



RESIDENT SELECTION CRITERIA VINA APARTMENTS

GENERAL ELIGIBILITY CRITERIA: All applicants must meet the requirements within the Resident Selection Criteria. The Resident Selection Criteria is used to demonstrate the applicant's suitability as a resident, using verified information on current and past conduct to document an applicant's ability (either alone or with assistance), to comply with the rules governing tenancy. Revisions of this Resident Selection Criteria may be implemented from time to time. A copy of the current Resident Selection Criteria can be obtained from the leasing office and a copy will be given to each applicant before their application is processed.

GENERAL RENTAL STANDARDS:

- **EQUAL HOUSING:** Columbia Residential will offer to rent to qualified persons regardless of age (except when age is related to eligibility), race, color, sex, sexual orientation, gender identity, religion, national origin, creed, handicap, mental or physical disability, marital status, or familial status in compliance with all federal, state, and local laws.
- **CREDIT:** All applicants are subject to approval through a third-party applicant screening agency. Approvals are based on an empirical system that incorporates various credit factors along with other non-statistical scoring factors to determine overall applicant worthiness. In addition, the following categories (a-d) will automatically Fail/Deny an applicant: **(a) Eviction Judgements** and **(b) Foreclosures** within the past twenty-four (24) months **(c) Three or more Eviction Filings** less than or equal to twelve (12) months **(d) Any Filed Bankruptcy within the last (12) months or any pending bankruptcy that has not been discharged or dismissed.** Furthermore, the following auto score categories (e-h) will return for Conditional review by a Regional Manager:
(e) "Other" categorized Bankruptcies (f) Landlord debt/Rental history balances (g) Unpaid gas, electric, water and sewer utility accounts (h) Fraud Alerts. Conditional approval may be considered if applicant provides verifiable evidence that their landlord debt/Rental balance and/or Utility balance(s) have been paid in full. Should an applicant be approved with conditions, a double security deposit is required.
- **CRIMINAL BACKGROUND CHECK:** All applicants eighteen years old or over must successfully pass an investigative criminal background check. Parents/guardians of minors (under the age of 18) must also certify that the minor household members do not have a criminal record. Misdemeanors and Felonies are scored using the same criterion, under a 5 year look back period. With the exception of crimes against people, children, and society, including weapon & Felony drug charges, the look back period is indefinite, all years. Minor Low-level crime categories such as traffic, civil court records, transportation i.e.: speeding / expired tags, animal vaccination & fish & game licensing, public gaming & wagering, ordinances i.e.: fireworks/ littering, and improper telephone usage or possession of access device, will not be scored or considered.
- **PRIOR LANDLORD REFERENCE:** Applicants who meet the income, credit & background qualifications can also be denied based on a poor landlord reference under the following (a-e) categories: **(a) Three (3) or more late payments during past twelve (12) months; (b) Being evicted in the past twenty-four (24) months for non-payment of rent or violation of rental policy; (c) Three (3) or more Eviction Filings less than or equal to twelve (12) months (d) Statement from a prior landlord that they would not re-rent due to lease violation(s), number of late rental payments, or non-payment; (e) Unpaid Landlord debt/ Rental history balance(s).**
- **MINIMUM INCOME REQUIREMENTS:** **(1) Households must have gross income of 2 times the resident paid rental rate. (2) Elderly 62+ or Disabled Applicants** gross income must be at least 2 times the resident paid rental rate. Cosigners on Market applications must make at least five (5) times the rental rate.
- **IDENTIFICATION:** All Applicants eighteen (18) or older must present picture identification (ID) issued by a local, state, or federal government agency, (i.e., driver's license, valid passport, travel visa, etc.) Applicants must also provide a US issued Social Security card for credit screening purposes. If a Social Security card has not been obtained, an Individual Taxpayer Identification Number (ITIN) will be accepted along with an acceptable form of government issued identification (ID) card. All provided forms of identification must be valid through the term of the lease.
- **MANAGEMENT OCCUPANCY STANDARDS:** The Maximum Occupancy Allowed is 2 persons per bedroom
- **RELEASE & CONSENT:** Applicants eighteen (18) or older must sign a consent form giving Management permission to communicate with employers(s), financial institutions, government agencies, or other sources as applicable for the purpose of determining eligibility.
- **APPLICATION PROCESS:** Applicants eighteen (18) or older must complete an application form and report all household income & assets. Completed applications will be reviewed for eligibility under the applicable housing program(s) in effect for the property for which application for residency applies. All Applicants must confirm that there has been no change to household status (i.e., income, assets, occupancy, etc.) declared on the application as of the date of the effective date of the lease. An applicant's credit, criminal background, income, and rental history are part of the household's overall score of which

determines a pass, fail or conditional decision.

- **ACCURACY OF INFORMATION:** Information the Applicant supplies must be true and complete and made in good faith. Any willful false statements or failure to provide satisfactory, complete and accurate information (regardless of whether inaccuracy is intentional or unintentional) will be denied on the basis of falsification. In addition, refusal to comply with a request for information shall constitute cause for immediate rejection of the application or lease termination by Management.
- **HANDICAP ACCESSIBLE UNITS:** Management actively markets accessible units to persons with disabilities, and priority for leasing accessible units is given to those needing these special design features. Should Management not receive an application to lease an accessible unit from an eligible Applicant, the unit may be leased to a non-eligible Applicant. If Management receives a request to lease the accessible unit from an eligible priority Applicant, Management will give the non-handicap household occupying the accessible unit a 30-day notice to transfer to another suitably sized unit within the community, should an appropriate unit become available.
- **DRUG- FREE HOUSING:** All applicants eighteen (18) or older must have the ability and willingness to consent to comply with the drug free housing policy. Resident is responsible for actions of all household members and their guests. Activity that includes, but is not limited to, the possession, sale, and use of illegal substances or weapons is an automatic violation of the lease and grounds for immediate termination by Management.
- **LEASE EXECUTION:** All occupants eighteen (18) or older must sign the lease agreement, except dependent occupants (e.g., claimed on parent’s tax return) 18 or older who are full-time students and are not financially responsible for the lease.
- **REJECTED APPLICATIONS:** If an applicant fails to meet the eligibility requirements as described in the Resident Selection Criteria, a letter disclosing the reason for denial will be mailed. Applicants have the right to submit a written appeal to management for potential reconsideration within 14 days of denial. Applicants must provide proof of reformation. Falsification of any part of the application and /or providing false documents or statements, will not be reconsidered. If an application has been rejected, the applicant is eligible to reapply 90-days after the date of rejection.
- **REASONABLE ACCOMMODATION:** It is the intention of Columbia Residential to make reasonable accommodations both in the application process and during residency in accordance with the HUD Handbook 4350.3, Fair Housing Act, and other relevant civil rights laws and statutes.
- **LIVE-IN AIDE:** The definition of a live-in aide is a person who resides with one or more persons with disabilities who is (1) determined to be essential to the care and well-being of the persons; (2) is not obligated for the support of persons; and (3) would not be living in the unit except to provide the necessary supportive services. The Live-In Aide must provide proof of current, separate residency from the applicant. In accordance with this definition, a live-in aide cannot be a spouse and are not entitled to occupancy as a remaining member of the tenant family. Verification of need must be obtained through a certified health care professional. Live-in aides will be subject to criminal background checks at the household’s initial and annual recertification.
- **CONSIDERATION OF EXTENUATING/MITIGATING CIRCUMSTANCES:** Management may consider extenuating/mitigating circumstances in evaluating information obtained during the screening process to assist in determining the eligibility of an applicant. Management will require evidence of the applicant’s ability to meet the obligations of tenancy.

IRC SECTION 42/TAX CREDIT RENTAL STANDARDS:

Section 42 tax credit guidelines for designated units:

- **INCOME VERIFICATION:** Management must be able to confirm employment and reported salary listed on the application(s). All income & asset sources must be verified in accordance with the HUD Handbook 4350.3, IRC Section 42, HOME, and other programs applicable to the property for which application is being made. Income verification for W2 employees will be obtained by an employment verification, Work Number and/or an average of 4 – 6 check stubs. Non-W-2 or 1099 employees must provide documentation that they have been in business for a minimum of six (6) full months and the self-employed income has been reported and claimed on the tax return by providing a copy of the prior year’s tax transcript obtained from the IRS and, when needed, IRS 1040 form with schedules. If a tax return is due and has not been filed, the applicant will automatically be denied. If newly self-employed, a minimum of six (6) full months of active engagement is required, documented by Year-to-Date Business Receipts or check stubs or a Profit and Loss Statement prepared by a CPA.
- **INCOME LIMITS:** Applicants applying for units designated under the Section 42 program cannot make over the applicable HUD maximum allowable income limits determined by household size.

Denver County						
Number of household members	1	2	3	4	5	6
Max 80% AMI	\$58720	\$67120	\$75520	\$83840	\$90560	\$97280
Max 50% AMI	\$36700	\$41950	\$47200	\$52400	\$56600	\$60800
Max 30% AMI	\$22020	\$25170	\$28320	\$31440	\$33960	\$36480

- **STUDENTS:** An applicant's household cannot be entirely occupied by fulltime students. Applicants cannot be, or expect to be,

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly making false statements or misrepresentation to any department or agency of the United States.

