that time, as established by HUD.
16. **Animals** – **If animals are accepted at the community where application is made, no more than two (2) animals each weighing 25 pounds or less and, full-grown are allowed per apartment. Aggressive breeds will not be allowed. Please ask management for the complete restricted breed list.** Additional fees and/or deposits may be required contingent upon the community and state requirements. Assistive animals for persons with disabilities are not considered “pets” but do require our prior written approval and will be evaluated consistent with relevant fair housing laws. In situations where the applicant’s disability and/or disability-related need for an assistive animal are not readily apparent, we will request written verification of the same.

RESTRICTED ANIMAL/BREED LIST (included but not limited to) <i>(Note: Service/Companion animals may not be subject to this list)</i>	
Breeds of Dogs:	Pit Bulls Rottweilers Presa Canario German Shepherds Huskies Malamutes Dobermans Chowchows St. Bernard's Great Danes Akitas Terriers ( <i>Staffordshire</i> ) American Bull Dog Karelian Bear Dog Any hybrid or mixed breed of one of the aforementioned breeds
Poisonous Animals:	Tarantulas Piranhas
Exotic Animals:	Reptiles (snakes, iguanas) Ferrets Skunks Raccoons Squirrels Rabbits Birds (parrots, cockatiels, macaws)

17. **Vehicles** – Refer to the Leasing Office for the property’s parking policy. Vehicles must be operational and have current registration and insurance. Boats, trailers, and/or recreational vehicles are not allowed at any time. Vehicles are not to be stored on the property.
18. **Deposit Levels** – The results of the credit scoring model, rental history and the unit attribute/floorplan will determine the amount of Application Deposit.
19. **Falsification of Application** – The applicant is responsible for completing the rental application accurately. Any falsification in Applicant’s paperwork will result in the automatic denial of application. Falsification is reportable to local, state and federal agencies, including the IRS. In addition, any changes that occur within the household during the application process must be communicated to management immediately. These include, but are not limited to, changes in income, assets and student status of all household members.
20. **Adding an occupant/roommate after move in** – With the exception of the birth, adoption or granting of custody of minor children, no adults may join the household during the first term of the lease. Should an existing resident wish to add a roommate/family member to a lease, the household will need to meet all qualifications associated with the affordable program for which they are applying. Unauthorized occupants are not permissible and may result in the termination of a lease agreement. Household constituency changes must be communicated to management and approved of prior to habitation. Any additions to the household which occur after initial occupancy will have no rights to the unit should all initially qualified occupants of the unit move-out. Any remaining household members who were not qualified as part of the household at time of initial move-in must re-qualify under current affordable requirements in order to remain in the unit. If the remaining household member(s) do not qualify for the unit on their own, then the unit must be vacated.

**Application will not be considered until the Application has been fully executed and returned, and all applicable Application Deposits and fees have been paid. I have read and understand the entire resident screening policy of this community.**

**APPLICANT(S) SIGNATURES**

	DATE _____
	DATE _____
	DATE _____

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OWNER'S REPRESENTATIVE \_\_\_\_\_

DATE \_\_\_\_\_