

## TENANT SELECTION CRITERIA

E.P. Management Corp. Is an equal opportunity housing provider and does not discriminate against any applicant or tenant on the basis of race, color, creed, national original sex, sexual orientation, gender identify or gender related characteristics, children, familiar status, receipt of public assistance, age, marital status, or based upon handicap or disability.

### APPLICATIONS

Applications are available at the above address or can be mailed to those who choose not to come to the office. The owner reserves the right to suspend the acceptance of applications should the number of active applications on file exceed the number of vacancies projected to occur over the next 12 months. Applicants that need assistance with the application due to a disability should contact Management for assistance.

### ELIGIBILITY FOR ADMISSION

Applicants will be determined eligible if they meet the following requirements:

- \* For Market Units: Satisfy applicable income standards and submit a completed application.
- \* For Housing Credit Units: Satisfy the applicable income and Occupancy Standards and submit a completed application.

### TENANT SCREENING STANDARDS

Eligible applicants will be considered separately for Market Units and Housing Credit Units. Tenants will be selected from among a wait list which will be maintained in order of the date of receipt of a completed application. Eligible applicants must meet the following screening criteria.

- a) Applicant must have satisfactory credit. If the Applicant does not have a formal credit history as shown on a credit report, the Applicant must provide Owner/Landlord with positive credit references (for example, references from former landlords, utility companies and the like.)  
Owner/Landlord does not factor in unpaid/outstanding medical bills and deferred student loans when reviewing the Applicants credit report.
- b) Applicant must demonstrate satisfactory past performance in meeting financial obligations, including but not limited to rent payment and payment of utility bills.
- c) Applicant must demonstrate the ability to meet current and projected financial obligations. The Applicant's projected rent and utility payments must be under 50% of the applicant's gross income for the unit to be considered affordable.
- d) Applicant must provide verifiable and positive landlord references (other than relative) for the past five years from the date of their application. The applicant may not have a history of lease violations, prior evictions(s), disturbance of neighbors, destruction of property, or housekeeping habits that may adversely affect the health, safety or welfare of other tenants.
- e) Applicant's criminal record will be reviewed. Applicant must not have a criminal record going back 5 years from the date of the application involving violent crimes, crimes involving drugs, fraud, crimes against children, sexual assault or any other crime that would adversely affect the health, safety and welfare of other tenants or inhibit the Applicant's ability live in the property. If jail time was served, the five-year period shall commence at the time of release and/or completion of the sentence, whichever date is later. In the event Applicant is denied based upon a negative criminal record, Applicant shall have 5 days to submit a written dispute to Owner regarding the occurrence or relevance of the criminal record. Owner may also consider any evidence that the applicant/household member(s) has successfully completed a satisfactory supervised drug rehabilitation program or the circumstances that Owner believes would pose a threat to the development no longer exist. Finally, Owner may factor in and consider the seriousness of the crime/offense; effect on the community; extent of participation by the household member; the effect of denial of admission on the household members not involved in the offense/offending action/ the demand for housing by families who will adhere to lease responsibilities; and the extent to which the Applicant and household members have taken steps to prevent or mitigate future offenses or conduct. However, in the end, the final decision to admit a household with a criminal record rests solely and totally within the Owner's discretion.
- f) Any other criteria may be grounds for denial if it is reasonably expected to affect the applicant's ability to successfully fulfill the responsibilities of the lease.
- g) Any applicant that is determined to have made a willful and negligent false statement on the application will be denied.