

CANNERY PLACE

RESIDENT SELECTION CRITERIA

I. PRIORITIES FOR PROCESSING

- A. Each application will be stamped numerically, dated, and processed according to their ranking order, income eligibility, unit size, and preferences. If no units are available, applications will be placed on the waiting list in this same order.
- B. As vacancies occur, applicants who appear to be eligible will be notified by mail of a pre-screening interview date and time. All new applications will be added to the waiting list and processed as needed to fill the units.
- C. Credit report fee is **\$25** per each applicant over 18 years of age. Only Money Orders or Cashier's Checks will be accepted. (NO cash or personal checks.)

II. OCCUPANCY STANDARDS

A. Units will be occupied in accordance with the following standards:

<u>UNIT SIZE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
1 Bedroom	1	3
2 Bedroom	2	5

- C.
 - 1. Every household member on the application will be counted when determining unit size.
 - 2. The head of household must be 18 years of age or older, unless he or she is an emancipated minor.
 - 3. Personal care attendants may occupy a separate bedroom.
 - 4. When a medical hardship is verified to the satisfaction of the managing agent, couples or persons of the same sex who would generally share sleeping quarters may occupy separate bedrooms.

D. Income Limits

<u>Income Level</u>	<u>One Person</u>	<u>Two Person</u>	<u>Three Person</u>	<u>Four Person</u>	<u>Five Person</u>
60% AMI Income	\$28,860	\$33,000	\$37,140	\$41,220	\$44,520
50% AMI Income	\$24,050	\$27,500	\$30,950	\$34,350	\$37,100
30% AMI Income	\$14,430	\$16,500	\$18,570	\$20,610	\$22,260

III. VERIFICATION PROCESS

- A. Financial
 - 1. All income will be verified in writing from the income source on appropriate project income verification forms.
 - 2. All assets, including bank accounts, will be verified.
 - 3. Resident's income cannot exceed the area median income as published annually by the U.S. Department of Housing and Urban Development.
 - 4. Applicants with Section 8 Certificates and Vouchers will be accepted.
 - 5. Applicants whose rent would be more than 45% of the household's combined monthly income will not be accepted. This requirement may be waived if applicant can prove that their current rent is equal or greater than the development's rent. At least six months worth

of rent receipts must be verified. For eligibility purposes only, in-kind sources like food stamps, Medical, etc., will be counted in determining percentage of household income used for rent. Section 8 applicants are presumed to pass the 45% rule.

6. Third party income verification will be required from all sources, including but not limited to:
 - a. Employment
 - b. Savings and checking
 - c. Pension
 - d. Disability
 - e. Asset verified, property, home, stocks, bonds, IRA, etc.
 - f. Government assistance, A.F.D.C., food stamps, etc.
 - g. Social security
7. A credit reference and criminal background check will be required for all household members 18 years and older.
8. Income calculations are based on the applicant's anticipated annual gross income for the following 12 months. Annual gross income includes income from any and all assets and sources.
9. A previous rental history of two years is required.
10. Applicant's credit history, and prior and current landlord references, will be reviewed and considered in the selection process.

IV. GENERAL

- A. All applicants will be interviewed by the Property Manager or other representative of management.
- B. No pets will be allowed except those agreed to in writing by management, i.e., one small caged bird or a small fish aquarium. A "Seeing Eye" dog or a dog for the deaf is not considered a pet.
- C. The applicant is responsible for completing the application accurately. Misrepresentation of information is grounds for disqualification or termination of occupancy. If an application is rejected, the applicant will be informed in writing and given the procedure required for an appeal. A unit will not be held during an appeal process.

V. REJECTED APPLICATIONS

- A. Applicants may be rejected for any of the following:
 1. Blatant disrespect, disruptive or anti-social behavior toward management, the property or other residents exhibited by an applicant or family member any time prior to move-in (or a demonstrable history of such behavior);
 2. A negative landlord or other reference, including but not limited to failure to comply with the lease, poor payment history, poor housekeeping habits, failing to respect others peaceful enjoyment, or eviction for cause;
 3. Failure to present all members of the family at the full family interview (or some other time acceptable to management) prior to completion of Initial Certification;
 4. A negative credit report (as defined previously, see "Financial");

5. Rent exceeding 45% of household's monthly income as calculated by management;
6. Falsification of any information on the application;
7. Family composition not appropriate for available bedroom size;
8. Failure to update waiting list application within specified time after notification;
9. Other good cause, including, but not limited to, failure to meet any of the selection criteria in this document.
10. A criminal history that includes any felony conviction for: physical/sexual abuse, sale or distribution or use of controlled substances, robbery, burglary, and any act of violence that could affect the health, safety, or welfare of other residents.

VI. FAIR HOUSING

- A. The project will comply with all Federal, State or local fair housing and civil rights laws and with all equal housing opportunity requirements.
- B. The project will comply with the affirmative fair housing requirements.

VII. EVALUATION OF APPLICANT'S CREDIT REPORT

- A. Reasons for rejection (all adult household members must meet same standards):

Within the last three years:

- (1) A single unmet credit problem in excess of \$500.
(Medical expenses and student loans are exempt from this standard.)
- (2) Total unmet credit problems in excess of \$1,500.
- (3) A bankruptcy.
- (4) A State or Federal tax lien in excess of \$500.
- (5) A total of ten (10) unmet credit problems of any value.
- (6) Prior evictions or unlawful detainer.

- B. Reasons mitigating rejection:

- (1) Eviction / bad credit - if applicant can prove that he/she moved from the unit and spouse was evicted later; court settlement stipulated spouse was responsible for all debts, etc.
- (2) If applicant provides proof of a payment plan for past due collections.

