



## Windsor Place Apartments

# Owner's Applicant Screening Criteria

### **Properties Deemed as Multi-Family, may also house Elderly, Handicap or Disabled applicants.**

Family includes but is not limited to the following regardless of actual or perceived sexual orientation, gender identity, or marital status; 1- a single person who may be an elderly person, displaced person, disabled person, near- elderly person or any other single person; 2- a group of persons residing together and such group includes, but is not limited to; (1)- a family with or without children (a child who is temporarily away from the home because of placement in a foster care is a member of the family); (ii) an elderly family; (iii) a near- elderly family; (iv) a disabled family, (v) a displaced family; (vi) the remaining member of a tenant family.

## **Credit Screening Criteria:**

Owner/Management requires a credit check on all applicants

The following criteria will be used in determining whether an applicant's credit is approved or rejected for housing.

- a) Credit report is required on each applicant through the Credit Information Service, by Online Rental Exchange. The address is PO Box 1489, Winterville, NC 28590 (Toll Free # 877-262-6851). Website is <http://www.onlineis.com/consumers>.
  1. Credit Score of 575 or greater; the absence of a credit rating will not adversely affect the credit score and will not hinder the application process.
  2. Any amount owed to any property management company or landlord listed under Exchange hits, filed as a judgment, charged off, collections, late pays will be rejected.
  3. Applicants who participate in the Key Rent Subsidy administered by DHHS will not be rejected based solely on credit and/or landlord history score of 575 or greater.

Consideration **will** be given to extenuating circumstances regarding an applicant's credit history such as hardships, medical, disputes, settlements/paid off accounts, with creditors. The applicant will need to submit reliable written evidence of circumstances beyond the applicant's control that caused the credit to be bad. It is not the management company's responsibility to inquire about possible extenuating circumstances or mitigating factors: The burden of proof to present documentation of unusual circumstances rests entirely with the applicant.

## **Criminal/Drug/Alcohol/Sex Offender/Homeland Security Terrorist Watch List Background Check Screening Criteria:**

Owner/Management requires a criminal record check on all applicant household members and live-in aides. It is our policy not to rent to applicants, applicant's household members or live-in aides whose criminal history indicates a tendency towards physical violence, harassment, endangering the safety of others, or interfering with the quiet enjoyment of others, or any other activity that could disturb the residents of our communities.

These activities may include, but are not necessarily limited to, the following:

- a) Consideration will be given to extenuating circumstances if applicant submits reliable written evidence of circumstances beyond the applicant's control that caused the conviction or pending charges for misdemeanors. It is not the management company's responsibility to inquire about possible extenuating circumstances or mitigating factors. The burden of proof to present documentation of unusual circumstances rests entirely with the applicant.

The mandatory exclusion period for violent misdemeanors will not exceed two (2) years. For violent misdemeanors, an individualized assessment period will commence once the mandatory exclusion period of two years (2) is met. There is no limitation or end to the individualized assessment period for persons convicted of violent crimes.

For non-violent misdemeanors, an individualized assessment period will not exceed five (5) years. If the individual only has convictions of nonviolent misdemeanors and the last conviction was more than five (5) years then the past criminal convictions should not be held against the applicant.

The mandatory exclusion period for violent felonies will not exceed five (5) years. For violent felonies, an individualized assessment period will commence once the mandatory exclusion period of five (5) years is met. There is no limitation or end to the individualized assessment period for persons convicted of violent crimes.

For non-violent felonies, an individualized assessment period will not exceed seven (7) years.

Felony convictions involving the sale or manufacture of a controlled substance may have an automatic exclusion period that should not exceed five (5) years. An individualized assessment period after the mandatory exclusion period (5 years) should not exceed ten (10) years. (If the individual has not had a conviction in the past ten (10) years then the individual's criminal history should not be held against them.)

NOTE: Applicants who have pending charges for misdemeanors (other than minor traffic violations) or felonies will not be approved or rejected for an apartment until the pending charges have been resolved.

- b) Any conviction of or arrest which is currently pending court trial: must be left on the waiting list until judgment is handed down. Applicant must provide proof of court decision.

## **Past and Present Landlord References:**

Owner/Management requires a past and present landlord reference check on all applicant household members and live-in aides. Owners must not reject an applicant household or live-in aide for lack of rental history.

An applicant household member or live-in aide will be rejected for tenancy for any of the following reasons:

- a) Any one (1) history of "Skip" from any housing unit. (Excludes live-in aides).
- b) Any one (1) history of an "eviction" from any housing unit.
- c) Any three (3) late payments of rent within a twelve (12) month period from any housing unit. (Excludes live-in aides).
- d) Any one (1) outstanding balance owed from any previous occupancy in a housing unit. (Excludes live-in aides).
- e) The applicant or any member of the household was destructive to the housing unit or surrounding public areas.
- f) Any record of disturbance of neighbors or other disruptive behavior by the applicant or any member of the household or guest.
- g) Any record of a willful or serious misrepresentation in the application procedure for the housing unit or for any other governmentally assisted housing unit.
- h) Any unauthorized alteration, redecoration, painting or wallpapering in any housing unit.
- i) Any obvious signs of maintenance needed in the care of the unit that resident failed or neglected to report to prior landlord.
- j) Any obvious signs of excessive trash or garbage accumulation at prior housing unit.
- k) Any prior actions or activities while on any property managed by DTH Management Group, Ltd. that disturbs the safety and/or quiet enjoyment of our apartment communities.

l) Any Landlord reference that states no to the question would you rent to them again?

M) Violence Against Women Act of 2005:

- Landlords may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other “good cause” for termination of assistance, tenancy or occupancy rights of the victim of abuse.
- Landlords may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of that abuse.
- Landlords may request in writing that the victim, or a family member on the victim’s behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

Alternate Documentation: In lieu of HUD form 91066, the following may be provided – (1) A federal, state, tribal, territorial, or local police or court record; or (2) Documentation signed by an employee, agent or volunteer of a victim service provider, an attorney or medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of abuse, in which the professional attests under penalty of perjury (28 U.S.C. 1746) to the professional’s belief that the incident(s) in question are bona fide incidents of abuse, and the victim has signed or attested to the documentation.

N) **Request for Reasonable Accommodation(s):** Persons with disabilities may submit a request for a reasonable accommodation. All requests should be submitted to the Landlord in writing. If assistance in submitting a request is needed, please contact the Site Manager. Landlord reserves the right to verify request through a qualified third party. If third party verification is requested, Tenant will complete a form provided by Landlord. All requests will be responded to within 30 days of obtaining the necessary information. For additional information concerning Reasonable Accommodation Request, please put your request for additional information in writing to DTH Management Group, Ltd., PO Box 1567 in Dunn, NC 28335 to the attention of Chief Executive Officer.

- Upon request for a reasonable accommodation, Management will provide the applicant a Request for Accommodation form that they may use to make their request. However, a form cannot be required. The available unit will be held for the applicant requesting the accommodation until Management decides whether to approve or deny the request. If the request is denied, the applicant will be notified in writing and given five calendar days to appeal Management’s decision, during which time the available unit will not be rented to another qualified applicant.

O) **Screening Policy:** Acceptance of Applications: Applicant(s) are welcome to apply in person at the property office, or you can mail your application.

P) **Rejection of Application(s):** If Applicant(s) does not meet the Criminal, Drug, Alcohol, Sex Offender, Homeland Security terrorist watch list background check, eviction and Landlord checks, you will be notified by certified mail or hand delivered in person (with signature obtained) within 10 days of receipt of your completed application. Specific reasons for the rejection of the application will be listed on the letter as well as the contact information for the Third Party. Applicants have the right to request a reasonable accommodation if the applicant(s) is disabled and feels that they have grounds to be granted a reasonable accommodation.

Q) **Grievance and Appeals Policy:** Applicant(s) that are rejected can responded in writing or schedule a meeting with management to discuss the reason you were rejected within (14) days from the date of this letter.