

## APPLICATION PROCESSING POLICY AND PROCEDURES

\_\_\_\_\_ is an equal opportunity Landlord. We comply with the Federal Fair Housing Act and New York State Department of Human Rights Law. We do not discriminate against any person because of race, color, religion, sex, national origin, disability, familial status, sexual orientation, gender identity or expression, military status, creed, ~~or~~ marital status, or source of income.

We welcome all persons to apply to become a tenant but present the below criteria in an attempt to inform the applicant of the requirements so that they can make an informed decision of whether they believe they can qualify as a tenant. Each adult over the age of 18 must submit an application, regardless of marital status. ~~The application fee is \$30.00 per apartment and is non-refundable~~ Each applicant is subject to a criminal/ credit check and shall be charged \$ \_\_\_\_\_ for such check. Approval shall be based on the below rental criteria.

Before handing an application to the person inquiring, present them with the Resident Selection Criteria Form included in this manual as Exhibit \_\_\_\_.

### REQUIRED SUPPORTIVE DOCUMENTATION:

- signed and acknowledged Rental Selection Criteria Form
- signed residential lease application
- payment of ~~\$30.00 application fee~~ \$ \_\_\_\_\_ Criminal/Credit check fee
- Valid driver's license or another form of photo ID for each Residential Lease Application submitted
- Verifiable proof of income (minimum 1 month of paystubs or 2 years of tax returns if self-employed/1099 & bank statements)
- Completed animal profile to evaluate if animal will be accepted

### RENTAL CRITERIA:

- **INCOME HISTORY AND VERIFICATION:** Applicants must be able to prove a combined monthly income of at least 2.5 times the monthly rent in writing. Child support and Social Security Income can be counted if verified in writing. Unemployment will ~~not~~ be counted towards income. ~~At this time \_\_\_\_\_ is not set up to accept income from any form of federal, state or local public assistance or housing assistance, including but not limited to, Section 8 vouchers, or any other form of housing assistance payment or credit whether or not such income or credit is paid or attributed directly to landlord~~ All legal sources of income will be counted towards income. If you are a full-time student, you will be required to have a co-signor.
- **CREDIT HISTORY:** in order to determine credit worthiness, ~~the each~~ applicant's FICO score will be obtained. Credit history cannot have any

outstanding balances to ~~a landlord or~~ utility company or active bankruptcy that has not been discharged. Applicants must have a credit score of 650 or higher. Scores below 650 can sometimes be approved with conditions. Applicants may be required to have a co-signor and you must have excellent income and rental history. ~~If an applicant is unable to have a co-signor, applicant shall be required to pay an additional deposit equal to two month's rent.~~ Applicants that have a non-existent credit rating may result in denial or require a co-signor. Applicants with an open bankruptcy will automatically be denied. All information showing on the credit report, except for prior eviction history, is subject to verification, including previous address and place of employment. Credit reports supplied by applicants will not be accepted.

- **CO-SIGNERS:** Co-Signers must have a credit score of no less than 650, provide income statement of at least 2.5 times the monthly rent amount, and have no criminal history.
- **RENTAL HISTORY AND VERIFICATION:** Two years of good rental history is required. ~~If there is any history of eviction, the application shall not be accepted. No history of any damage to the residence, or an outstanding balance due a prior landlord will be accepted.~~ If applicant has no prior rental history, then applicant must have a co-signor, ~~or pay a double deposit unless applicant owned~~ unless applicant owned a house previously and otherwise qualifies under the standards set forth herein.
- **EMPLOYMENT HISTORY AND VERIFICATION:** minimum 1 months of paystubs or 2 years of tax returns if self-employed or 1099 are required.
- **CRIMINAL BACKGROUND SEARCH** \_\_\_\_\_ follows the rules and regulations provided for in HUD guidance issued on April 4, 2016 in regard to the use of criminal records by providers of housing. Since each applicant has differing history, \_\_\_\_\_ requires that an application be submitted before a determination can be made. We welcome all to apply. All felony convictions within the last 7 years will be considered at the discretion of management except the following offense which is cause for automatic denial:
  - **Felony drug distribution and/or manufacturing**
- **ANIMAL CRITERIA:** a completed animal profile is required for all animals looking to be accepted in on of our properties.

### **APPLICATION PROCESS:**

Applications can be completed in person or on line.<sup>2</sup> If a person requests an accommodation or needs assistance with the completion of the application (enlarged, translated, etc.) the request should be entertained by giving the reasonable accommodation/modification form attached to this manual as Exhibit \_\_\_ so that the request is documented for internal purposes. The request should be honored to the best of Landlord's ability unless it presents an undue administrative burden. If it is an unreasonable request, Landlord shall respond to applicant in writing within 24 hours with a detailed reason why the accommodation cannot be honored.

\_\_\_\_\_ will check your credit report, employment references and rental references to confirm that our rental criteria are met. If an applicant meets the criteria, the application will be approved. This process can take 1-5 business days depending on the availability of references. In the event of multiple and equally qualified applications, \_\_\_\_\_ subscribes to a “first in, first approved” policy. Delay in processing because of unverifiable references will cause Landlord to consider the next application submitted. \_\_\_\_\_ will rent the apartment to the first applicant that meets our criteria. A property is not considered rented until the Lease is fully executed and all required move-in funds are paid to \_\_\_\_\_.

If applicant’s application is approved, the applicant will have 2 business days to confirm the intent to rent the apartment by either signing the lease and paying the security deposit or paying the security deposit ~~or paying a waitlist deposit of \$50.00 in accordance with the Waitlist Policy attached hereto as Exhibit \_\_\_\_\_. If the application is accepted but applicant chooses not to lease the apartment, the application fee will not be refunded.~~ If the lease is not signed within 24 hours of delivery, \_\_\_\_\_ reserves the right to start accepting applications for the apartment. The security deposit shall be in the form of a money order, check or online payment.

If the application is denied, the ~~application-criminal/credit background~~ fee will not be refunded. If your application was not accepted due to your credit or background check applicant shall be mailed an Adverse Action Notice, explanation for the needs for this is attached hereto from the Federal Trade Commission which is attached for reference to this manual as Exhibit \_\_\_\_, which shall include;

- the name, address and phone number of the consumer reporting agency that provided the report
- a statement that the decision to reject the application was the landlord’s and not related to the consumer reporting agency;
- information detailing an applicant’s right to argue the accuracy or completeness of the report. It should also let the applicant know that the applicant can get a free report from the same consumer reporting agency if the applicant requests one within 60 days of receiving the Adverse Action Notice.