



RESIDENT SELECTION CRITERIA

Is Dunbar Place Right for Me?

In an effort to achieve our goal of providing the housing environment you desire, all prospective applicants are required to meet establish criteria to be considered for residency. This community uses great care and will always abide by Federal, State, and Local Fair Housing Laws when processing all potential residents' applications.

Please review these policies carefully before submitting an application. We will consider all applications; however, if the rental qualifications as stated below are not met, the application fee will not be refunded. Once the application is approved, applicant(s) agree to execute a lease agreement within 72 hours and pay the security deposit in full in the form of a certified check or money order. Keys will not be given until actual date of move-in.

A VALID STATE OR FEDERALLY ISSUED PHOTO I.D. IS REQUIRED PRIOR TO SHOWING ANY RENTAL HOME.

Application Submittal and Right to Review Lease: Before you submit an application or pay any fee(s) or deposit(s), we recommend you review our lease form(s) and any community policies that will be part of the lease. You may take as long as you like to do so. Set forth below are the general policies of Ambling Management Company (hereinafter referred to as "Management") that will be used in determining your eligibility for leasing. Anyone 18 years of age or older is required to complete an application.

Application Fee: A non-refundable \$35.00 application processing fee will be required for each adult applicant to cover the cost of credit and criminal history reports. The application fee must be paid separately from the security deposit in certified funds or money order.

Occupancy Standards: The household size must be appropriate for the available apartments.

- Applicants must meet the established occupancy standards.
- Children who are away at school who have established residency at another address or location as evidenced by a lease agreement are not counted in occupancy.
- Dwelling units will be assigned in accordance with the following standards:
Two per bedroom plus one additional occupant for the unit.

<u>Bedroom Size:</u>	<u>Persons per Household Maximum:</u>
1	3
2	5
3	7
4	9



Age: Each Head, Co-Head, or Spouse must be of legal age to enter into a binding contract based on prevailing State law.

Income: All applicants combined income must not exceed the maximum income requirements as specified by the Internal Revenue Service, Section 42, LIHTC/HOME/Tax Exempt Bond (if applicable) and Ambling Management Company. Verifiable Income per Program Requirements is required or application will not be approved.

Minimum income standards do apply. Applicants are required to have a minimum income of 2 times the monthly rental rate unless rental assistance is received.

Self-employed individuals are required to provide a full calendar year tax return for their current business.

Student Rule: Student Rules do apply based on Program Regulations:

- **Tax Credit/Tax Exempt Bond Program:** If all household members are Full Time students (as defined by the institution) for at least 5 months of the calendar year (months need not be consecutive), one of the following exceptions must be met:
 - Any household member participates in a program receiving assistance under the Job Training Partnership Act, Workforce Investment Act or under similar Federal, State, or local job training program
 - Any household member receiving Temporary Assistance for Needy Families (TANF/Title IV of the SS Act)
 - Head of household is a single parent with dependents, none of whom are dependent of a third-party other than the parent of such children.
 - Students are married and eligible to file a joint tax return
 - Any household member is a former Foster Care participant

- **HOME Program:** Any student attending an “institution of higher learning” (full or part-time) must be:
 - Living with their parents/guardian currently receiving or applying for Section 8 or
 - At least 24 years of age or
 - A veteran or
 - Married or
 - Has a dependent child or
 - Is a person with disabilities and receiving Section 8 assistance as of November 30, 2005 or
 - Can prove independence from parents including providing certification that the parents did not claim the student on the most recent tax return or
 - Has parents who are income eligible for the Section 8 program

Legal Residency: All applicants must be able to provide a Social Security card or other proof of eligibility to reside in the United States for the term of the intended lease.

Credit: A credit report will be processed on each applicant. Any unsatisfactory report can result in the denial of the application. Any unsatisfactory credit report is one that reflects past or current bad debts, late payments, unpaid bills, liens, or judgments. If your application is denied for poor credit history, you will be given the name, address, and phone number of the credit reporting agency that provided the report, as required by the Fair Credit Reporting Act. Applicants with little or no credit history may be required to pay an additional security deposit.

RESIDENT SELECTION CRITERIA – Tax Credit



Criminal History: Criminal history will be checked. See attached **Exhibit A** for details on criminal screening requirements.

Landlord History: Landlord history may be verified in writing. The application can be denied for a negative landlord reference. A negative landlord reference constitutes any of the following:

- Outstanding balance owed to a prior landlord
- Evictions occurring within the past five years
- Complaints or lease violations to a current or previous landlord in the past five years
- Applicant must have 12 consecutive months of verifiable positive rental history. If applicant is unable to provide 12 consecutive months of verifiable positive rental history, current rent specials offered will not be available to the applicant. Applicants living in a private residence with no formal lease agreement may be required to provide evidence of payments (canceled checks or receipts) to qualify for rent specials.

Fraud: Incomplete or falsified documentation will result in denial of the application. All documentation provided during the course of processing your application must comply with Federal, State, LIHTC/HOME/Tax Exempt Bond Program criteria where applicable. Management must be notified of all changes to household composition, income, and student status.

Live-In Care Attendants: Ambling Management Company permits live-in care attendants as a reasonable accommodation for disabled residents in accordance with HUD regulations. Live-in Care Attendants must be able to meet the above-mentioned criteria regarding criminal and landlord history.

VAWA Act: This community operates in accordance with the Violence Against Women Act (VAWA) and the Justice Department Reauthorization Act of 2005. Applicants cannot be rejected if the applicant is a victim of domestic violence, dating violence, or stalking if the applicant otherwise qualifies for admission. Victims of VAWA crimes will receive preference over other applicants. The applicant will receive preference over other applicants that do not qualify for a preference described in this policy.

Elderly Property: If this box is checked, this community operates as an Older Persons community requiring at least one household member to be 55 or older. Verification of age must be provided to meet this requirement. In addition to the age requirement of 55 for one household member, all other persons residing in the household must be at least [Click or tap here to enter text.](#) years of age.

Water Furniture: Acceptable on first floor only, with proof of insurance and Management's written approval prior to occupancy.

Parking Policies / Recreational Vehicles: Each community has restrictions that limit the type and number of vehicles that may be parked on the property. Generally, all vehicles must be registered with the Management office. Where permitted, recreational vehicles must be parked in the areas designated by Management. Be sure to check the property's specific parking requirements prior to executing the lease.

THE RENTAL APPLICATION FEE OF \$35.00 PER ADULT APPLICANT IS **NONREFUNDABLE**, regardless of the circumstances.

Please review these policies carefully before submitting an application. We will consider all applications. However, if the rental qualifications as stated in this document are not met the application fee will not be refunded.

Warning: section 1010 of title 18 of the US code makes it a criminal offense to make willful false statements or misrepresentations to any department or agency of the United States as to any matter within its jurisdiction. The section 42 program is regulated by the US Internal Revenue Service. In the event that any requirement contained within this document is in conflict with any local, state, or federal rule or law, the appropriate local, state, or federal rule or law will prevail.

Agreement and understanding:

Applicant Printed Name Signature Date

Applicant Printed Name Signature Date

Applicant Printed Name Signature Date

Applicant Printed Name Signature Date

THANK YOU FOR CHOOSING OUR COMMUNITY!



Exhibit A: Policy regarding Criminal History

It is the policy of Ambling Management Company, LLC to screen applicants, residents and household members for criminal history, and to reject applicants, or terminate the leases of residents, if it is determined that current or past criminal activity of an applicant, resident or household member may indicate a present threat or a demonstrable risk to the health, safety, or right to peaceful enjoyment by other residents, property management staff or persons residing in the immediate vicinity of the apartment community.

Applicants will be screened for criminal conduct, and will be excluded for any of the following reasons:

I. AUTOMATIC EXCLUSIONS

- Conviction or adjudication of a felony, other than acquittal, for any sexual offense or for a violent crime in which the offender uses or threatens force, such as murder, manslaughter, rape, terrorism, kidnapping, robbery, battery, deadly conduct, injury to a child or elderly person, felon in possession of a firearm, manufacture of a destructive device, throwing missiles, assault with a deadly weapon, child pornography, prostitution, public lewdness, sex abuse, sex exploitation of a minor, sodomy, statutory rape, failure to register as a sex offender, indecent exposure, peeping.
- Conviction or adjudication, other than acquittal, for the following drug- related felonies: attempt to purchase illegal drugs, maintaining a place for drug use, manufacture for sale of drugs, drug smuggling or trafficking.
- If any applicant or household member is subject to a lifetime registration requirement under a State sex offender registration program.

II. TIME-BASED FELONY EXCLUSIONS

- Conviction or adjudication, other than acquittal, during the past **7 years** for any of the following felonies:
 - Arson
 - Breaking and entering
 - Burglary or theft
 - Criminal damage or malicious injury to property
 - Discharging or negligent use of a firearm
 - Grand larceny
 - Receiving stolen property
 - Abuse of a person
 - Domestic violence
 - Endangering a child or injury to a child
 - Assault on a police officer
 - Contempt
 - Delivery of drugs or weapons to a prisoner
 - Escape or fleeing police
 - Hindering apprehension
 - Obstruction of justice
 - False statement to officer
 - Resisting arrest
 - Criminal mischief



- Criminal attempt to commit a crime
- Engaging in a riot
- Hit and run
- Harassment
- Stalking
- Conviction or adjudication, other than acquittal, during the past **3 years** for any of the following felonies:
 - Abandonment
 - Blackmail
 - Extortion
 - Racketeering
 - Gang participation
 - DUI, DWI, DUI or DWI causing injury, drunk and disorderly
- Conviction or adjudication, other than acquittal, during the past **1 year** for any of the following felonies:
 - Aiding and abetting theft
 - Petty theft
 - Shoplifting
 - Tampering
 - Vandalism
 - Abandonment or neglect of an animal
 - Animal abuse
 - Animal bite or attack
 - Dog fighting
 - Affray
 - Menacing behavior
 - Reckless endangerment
 - Terroristic threats
 - Counterfeiting
 - Credit card abuse
 - Embezzlement
 - Forgery
 - Identity theft
 - Insurance fraud
 - Obtaining item by false pretenses
 - Welfare fraud
 - Cyberstalking, hacking, wiretapping, damage to computer software
 - Contributing to the delinquency of a minor
 - Harboring a runaway
 - Truancy
 - Non-support
 - Bribery
 - Disobeying a police officer
 - Failure to appear
 - Misuse of 911



- Accessory to a crime
- Disturbing the peace
- Failure to pay fare
- Loitering
- Disorderly conduct
- Public swearing
- Brandishing a weapon
- Carrying a weapon without a permit
- Drug abuse, possession of marijuana, possession of paraphernalia
- Conspiracy
- Attempt to engage in organized crime
- Probation violation
- Trespassing

III. TIME-BASED MISDEMEANOR EXCLUSIONS

- Conviction or adjudication, other than acquittal, in the past **1 year** for any of the following misdemeanors:
 - Arson
 - Breaking and entering
 - Burglary or theft
 - Criminal damage or malicious injury to property
 - Receiving stolen property
 - Theft
 - Assault or battery
 - Deadly conduct
 - Injury to child or elderly person
 - Kidnapping
 - Manslaughter
 - Robbery
 - Abandonment
 - Abuse or domestic violence
 - Endangering or injury to a child
 - Assault on a police officer
 - Contempt
 - Delivery of drugs or weapons to a prisoner
 - Escape or fleeing police
 - Hindering apprehension
 - Obstruction of justice
 - False statement to officer
 - Resisting arrest
 - Criminal mischief
 - Criminal attempt to commit a crime
 - Engaging in a riot
 - Hit and run
 - Harassment
 - Stalking

- Assault with a deadly weapon
- Discharging a firearm
- Felon possessing firearm
- Manufacture of destructive device
- Negligent use of weapon
- Throwing missiles
- Blackmail
- Extortion
- Racketeering
- Gang participation
- attempt to purchase illegal drugs, maintaining a place for drug use, manufacture for sale of drugs, drug smuggling or trafficking
- sex related crimes, such as prostitution, public lewdness, sex abuse, sex exploitation of a minor, statutory rape, failure to register as a sex offender, indecent exposure, peeping
- DUI, DWI, DUI or DWI causing injury, drunk and disorderly

IV. OTHER EXCLUSIONS

- Eviction from housing for drug-related criminal activity within the past 3 years.
- Reasonable cause to believe that applicant is currently engaging in the illegal use of a drug.
- Reasonable cause to believe that applicant's or a household member's illegal drug use or pattern of illegal drug use threatens the health, safety, or right to peaceful enjoyment of the premises by other residents.
- If there is reasonable cause to believe that applicant or a household member's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

