



## Washington Park United Homes- Resident Selection Criteria

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**A rental application must be completed and processed for all prospective residents 18 years of age or older (and under age 18 if spouse, or co-head of household).**

**Each applicant must provide a valid local, state or federal government issued photo identification at the point of application for verification purposes.**

**A non-refundable Application Fee is required from each person of age and a Security Deposit or a Letter of Guarantee from a local agency is required to hold an apartment off the market.**

### **Standard Lease Terms Eligibility Requirements:**

- I. Income** – Newly qualifying households applying for housing participating in an Affordable Housing Program are required to disclose all sources of income and unless prohibited by local governing agencies, need to meet the minimum requirement of approximately 2.5 times the household's portion of the rent, but not to exceed the annual income boundaries of the governing program. Sources of income must be verifiable through a 3rd party source whenever possible. In the absence of a 3rd party source we may require such documents as four (4) consecutive and most recent paycheck stubs, six (6) consecutive and up to the present months' bank statements, the previous years' tax return, etc. Once moved in, if resident wishes to add an additional household member within the first six months of the lease, the household will have to qualify as if a new move-in.
- II. Rental/Credit History** – Applicants must provide current residency information including any out of state residences during the past three years. Each applicant's rental and credit history must reflect an overall good standing. A lack of credit and/or rental history, as opposed to poor credit and/or rental history will not result in an automatic decline.
- III. Preferences** – There are 32 units in the 53208 zip code. Annually, 22% (7) of the projects available LIHTC units in the 53208 zip code will be leased to individuals and families currently residing in the 53208 zip code. All applicants for LIHTC units who currently reside in the 53208 zip code will be given preference over other applicants. Verification of applicant's current zip code is required. The following documents may be accepted as proof of current zip code; valid driver's license, current utility bill, current lease agreement, current insurance card, current year tax return, or current voter registration card.
- IV.** During a lease-up of a new development, if you have leased more than 120 days in the future, we will do a second landlord reference no later than 60 days of scheduled move in date. This second reference may affect your acceptance into the property.
- V. Public Records History** – Applicants must provide their full legal name and date of birth as well as any names the applicant may have been formerly known as. Each applicant's public records history must reflect an overall good standing. A lack of having a public record, as opposed to having a public record and/or history involving physical violence to a person or property, or record of other acts which may endanger or be perceived to endanger the health, safety, welfare, business practices and/or reputation of ownership, management, it's personnel and/or other residents will not result in an automatic decline. If the findings of the overall review of information received on the applicant's consumer reports, rental application and



during the interview related to eligibility are neither within the parameters for a Standard Lease Terms approval nor within the parameters for a Decline the applicant may remain eligible, under the direction of a Accept with Conditions.

**Terms of an Accept with Conditions** – Unless prohibited by local governing agencies, prior to the execution of the Lease Agreement the applicant in receipt of an Accept with Conditions outcome will need pay an additional Security Deposit.

**Applicants may be declined for the following:**

- A.** Falsification, misrepresentation or withholding of information or submission of inaccurate and/or incomplete information on any application or during the interview related to eligibility, award of preference for admission, family composition or rent.
- B.** For adverse information received during the interview related to eligibility, received on the application and/or received from information contained in a consumer credit report or a public records history report, including but not limited to the below:
  - i. Credit -**
    - a.** Credit score less than 500; reflecting delinquencies for housing related expenses, including but not limited to rent and utility payments in the past 3 years.
    - b.** Negative credit related solely to medical collections will be disregarded in the determination of applicant eligibility.
  - ii. Current and previous landlords -** Unfavorable references regarding tenancy history for any of the following within the past 3 years:
    - a.** Non-payment of rent;
    - b.** Failure to cooperate with the recertification process;
    - c.** Repeated violations of lease and/or house rules;
    - d.** History of disruptive or violent behavior;
    - e.** History of creating an unsafe or unhealthy environment including, but not limited to, damage to property, excess accumulation of trash, vermin infestation, or posing a health hazard to other residents;
    - f.** Judgement of eviction within the past 3 years;
    - g.** Criminal activities that threaten the health and safety of the residents or staff.
  - iii. Criminal History -**
    - a.** Any household member that has a conviction of illegally manufacturing or distributing a controlled substance as defined in sec 102 of the Controlled Substances Act (21 U.S.C. 802).
    - b.** Any household member of the household is subject to a lifetime sex offender registration requirement under a state sex offender registration program.
    - c.** Any household member convicted in last 5 years of any crime that shows a demonstrable risk to tenant safety and/or property you may be denied rental after consideration of the nature and severity of the crime, your age at the time of the conduct, and the amount of time that has passed since the criminal conduct occurred. Mitigating factors may be considered on a case by case basis. Applicant shall provide any mitigating information or documentation that he or she would like landlord to consider regarding any convictions.
- C.** Anyone currently in the process of filing bankruptcy.
- D.** Anyone refusing to comply with housing program requirements, policies and/or procedures.
- E.** Anyone not meeting the established income limits published annually to qualify for the LIHTC units.
- F.** Applications will not be approved from un-emancipated minors and/or persons under the age of 18 as head of household.



- G. Applications will not be approved from those that are not a U.S. Citizen, National or a Non-citizen with eligible immigration status, unless prohibited by local governing agencies.

If an applicant takes exception with the findings of the eligibility screening, the applicant is responsible for and has the right to contact the reporting agent/agencies. In the event the discrepancy can be cleared up, the applicant will be reconsidered on the basis of the new information. In order to appeal you must provide a letter stating your reason for appealing. We also ask that you provide any and all documentation (court paperwork, receipts, etc.) that supports your case.

**ALL HOUSEHOLD MEMBERS 18 YEARS OF AGE OR OLDER (AND UNDER AGE 18 IF SPOUSE OR CO- HEAD OF HOUSEHOLD) MUST COMPLETE THE FOLLOWING DECLARATIONS:**

**I/WE HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE TERMS AND CONDITIONS THEREOF FROM WHICH MY/OUR APPLICATION WILL BE PROCESSED.**

**I/WE AUTHORIZE THE COMMUNITY, IN WHICH I/WE HAVE APPLIED, THROUGH ITS EMPLOYEES AND DESIGNATED AGENTS, TO MAKE ANY AND ALL INQUIRIES, VERIFY AND OBTAIN DIRECTLY OR THROUGH INFORMATION EXCHANGED NOW OR LATER WITH RENTAL, CREDIT AND PUBLIC RECORD SCREENING SERVICES.**

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**Prospective Resident                      Date**

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**Prospective Resident                      Date**

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**Prospective Resident                      Date**

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**Prospective Resident                      Date**

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**Owners Representative                      Date**



Lutheran Social Services of Wisconsin and Upper Michigan, will not decline any applicant or prospective renter on the basis of race, color, sex, LGBT status, national origin, religion, familial status or handicap Lutheran Social Services of Wisconsin and Upper Michigan hereby reaffirms our commitment to do business in accordance with the Federal Housing Law (Fair Housing Amendment Act of 1988) and the Fair Credit Reporting Act (FCRA) Amendments – October 1, 1997.

