

**SHAWNEE APARTMENTS**  
**Tenant Selection Criteria**  
**Revised November 6, 2018**

Vasil Management Company, Inc's., d/b/a Village Management Company, policy is to thoroughly evaluate everyone making an application for an apartment at our community. This community is designated for a family/general population.

Each resident living in our apartment homes must qualify on his/her own account. **Qualification is a two-step process.** First, we will request a copy of your credit and criminal report through a professional reporting agency. Management reserves the right to deny any application based on poor landlord, credit, criminal, or employment reference. We shall make a final decision regarding the approval of your lease application based upon information received. By law we are not allowed to give you a copy or share information with you regarding your credit report. You may contact the credit agency to request a copy of your credit report. We will evaluate the following on each adult (18 or older) household member:

1. **Credit History:** A full history will be requested. Bankruptcies must be discharged. Applicants with utility collections on their credit reports may be asked to show proof of payment in full. Multiple charge-offs or unpaid medical charges may be cause for denial.
2. **Criminal History:** Any criminal history will be reviewed on a case-by-case basis. Applicants with felony convictions, sexual offenses, or drug offenses will be denied. This policy will also apply to any caregiver residing in the unit and any other adult members requested as additions to the initial household. Multiple misdemeanors may be cause for denial.
3. **Landlord Reference:** Applicants must provide the name, address, and telephone number of all current and previous landlords for a three-year period. Failure to list consecutive occupancy history may result in denial of application. Any record of evictions, delinquent payments, unpaid landlord judgments, disturbances, property damage, poor housekeeping habits or inappropriate behavior may be cause for denial.
4. **Income:** Preferable employment would indicate applicant has a satisfactory position and no anticipated layoffs or reduction in hours worked. Other income could include, but is not limited to, Social Security, pensions, retirement accounts and other assets.
5. We will give prompt written notification to any rejected applicant of the grounds for any rejection; applicant has the right to appeal an adverse decision. Upon appeal, management may request additional information to reevaluate the decision.
6. **Occupancy Standards:** Occupancy guidance will be based on square footage. Size of bedrooms and dwelling unit will be considered. Also such factors as capacity of sewer, septic and other building systems, and any city or state occupancy requirements governing the property.

Once a household is approved based on credit, criminal, and landlord history, we must qualify applicants in accordance with Section 42 of the Internal Revenue Code. This includes, but is not limited to, approving households that do not exceed the income limits published annually by HUD. Our calculation of the households' monthly income must be sufficient to pay monthly rent on a timely basis; the preferred monthly burden will not exceed 50% of adjusted income toward rent.

Units will be leased on a first-come first-served basis with tenants selected in chronological order from the waiting list.

**It is imperative the household is qualified based on information provided in the initial application. Management may require more information to properly qualify a household; failure to provide that information may result in denial of the application. Certain changes to the initial application and individual questionnaire(s) will not be allowed once processing begins. A household must wait 60-days before reapplying for housing if they do not meet compliance criteria for occupancy, or if the application is withdrawn by the household. Application fees are non-refundable and are required each time a household applies for residency.**

#### **Additions to Household**

No additions to the household will be allowed in the first six months without prior approval from management.

#### **Student Status**

Households composed entirely of full-time students may be ineligible for residency. Please refer to "IRS Student Status Self-Certification" document.

#### **Priorities and Preferences for Admission**

Units with accessibility features must be occupied by households that would benefit from such amenities. Verification from a third party medical professional may be required to occupy the unit.

#### **Title VIII of the Civil Rights Act of 1968 (Fair Housing Act)**

We will comply with the Fair Housing Act, as amended, and will not discriminate based on race, color, national origin, religion, sex, familial status and disability.

#### **Violence Against Women Reauthorization Act of 2013**

No applicant may be denied admission to housing on the basis that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant otherwise qualifies for occupancy.

Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking and Alternate Documentation form (Form HUD -5382) must be completed by victim along with a Lease Addendum (Form HUD-91067). (Forms attached)

### **Unit Transfer Policy**

In order for a current tenant to be considered for a unit transfer **mid-lease** they must first complete a Unit Transfer Form [available in the leasing office]. Transfers between apartments are only approved as a reasonable accommodation for a disability or medical reason or when a household's size or composition changes. Unit transfers due to medical or the need for an accessible unit must be accompanied with a statement certified by a licensed medical professional. All transfers must have the prior approval of the Regional Manager; the existing unit must be in good condition and there must be no delinquent rent.

Management will maintain a formal transfer list for current tenants pursuant to these conditions. Transfers based on reasonable accommodation or medical needs take priority over new applications and tenants requesting a general transfer, below.

Tenants who do not meet the criteria, above, may apply for another unit only at lease renewal and annual certification; their existing unit must be in good condition and there must be no delinquent rent. The tenant must complete a Unit Transfer Form and receive approval from the Regional Manager *prior* to the annual certification and lease renewal. There will be a \$150 fee charged for an approved unit transfer that is not due to medical, disability or change in household size/composition. At the time of any approved transfer, the household will maintain their original move-in date and annual certification of household income/composition will be required based on the original move-in date.

***This Institution is an Equal Opportunity Provider***  
**Professionally Managed by Vasil Management Co., Inc d/b/a Village Management Company**

