

## **MIDDLE CREEK VILLAGE** **RESIDENT SELECTION CRITERIA**

The following criteria are used when approving persons for residency at *Middle Creek Village*. The criteria apply to all who desire residency at this property. **Any adult applying for an apartment is required to have a background check conducted that includes a landlord reference, credit history and a state-to-state criminal background history. Any adult who does not meet the screening criteria will not be allowed to rent an apartment. Any adult for whom we are unable to complete the screening will not be allowed to rent an apartment.** A non-refundable application fee to cover processing costs is required at the time of application. Applications containing incomplete or fictitious information, either by statement or omission, will be rejected. Photo identification is required for the processing of all Applications.

### **GENERAL INFORMATION**

- No co-signers are accepted.
- Applications must be filled out completely and accurately. If any of the required information provided by the applicant on the Rental Application is found to be false or incorrect, the application will be denied. If a lease has been entered into and such information has been discovered, the lease will be voided, and occupancy shall revert to week-to-week tenancy and action may be taken to evict.
- If a housing unit of acceptable size is unavailable, qualified Applicants will be placed on await list by order of application date and time received.

### **CREDIT HISTORY**

- A credit check will be conducted on all applicants.
- If any of the following items are found to be in evidence, the application will be denied.
  - A. Eviction and/or judgment from another rental property in the last 60 months.
  - B. Outstanding debt to previous landlords in the last 60 months (without proof of payment)
  - C. Other names or fraudulent activity with the applicant's Social Security Number. Have committed fraud, bribery, or any other corruption, including the intentional misrepresentation of information related to their housing application or benefits derived from.

*\*Note Outstanding medical bills, student loans or mortgage foreclosure will not necessarily cause an applicant to be declined.*

### **INCOME REQUIREMENTS**

- **Minimum Income Standard:** *Household's gross income must be twice the amount of rent.*



### WAITLIST

- All prospective residents must complete a Rental Application, which will be kept on file in chronological order according to the date received, and apartment preference.
- Applicants with two or more household members for a two-bedroom apartment home will have priority over a single person household for a two-bedroom unit.
- As vacancies occur, each applicant may have one opportunity to turn down an offered apartment. If they are not ready to move, they are removed from the waitlist and must re-apply, thereby starting the process again.
- To maintain the waitlist effectively and appropriately, the waitlist may be closed in each rental tier if the number of applicants on the waitlist exceeds allotted units by 100%.

### RENTAL HISTORY

- All applicants must be able to provide positive references from landlords, mortgage companies or non-family source from the past two (2) years. If any of the following items are found to be in evidence with the present or previous landlords, the application may be denied.
  - A. Applicant left owing money to the landlord.
  - B. Habitual late payment of rent and mortgage.
  - C. Allowing unauthorized persons to reside in the unit.
  - D. Applicant did not fulfill the lease term.
  - E. Applicant did not give proper notice to vacate under the lease.
  - F. Noise and/or disturbance complaints, inclusive of guests.
  - G. Illegal activity on the premises, inclusive of guests.
  - H. Damages to the apartment or common areas.
  - I. Eviction in the past five years or more than 2 eviction notices or court filings.
  - J. Current household insect infestations. (i.e.: Bedbugs, cockroaches, etc.)
  - K. Aggressive or threatening behavior towards Management, staff, residents, vendors, or guests

### CRIMINAL RECORD

- A Criminal Records Check will be conducted on all applicants.
- Convictions for any of the crimes listed below in the past 5 years for any of the Applicants may result in denial.
  - A. Convictions for actions involving violent physical crime.
  - B. Convictions that include weapons.
  - C. Convictions for terrorism.
  - D. Convictions for arson.
  - E. Convictions for crimes against children.
  - F. History of drug or alcohol abuse as evidenced by prior convictions and no current rehabilitative services.
  - G. Convictions for kidnapping.
  - H. Convictions for theft, fraud, forgery, or identity theft.
- Convictions for any of the crimes listed below for any of the Applicants may result in denial regardless of when the convictions occurred. Applicant may be asked to provide explanation



along with court documentation regarding the conviction. Applicant will have the opportunity to explain any mitigating circumstances and provide documentation of rehabilitation.

- A. Convictions for the manufacturing or distribution of a controlled substance.
  - B. Convictions for felony sex offenses and/or registered sex offenders.
  - C. Convictions for stalking.
  - D. Convictions for homicide or manslaughter.
- If any Applicant has a felony or misdemeanor conviction within the past 1 year for a crime other than what is listed above, the application may be denied. Applicants may reapply after the 1-year limit for felony/misdemeanor convictions and their applications will be considered at that time.

#### **OCCUPANCY STANDARDS**

- Occupancy shall be limited to a maximum of two persons per bedroom plus one for the unit (example – 2-bedroom unit may have up to 5 persons). If at any time during lease term occupancy standards exceed maximum, the household must vacate *Middle Creek Village* upon lease end.

#### **TRANSFER POLICY**

- Transfers outside of a reasonable accommodation will not be permitted.

#### **FAIR HOUSING/504-ADA STATEMENT**

- *Middle Creek Village* provides Equal Housing Opportunities without regard to race, creed, color, religion, national origin, ancestry, sex, marital status, handicap, disability, affectional or sexual orientation, gender identity/expression, political affiliation, military status, or familiar status in accordance with Fair Housing Act and Colorado law.
- The Federal Section 504 for nondiscrimination based on handicap in Federally Assisted Programs is strictly adhered to. Current disabled residents of the property who need unit accessible features will be given priority over a qualified disabled person on a waiting list who needs the accessible features. Should an applicant not requiring accessible housing be moved into an accessible housing unit due to the fact that no other units were available at the time of move-in, the household would be required by means of written 30-day notice from management to transfer to a non-accessible housing unit when one becomes available.
- Reasonable accommodations will be provided to any resident or applicant requesting them, as long as they do not fall under the definition of structural impracticability or undue financial or administrative burden.
- *Middle Creek Village* follows all federal laws pertaining to illegal drug use. All possession, manufacture or use of any substance that is prohibited by Federal law, Colorado law or both is prohibited.



### THE VIOLENCE AGAINST WOMEN ACT (VAWA)

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women but are available equally to all individuals regardless of sex, gender identity, or sexual orientation. The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees *Middle Creek Village* is in compliance with VAWA.

### REJECTION/RIGHT TO APPEAL

- **All applicants who are rejected due to credit, criminal or rental history have the right to appeal.** Applicants who are deemed ineligible will be notified in writing within 3 business days of the determination of rejection and the reasons for the rejection. The Applicant will have 2 additional days from the date of the rejection notice to submit a written request for appeal to the declining authority.

These policies and guidelines are subject to change without notice.

