

## TENANT CRITERIA

Equal Opportunity Statement: No person shall be denied the opportunity to apply for available housing or be denied the opportunity to lease or rent any suitable dwelling if they have been determined eligible. Ashley Lane Apartments will not discriminate on the basis of race, creed, color, ancestry, national origin, age, sex, sexual orientation, disability, marital status, familial status, religion, class membership, organization membership, and/or source of income.

Eligibility Standards: the following are standards that prospective tenants must meet to rent in our properties. Prospective tenants whose application or reference information indicates they do not meet these standards should expect to be declared ineligible for occupancy, unless they satisfy alternative standards as a member of a preferred group as detailed later in this document. Prior to touring an apartment, at least one head of household is required to present a photo identification card to be copied by management.

- A. All persons requesting an application shall be given one.
- B. All applicants are required to complete an application if they are interested in an available unit.
- C. Applicants are selected on a first-come, first serve basis if units are available.
- D. If there are not units available, those applicants who qualify for occupancy will be placed on a waiting list.
- E. Applicants must provide references from the two most recent landlords.
- F. Applicants must demonstrate the ability to pay rent on time and the overall willingness to pay rent. Therefore, a tenant must be employed in present job a minimum of six months with the exception of a job change, relocation or first job or have cash income sources that meet the minimum gross cash income.
- G. Applicants must not have outstanding funds owing to a prior landlord.

## TENANT CRITERIA: GROUNDS FOR REJECTION

- A. Failure to meet the eligibility requirements imposed by applicable State and Federal Laws and regulations.
- B. The household income does not meet the minimum income level requirement stated in the tenant criteria of three times the monthly rent.
- C. There is not an appropriate size unit available. The family may need/desire/qualify for a two-bedroom unit when only one-bedroom units are available.
- D. The household is only seeking temporary/transient shelter.
- E. Willful/intentional or serious misrepresentation in the application procedure for the unit.
- F. Tenancy or Credit Records: a consistent and recent history of deficiencies in overall credit in rent payment or other debts which indicates that the household would be unable or would otherwise fail to pay rent for the units when due or pay other expenses relating to the occupancy of the apartment.
- G. Non-Compliance with prior Rental Agreement: Includes providing shelter to unauthorized persons, keeping pets, violating other rules and regulations.
- H. Applicants with Debit Balances owing their present or previous landlord.
- I. History of Criminal Activity.
- J. Violent Behavior.
- K. Confirmed Drug or Alcohol Addiction or Abuse: If the individual is undergoing professional treatment for the addiction, they cannot be considered abusers if:
  - L. The substance is legal, and
  - M. If the agency treating the individual confirms in writing that the person is rehabilitated or in all likelihood will be rehabilitated.
- N. Convictions for rape, prostitution or sexual deviation: Exception is permitted in the case of an individual if a psychiatrist or other professional who has treated the individual confirms in writing that such individual is rehabilitated.
- O. Record of Disturbance of Neighbors, Destruction of Property or other Disruptions or Dangerous Behaviors.
- P. Lack of supervision of children, disabled or elderly persons if that person is unable to care for themselves or be able to vacate the unit in the event of an emergency.
- Q. Applicants must provide employer/job references.
- R. Applicant's credit, civil and criminal history will be investigated. Lack of credit history is not grounds for rejecting the applicant.
- S. A minimum gross cash income level of three times the amount of rent monthly.
- T. Security Deposit of \$150.00 per unit.
- U. Application Fee: A non-refundable application fee of \$20.00 is required for each completed application.
- V. Age: Applicants must be 18 years or older at time of move-in.
- W. Occupancy Standards: the following are the maximum number of persons which may occupy a specific size unit:
  - X. Jr. One Bedroom Two persons
  - Y. One Bedroom Two persons
  - Z. Two Bedroom Four persons