

# Lincoln Manor

## Rental Selection Criteria



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5801 16<sup>th</sup> Street

Racine, WI

(262) 634-0489

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### Fair Housing and Equal Opportunity Requirements

This community is an Equal Opportunity Housing Provider and does not discriminate against any person, for any reason whatsoever, including those reasons defined as federal, state, county, and city's protected classes such as: race, color, national origin, religion, sex, handicap, familial status, marital status, sexual orientation, gender identity, age, ancestry, veteran/military, or student status. Please be aware that the occupation of income-restricted units by households comprised of all full-time students may be prohibited under federal law. Some exceptions apply.

It is the policy of this community to assure that qualified individuals with a handicap or disability are not discriminated against on the basis of their handicap or disability. Therefore, this community will comply with state and federal fair housing and antidiscrimination laws, including but not limited to consideration of reasonable modifications and accommodations requested to complete the application process.

**Persons with disabilities** – Admission will not be denied because an accessible unit is not currently available, nor will persons with disabilities be required to rent a unit already made accessible.

- **Reasonable modifications** for persons with disabilities may be requested by an applicant during the application process by contacting the Leasing Office. Applicants are encouraged, but not required, to submit requests in writing. Any request received will be answered within two (2) business days.
- **Reasonable accommodations** for persons with disabilities may be requested by an applicant during the application process by contacting the Leasing Office. Applicants are encouraged, but not required to submit requests in writing. Any request received will be answered within two (2) business days.

### Qualifying for Admission

This community reserves the right to revise the Resident Selection Criteria, as necessary, to ensure housing restriction based on the criteria does not have a disparate impact on individuals of a particular race, national origin, or other protected class.

Residency eligibility is based on the following:

**Occupancy Standard** – A maximum of three (3) persons per bedroom with no more than two (2) adults per bedroom are permitted. Adult is defined as a person over the age of 18.

**Age** - Leaseholder(s) must be 18 years or older, including head of household. All occupants 18 years or older are required to complete an application, even if living with a parent or guardian.

**LeasingDesk Score** – We use a third party screening service, LeasingDesk, to evaluate each applicant.

Screening criteria will be applied uniformly and in a manner consistent with all applicable laws.

LeasingDesk assigns a score based on the following factors:

- **Rent-to-Income Ratio** – The gross monthly income of the household as stated on the application must be two (2) times the monthly resident paid portion of the rental amount.

Gift income will not be considered when determining that the household meets the minimum income criteria unless the applicant can demonstrate via bank statements that the gift income is re-occurring for the last 6 months.

Loans will not be considered when determining that the household meets the minimum income criteria.

All income sources will be verified for market units.

- **Credit Scoring** – The past 2 (two) years of credit history is evaluated including: collections actions, charge-offs, judgments, open bankruptcies, and foreclosures. Student loan, medical debt and monies owed to cell phone and cable companies are not evaluated. Applicants owing money to an apartment community will be denied. Applicants with a lack of credit history will not be rejected.

Negative scores due to utility debt may not be cause for denial with proof that the account was paid in full.

**LeasingDesk Score Results** - 0-354 = Fail, 355-520 = Conditional, 521-1000 = Pass. Applicants receiving a “conditional” score may be required to pay an additional deposit of \$500.

**Scoring Applicant Groups** - When scoring groups together, the scoring system will take the lowest individual score and apply it to the group.

**Right to Contest** – If you believe that any of the information from LeasingDesk is inaccurate, you may request an investigation of such information by emailing [Consumer.dispute@realpage.com](mailto:Consumer.dispute@realpage.com).

**Screening** – We verify the following with your current or previous landlord, employer, and state, and/or federal agencies.

- **Rental History** – Applicant must have six (6) months of current consecutive rental or housing history. In a roommate situation, each roommate must have six (6) months of current consecutive rental history. The property manager will obtain landlord verification on an applicant’s previous rental history. Landlord cannot be a family member (parent, aunt, uncle, brother, etc.). Applicants with negative housing history will be denied. Applicants with no housing history will be required to pay an extra security deposit equal to the full standard deposit amount for the unit type.

Negative Housing History is defined as one or more of the following: left a prior residence without giving proper notice, left a prior residence without fulfilling all of the terms of the lease contract, left a prior residence owing money, history of late rental payment(s), history of NSF (non-sufficient funds) rental payment(s), history of eviction(s), history of lease violation(s), prior landlord has stated she/he would not re-rent to applicant.

- **Employment** – Applicant must have six (6) months of current consecutive employment or be retired, a student, or disabled with a verifiable source of income. In a roommate situation, each roommate must be employed or be retired, a student or disabled with a verifiable source of income. Gift income as a sole source of income is not acceptable.

**Criminal Background** – Upon verification of rent-to-income ratio, credit, and rental history; an applicant’s criminal history will be reviewed. The nature and severity of an individual’s conviction, and the length of time passed since the criminal conduct, are taken into consideration when determining eligibility for housing. Backgrounds for all adult occupants will be checked.

**Sex related crimes** - Persons convicted of these types of crimes are considered a threat to the health and safety of other residents and employees and are not eligible to reside at this property regardless of the date of the offense/file date.

**High rated felonies for property related crimes, violence related crimes, family relation related crimes, weapons related crimes and drug related crimes** - Persons convicted of these types of crimes are considered a threat to the health and safety of other residents and employees and are not eligible to reside at this property for a period of 7 years from the date of the offense/file date.

**High rated felonies for alcohol related crimes and high rated misdemeanors for property related crimes, violence related crimes, family relations related crimes, weapons related crimes and drug related crimes.** Persons convicted of these types of crimes are considered a threat to the health and safety of other residents and employees and are not eligible to reside at this property for a period of 5 years from the date of the offense/file date:

**High rated felonies for animal related crimes, fraud related crimes, public justice related crimes, public order related crimes, gambling related crimes, organized crimes related crimes, transportation related crimes, victimless related crimes. Low rated felonies for property related crimes, violence related crimes, family relations related crimes, weapons related crimes, organized crime related crimes and drug related crimes.** Persons convicted of these of types crimes are considered a threat to the health and safety of other residents and employees and are not eligible to reside at this property for a period of 3 years from the date of the offense/file date.

**Low rated felonies for fraud related crimes** - Persons convicted of these types of crimes are considered a threat to the health and safety of other residents and employees and are not eligible to reside at this property for a period of 1 year from the date of the offense/file date.

Further description of these crimes will be provided upon request.

An arrest is not evidence of criminal activity.

Persons convicted of crimes classified as “unable to classify”, “not criminal records” and where the type of crime (felony or misdemeanor) cannot be determined will be evaluated on a case-by-case basis. A Client Dispute Form must be completed which will provide the LeasingDesk with the details which may assist the Leasing Desk make a further determination.

If you believe that any of the information contained in your criminal report is inaccurate or incomplete, you may request an investigation of such information by emailing Criminal@RealPage.com.

Applicants may explain and provide mitigating circumstances if a criminal conviction is flagged for denial. This can include, but is not limited to, evidence of rehabilitation, court documents, etc.

**Violence Against Women Reauthorization Act of 2013** – An applicant will not be denied admission, or be evicted, on the basis that the applicant or tenant is, or has been, a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or tenant otherwise qualified for occupancy.

If an applicant is convicted of a crime resulting in denial, but that crime is a result of being a victim of domestic violence applicants may provide documentation as evidence which may change the screening results. This will be reviewed on a case-by-case basis.

### **Additional Requirements**

**Program Eligibility** – An income-restricted unit requires additional verification of income to include income from all assets. Thus, all sources of earned and unearned income must be verified. Units will not be held if verification of income cannot be obtained within 72 hours of receipt of application.

**Income & Rent Limits** – Income limits and rent limits for program restricted will be provided upon request.

**Student Restrictions** – A student is defined as an individual, who during each of 5 (five) calendar months during the calendar year, is a full-time student at an educational organization. The 5 (five) calendar month need not be consecutive. The determination of student status as full or part-time should be based on the criteria used by the educational institution the student is attending.

LIHTC Program restricted units may not be occupied by households comprised of all full-time students, however, there are exceptions:

- A student is receiving assistance under Title IV of the Social Security Act (TANF or AFDC).
- Any member of the household is married and either files or is entitled to file a joint tax return.
- The household consists of at least one single parent and his or her minor children, and the parent is not a dependent of either parent, regardless of tenancy in the unit.
- At least one member of the household is enrolled in a job training program receiving assistance under the Work Investment Act (WIA) formerly known as the Job Training Partnership Act, or similar federal, state or local laws.
- At least one student was previously under the care and placement responsibility of the state agency responsible for administering foster care
- Members of the household are married and are eligible to file a joint tax return.

Residents must inform the property staff if a household member becomes a full-time student.

### **Annual Recertification Policy**

This community will conduct a recertification of household income and composition annually on an income-restricted unit. All family members must supply the information requested by management. Residents must sign the required consent forms. This community will obtain verification of annual income, the value of assets, and any other factors that affect the determination of income.

## Other Standards

**Animals** - A maximum of two (2) domesticated pets are accepted. The following breed and/or mix breeds are prohibited: Akita, American Bull Dog, American Pit Bull Terrier, American or Bull Staffordshire Terrier, Briard, Borzoi Hounds, Bull Mastiff, Bull Terrier, Cane Corso, Chow, Dalmatian, Doberman Pinscher, Dogo, German Shepherd, Great Dane, Great Pyrenees, Husky, Irish Wolf Hound, Komondor, Malamute, Neapolitan Mastiff, Pit Bull, Rottweiler, Scottish Deerhound, Spitz, St. Bernard, Stafford Terrier (sic), Presa Canarios, Shar Pei, Toso Inu and Wolf-Dog Hybrid. Exotic animals and reptiles are not accepted. Additional restrictions may apply. All animals must be photographed by management before approval. A refundable pet deposit of \$300.00 per pet is required. It is our policy not to apply specific animal, breed, number, weight restrictions, pet rules, or pet deposit for support animals. Support animals are not considered pets and are allowed to reasonably accommodate a handicapped leaseholder or occupant.

### **Rental Rates\*, Deposits, Application Fees:**

APARTMENT TYPE	SQUARE FOOTAGE	STANDARD DEPOSIT
1x1 Tax Credit/Market Units	515	\$200
1x1 Section 8 Units	515	Equal to total tenant portion of rent

**\*Rental Rates are listed on the Community's Rental Information Schedule, which can be obtained from the Leasing office. Because this is a Tax Credit Community, Rental Rates may vary due to verified household income. Rental Rates are subject to change without notice.**

**Application Fees** - The cost to process a credit and criminal background screening is \$18.00 for each adult applicant.

**How to apply** - Leave appropriate application fee and completed required paperwork with a representative of the Leasing Office. Application paperwork and required payments may also be mailed to the address shown on page one (1). Units are assigned in order of receipt of required paperwork. All requested qualifying documents must be provided within 7 business days of applying to secure a unit. After the 7-day deadline the unit may be re-assigned. If a unit is not available, applicants may be placed on the Waiting List (see attached Waitlist Policy).

Applicants will be notified of screening results, in writing via mail or handwritten letter within seven (7) days of determination. Applicants who do not meet the prescribed criteria may re-apply after six (6) months from the date the original application paperwork was completed and signed.

If approved, the refundable standard deposit will be collected upon move-in.

**Policies regarding the Waitlist, Unit Transfers, Denial, Evictions and Non-Renewals will be provided upon request.**

**I ACKNOWLEDGE THAT I HAVE HAD AN OPPORTUNITY TO REVIEW THE PROPERTY'S QUALIFYING CRITERIA, AND WAITLIST POLICY WHICH INCLUDES REASONS WHY MY APPLICATION MAY BE DENIED, SUCH AS CRIMINAL HISTORY, CREDIT HISTORY, CURRENT INCOME, AND RENTAL HISTORY. I UNDERSTAND THAT IF I DO NOT MEET THE PROPERTY'S RENTAL QUALIFICATIONS OR SELECTION CRITERIA, OR IF I FAIL TO ANSWER ANY QUESTION, OR IF I PROVIDE FALSE OR MISLEADING INFORMATION, THE PROPERTY MAY REJECT MY APPLICATION, RETAIN ALL APPLICATION FEES, AND MAY TERMINATE MY RIGHT OF OCCUPANCY IF I HAVE ALREADY TAKEN POSSESSION OF A RENTAL UNIT AT THE PROPERTY.**

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Applicant Signature

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Date

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Date

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Property Representative

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Date