



Resident Selection Criteria

Phone: 833.309.6296 • TTY: 711
Email: holtandmain@wshmgmt.com

The following Resident Selection Criteria outlines the minimum requirements necessary to qualify for an apartment at **Holt & Main** located at **501 N. Main St. Pomona, CA 91768**.

- 1) Applications are available & acceptable on-site, via mail, via e-mail and fax.
- 2) Each adult occupant (18 years of age and older) must complete and submit a separate "Application to Rent".
- 3) All adult household members need to be present at the initial interview.
- 4) **\$20.00** Non-refundable Application fee (per person). Check or money order.
Cash is never accepted.
- 5) In order for the Application to be processed, it is required that the Applicant provide two forms of government issued identification, at least one of which must be a photographic identification.
- 6) Occupancy requirements: Occupancy is limited to the household sizes listed below:

Unit Size	Household Size
1 Bedroom	1 to 3 persons
2 Bedroom	2 to 5 persons
3 Bedroom	4 to 7 persons

- 7) Upon acceptance of your application and selection of an apartment, you must sign a Holding Deposit Agreement and pay a **\$500.00** Holding Deposit. Upon move-in, the holding deposit will be applied toward a security deposit for the apartment. The holding deposit must be paid by personal check, money order or cashier's check only.
- 8) Applicants must have verifiable income of at least **2.5 times the monthly rent** (as outlined in the Rent & Income Limit chart) with the exception of Section 8 & VASH voucher recipients. Voucher recipients must have income of at least 2.5 times their portion of the monthly rent.
- 9) Investigative Consumer Reports will be obtained for each applicant including: Unlawful detainer/eviction reports, social security number verification, fraud warnings, criminal background search, and previous rental history. Applicant's Investigative Consumer Report must be favorable. Favorable is defined as:
 - a. Must not have had any eviction judgments against him/her within the last five years.
 - b. Must not have any negative Rental History. Negative Rental History is considered any of the following within the last two (2) years:
 - i. Two (2) or more lease violations
 - ii. Any damage to Rental Property

- 10) Applicant must not have been convicted for the manufacture or distribution of controlled substances or violent crimes against other persons.
- 11) Your sources of income must be legal and verifiable and must not exceed the maximum allowable income limit under the applicable affordable housing program. Please refer to the attached Rent & Income Limit chart.
- 12) If you are not currently receiving income on a regular basis, (for example Employment, Social Security, etc.) you must show proof of ownership of liquid assets equal to two times the rent for the term of the lease agreement. These assets must be verifiable and be in your name, or you must have an ownership right in the assets (for example a savings account, retirement account or trust for which you are the beneficiary).
- 13) Applicants are financially responsible for any applicable fees that are associated with obtaining employment/income verifications that are necessary from 3rd parties, i.e. The Work Number. Typical costs associated with these services cost approximately \$15.00 or more per verification
- 14) Student Eligibility: The applicable definition of student is a full-time student at an educational institution with regular facilities, other than a correspondence or night school, during at least five months of the calendar year for which application for housing has been made. Under Low Income Housing Tax Credit regulations, if a single applicant or all applicants are full-time students and not married, then that household is not eligible.
- 15) In order for a household of full-time students to be considered eligible, they must meet one of the following criteria:
 - a. All members of the household are married and either file or are entitled to file a joint tax return
 - b. The household consists of a single parent and his or her minor children, and both the parent and children are not a dependent of a third party.
 - c. At least one member of the household receives assistance under Title IV of the Social Security Act. (AFDC, TANF, CalWORKS, etc. Please note: SSA or SSI do not qualify).
 - d. At least one member 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 as defined by HUD 4350.3 REV-2.
 - e. The household consists of a tenant under the age of 24, who has exited the Foster Care system within the last 6 years.
- 16) This apartment community is designated as “Smoke-Free” including individual apartments, common areas and all building grounds.
- 17) Any applicant who purposefully falsifies, misrepresents or withholds any information related to program eligibility or submits inaccurate and/or incomplete information on the application will not be considered for housing. Furthermore, if such misrepresentation or omission is discovered after tenancy has begun, the tenancy may be terminated, and further legal action taken.
- 18) All applicants are offered equal opportunity, and all are encouraged to apply regardless of

race, color, national origin, sex (gender), religion, disability, familial status, marital status, ancestry, sexual orientation, medical condition, age, source of income, gender/gender identity/gender expression, genetic information or any arbitrary reason.

- 19) Applicable laws prohibit discrimination in all housing programs on the basis of disability. This prohibition applies to all persons associated with the programs including applicants, vendors, residents, employees and prospective employees. Please inform our office should you require a Reasonable Accommodation so we may engage in an interactive process with you to determine what reasonable accommodations can be made to provide you with equal access to housing.
- 20) Management reserves the right of disqualification to ensure that management meets its obligations to maintain the rules and regulations for the property for all residents. An applicant can be disqualified if they display or have displayed behaviors that would violate the rules and regulations of the property if they were a resident.
- 21) An applicant must complete/provide and return all the paperwork requested within the stated deadlines. Normally, three (3) full business days, from the time the information is requested, will be given to the applicant to submit the information. If information is not received timely, the applicant will be automatically passed over unless the applicant has requested and obtained an extension of time. Applicants should request extensions in writing.
- 22) The processing and acceptance of the rental application and its application fee does not constitute a guarantee of acceptance for housing at **Holt & Main Apartments**. All applicants must undergo and pass the Resident Selection Criteria, and income selection criteria as described herein prior to acceptance. Acceptance or denial of tenancy will be communicated in writing.
- 23) This housing is offered without regard to race, color, national origin, sex, religion, ancestry, genetic information, source of income, age, marital status, familial status, sexual orientation or preference, gender identity, or disability, or any other basis prohibited by law.
- 24) Waiting List Procedures
 - a. There will be one waiting list for the property; however, additional sub-lists may be maintained, such as In-House Transfers, etc. When an apartment becomes available, and there are not eligible internal transfers pending (when a thirty-day notice has been submitted), the applicant at the top of the waiting list will be contacted (or another appropriate applicant as per the income targeting requirements outlined in Section II B). Management will attempt to make contact with the applicant by telephone at least three (3) times during the next 48-hour period. If contact cannot be made by telephone, a letter (Unable to Contact) will be sent through the U.S. Mail by certificate of mailing process requesting a date and time for an interview. If there is no response to the letter within fourteen (14) business days from the date of the letter, the applicant will forfeit the opportunity to apply for the available unit and will be coded inactive on the applicant waiting list. Should the applicant contact management anytime within 90 days from the date their application was coded inactive and can provide an acceptable reason for not responding to the Unable to Contact (UTC) letter due to extenuating circumstances, their

application will be reinstated once the applicant completes and management receives the executed Application Update Questionnaire.

- b. Upon completion of the interview process and the applicant meets all selection criteria requirements, an applicant will be offered a unit for their appropriate family composition/size for immediate occupancy. In the event the applicant refuses to accept the unit and wishes to remain on the waiting list for the next available unit; the applicant will be provided a second and third opportunity to accept a unit for immediate occupancy. Until such time occurs the applicant's application will remain at the top of the waiting list for a unit that meets their appropriate unit size. Should the applicant refuse to occupy the third (3rd) unit offered, the applicant's application will be removed from the waiting list; at which time Management will send a letter via U.S. Mail informing the applicant that due to their failure to accept the three (3) vacant units offered, their application has been removed from the waiting list. The applicant may re-apply by submitting a rental application to the rental office; at which time their new application will be placed at the bottom of the waiting list.
- c. If the contacted person refuses an available unit, he/she will remain at the top of the applicable waiting list, however, a letter will be immediately (within 48 hours) sent informing him/her that after the third refusal his/her name will be removed from the waiting list and placed in the inactive file.
- d. When an interview is set up, but the applicant fails to show up and does not contact management within 24 hours of the appointment, management will forward an Interview Decline letter, informing the applicant that their application is still active on the waiting list, and that management will attempt to contact them at a later date to schedule an interview. In the event management is required to forward another Interview Decline letter, again the applicant will be informed that their application is still active on the waiting list, and that management will provide the applicant a final opportunity to attend an interview to determine their eligibility.
- e. The applicant's failure to attend a third scheduled interview to evaluate their eligibility for occupancy will result in management forwarding a Notification of Removal from the waiting lists. As a result, the applicant's application will be coded as inactive on the waiting list, and the application file will be placed in the inactive files. The applicant may re-apply by submitting a rental application to the rental office; at which time their new application will be placed at the bottom of the waiting list.
- f. When the interview process has been completed and the applicant met all selection criteria requirements, an applicant will be offered a unit for their appropriate family composition/size for immediate occupancy. The applicant packet will be reviewed by compliance, once the applicant packet is approved, the applicant can move forward to the move-in process. Should the applicant refuse the unit during the move-in process, the applicant's application will be removed from the waiting list; at which time Management will send a letter via U.S. Mail informing the applicant that due to their failure to accept the

vacant unit offered during the move-in process, their application has been removed from the waiting list. The applicant may re-apply by submitting a rental application to the rental office; at which time their new application will be placed at the bottom of the waiting list.

- g. Changes in family size and characteristics may result in the applicant being moved to the appropriate unit size waiting list. They will assume a position of the new list based upon the date and time of their initial application. The family will be provided the opportunity to transfer to a unit size of their choice so long as the family composition/size meets management's occupancy standards.
 - h. Although it is the responsibility of the applicant to notify management of any changes in phone numbers, addresses, and household composition, management will conduct periodic waiting lists updates either annually, bi- annually, or quarterly depending on occupancy and vacancy trends.
 - i. Those applicants failing to respond within fourteen (14) days from the date of notification will be removed from the waiting list and placed in an inactive waiting list file. Should the applicant contact management anytime within ninety (90) days from the date their application was coded inactive, and can provide an acceptable reason due to extenuating circumstances, for not responding to the notification, their application will be reinstated at their original place once the applicant completes and management receives an executed Application Update Questionnaire and/or other requested information.
 - j. Applicants coded inactive on the waiting list as a result of not responding to an update request because of a disability, will be reinstated at their original place on the waiting list, and provided an accommodation to assist them with meeting the application process for determining eligibility.
 - k. An applicant may be on more than one-unit type waiting list if they qualify for more than one-unit type. The date of initial application will determine their place on the list.
 - l. Each applicant will be notified promptly of the disposition of his/her application. If an applicant is placed on the waiting list, the applicant will be sent a letter notifying him/her that their application has been added to the applicant waiting list, and that further review of their income, assets, and expenses will be evaluated at the time of their eligibility interview. However, in the meantime their application will remain on the waiting list until such time their application reached the top of the applicant waiting list, and as an appropriate unit becomes available.
- 25) A person with a disability may request a reasonable accommodation (a reasonable change in policies), a reasonable structural modification, accessible unit or the provision of auxiliary aids and services, in order to have equal access to a housing program. If you or anyone in your household have a disability, and because of that disability requires a specific accommodation, modification or auxiliary aids or services to fully use our housing services, please contact our staff for a reasonable accommodation form.

- 26) During the initial lease-up, all applications will be reviewed for completeness and determine which applications will be processed and/or placement on the waitlist if the number of applicants exceeds the number of available apartments.
- 27) Proposition 65 Required Notice for All Apartment Communities: This property area may expose you to chemicals known to the State of California to cause cancer and birth defects or other reproductive harm including formaldehyde from building materials and carbon monoxide from vehicle exhaust and other equipment and appliances. For more information to go www.P65Warnings.ca.gov.

Agreement and Acknowledgement:

I/We have read and understand this Resident Selection Criteria. Any questions that I/we may have had have been answered by Management. I/We fully understand if it is discovered that the I/we have given false information or have not accurately completed the application to avoid negative information being found, the application will be denied. If a lease has been entered into and such information is discovered, legal action will be taken to terminate the tenancy. Every household will receive a copy of this document, once executed, and the original will be placed in the applicant's file.

Applicant Signature

Date

Applicant Signature

Date

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Date

Applicant Signature

Date

Applicant Signature

Date