



**APPLICATION CRITERIA**

**Tax Credit/Bond/HOME**

---

Thank you for choosing Altaire at Jackson Park Apartments as your potential new home. We are delighted that you are interested in our community. The following resident selection criteria are being provided to identify the evaluation process through which your application will be processed.

It is the policy of SRM Management to comply with all applicable federal, state, and local fair housing laws and to not discriminate against any person based on race, color, religion, sex, family status, national origin, handicap/disability, or any other basis protected by state or local law.

It is the policy of SRM Management to consider any and all requests for reasonable accommodations or modifications when they are necessary to provide a person with a disability an equal opportunity to use and enjoy their apartment home and/or the community common areas. If you have any questions on how to submit a reasonable accommodation or modification request, please contact the apartment community rental office at [altairejackson.leasing@srmdevelopment.com](mailto:altairejackson.leasing@srmdevelopment.com)

The acceptance and processing of the rental application and its application fee does not constitute a guarantee of acceptance for housing. All applicants must meet the itemized criteria listed below to be considered for tenancy. All documentation requested during the application process must be submitted within forty-eight (48) hours of the request. Failure to supply information or documentation within this time frame may result in rejection of the application.

**Application Fees**

Application fees are \$18.00 for every application processed. Application fees are non-refundable and cover the costs of obtaining information about the applicant, including but not limited to the fees associated with using a tenant screening service or a consumer credit reporting service and the reasonable time spent to validate, review, or otherwise process your application. Application fees are deposited on the same business day.

Reusable tenant screening reports are not accepted.

Acceptable forms of payment for the application fee are as follows. **Cash is never accepted.**

CASHIER'S CHECK	MONEY ORDER	PERSONAL CHECK	CREDIT CARD
X	X		* Online applicants only

**Rental Application**

All persons eighteen (18) years of age or older and those deemed to be an adult under applicable law with respect to the execution of contracts will be required to complete their own application. Only applications that are fully completed and signed will be processed for consideration.

An applicant's intentional misrepresentation or intentional omission of any information on the application will be sufficient reason for rejection of the application.



## Occupancy Guidelines

The total number of household occupants must fall within the following guidelines:

Bedroom Size:	Max Number of Occupants
1 bedroom	3
2 bedroom	4
3 Bedroom	6

## Rental Scores

The approval of credit is based on rental scores. Rental scores are relied upon to estimate the relative financial risk of leasing an apartment to you. Scores are calculated using a weighted average of factors, and your rental score results from a mathematical analysis of information found in your credit report and application. Such information may include your bill-paying history, the number and type of accounts you have, open bankruptcies, unpaid utility bills, collection actions, charge-off, repossession, eviction histories, outstanding debt, income relationships (rent-to-income and debt-to-income ratios), and other attributes that reflect on your qualifications to meet the payment terms of your lease.

The rental scoring system we use was created for the purpose of treating all applicants consistently and impartially, without regard to subjective criteria. It uses information obtained by the third-party tenant screening service and consumer credit reporting agency, which includes information obtained from the credit bureau to evaluate the application.

**You have the right to obtain a free copy of consumer report(s) in the event of denial or adverse action, and to dispute the accuracy of information appearing in the consumer report.**

## Rental Score Recommendations

- **Approve** – This is the most desirable recommendation and has the lowest security deposit level.
- **Approved with Conditions** – Although the application will be accepted on this recommendation, this score presents a higher risk and may require the highest security deposit or a co-signer.
- **Decline** – The community may not proceed with the application.

## Declined/Approved with Conditions

Declined or conditionally approved applicants will be notified in writing of the reason for the declined application or conditional approval. Consideration may be given for extenuating circumstances where this would be required as reasonable accommodation for disability when determining the acceptability of tenancy.

## Income/Assets

Residency at this community is limited to households with moderate income and requires that households meet certain income qualifying standards established by the affordable program this community participates with. Household annual income must not exceed the affordable program income limits of the apartment home the household is applying for. Income limits are available in the Leasing Office.

Every applicant shall provide proof of all income and assets which may be verified by a third party. Income must be legal and verifiable, and all households must meet the income-to-rent ratio of at least two (2) times the monthly rent amount.

Written verification and proof of all income includes, but is not limited to, current and consecutive pay stubs, social security or other retirement income, verification of welfare, disability, or SSI, income tax returns, unemployment benefits, worker's compensation payments, bank statements, and trust accounts.

Applicants not meeting the income-to-rent ratio may be required to pay an increase to the security deposit or obtain a co-signer.

Adding unauthorized household occupants without first obtaining management approval is considered a violation of the lease and is grounds for termination of tenancy. Additions to an existing household require a full third-party recertification of all existing household members in addition to the income certification for the new member of the household, including third-party verification.



If there are any changes to a household's composition or income prior to move-in, management must be informed immediately.

All households will be required to recertify their income and assets annually prior to their move-in anniversary date. If a household fails to comply, a notice to terminate tenancy will be issued and the household will be required to move.

### **Student Eligibility**

This community is subject to certain student limitations. If applicable, the student status of each applicant for the current calendar year must be certified and verified. Some students may not qualify for housing under one or more of the programs unless certain exemptions are met. Please check with the office staff for more detail regarding student status program requirements.

### **Rental History**

Each applicant must have a recent, consecutive, and a minimum of twelve (12) month(s) verifiable third-party or mortgage payment history. Note: Applicants living with family members will not be considered as having third-party rental history. Applicants not having verifiable third-party rental or mortgage history may be required to pay an increased security deposit or obtain a co-signer.

Applications may be denied for any of the following reasons:

1. An outstanding debt to a previous landlord;
2. A public record of an unlawful detainer action or an eviction; or
3. A breach of a prior lease including failure to pay rent timely and non-compliance with rules, laws and regulations.

### **Criminal History**

A criminal background check may be conducted for all persons eighteen (18) years of age or older. Applicants may be rejected for convictions related to offenses for drug use, manufacture or distribution of a controlled substance, fraud, property destruction, property theft, sex offenses, and violence.

SRM Management will conduct an individualized assessment to determine whether the applicant poses a direct threat to others or property prior to making a final decision on whether to accept or deny the application. The individualized assessment will take into account relevant mitigating information such as (1) the facts or circumstances surrounding the criminal conduct; (2) the age of the individual at the time the conduct occurred; (3) evidence that the individual has maintained a good tenant history before and after the conviction or conduct; and (4) evidence of rehabilitation efforts.

### **Personal Liability Insurance**

This community    does   X   does not require personal liability insurance.

### **Photo Identification**

All applicants will be required to present a government-issued photo identification to confirm identity. If an applicant's identification cannot be verified, it is grounds for rejection.

### **Guarantors**

Guarantors are processed only after it has been determined that the applicant will not qualify on their own. Guarantors will be accepted for applicants who do not meet the required rent-to-income ratio, credit, or rental history requirements. Only one (1) guarantor per apartment is permissible. The guarantor will be required to complete an application and pay a full application fee. Guarantors must meet a higher financial standard, which includes demonstrating the ability to meet the income-to-rent ratio of the household they are guaranteeing in addition to their own mortgage or rent payments. Guarantors must also meet all other financial qualifying criteria identified in the Guarantor Application Criteria. The guarantor will be asked to sign a Guaranty Agreement, and a notary may be required.



**Security Deposit – Refundable \***

Once your Rental Application has been approved and the community has notified you, you have twenty-four (24) hours to cancel your application; otherwise, your deposit is forfeited. If your application or screening is declined, your security deposit will be refunded. Upon moving in, your security deposit will be applied to your ledger.

- **Falsification** of any items is considered fraud and results in forfeiture of the security deposit. You must list ALL income and asset sources. If you are unsure if something applies, please contact the Leasing Office prior to submitting the application.
- **Communication:** If we reach out to you for corrections, additional documentation, or notification of Approval and you do not respond within seventy-two (72) hours that will be considered cancellation, and you will forfeit the security deposit.
- **Taking Possession:** Applicants understand that they need to take possession of the home within three (3) days of notification of final approval (Screening and Compliance). Failure to do so will be considered cancellation of application and you will forfeit the security deposit.

**Waiting List**

This community \_\_ does X does not operate a wait list.

**Pets**

Community allows two (2) pets per home. Breed restrictions apply. Community approval required prior to moving animals into home. Assistive animals for persons with disabilities are not considered to be pets but do require the advance written approval of management.

**Smoking**

This community X is \_\_ is not a smoke-free community.

This community X offers \_\_ does not offer smoke-free apartment homes.

If the apartment home or any part of the community is smoke free, the residents, members of the resident’s household, or resident’s guests or visitors, shall not smoke anywhere prohibited and identified in the Smoke Free Addendum.

**Water Furniture**

Liquid filled furniture over ten (10) gallons is allowed but requires proper insurance coverage and prior written approval. A certification of insurance in the amount of \$100,000.00 evidencing liquid filled furniture coverage must be provided prior to bringing any liquid-filled furniture into the household.

**Conduct**

Applicants may be rejected for conduct displayed during the tour or application process that would constitute a violation of the lease policies. Applicants must display the ability to comply with lease policies.

**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 that Multifamily Project-Based Section 8, LIHTC and/or HOME Program is in compliance with VAWA. This notice explains your rights under VAWA.

**Protections for Applicants**

If you otherwise qualify under Multifamily Project-Based Section 8, LIHTC and/or HOME program, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. VAWA ensures that victims are not denied housing and housing assistance solely because the person is a victim of VAWA crime. However, being a victim of a VAWA crime is not a reason to change the eligibility or applicant screening requirements.

The Notice of Occupancy Rights under the Violence Against Women Act will be provided to applicants/residents which outline their rights and obligations under VAWA protection from domestic violence, dating violence, stalking, and sexual assault (1) when an



individual is denied residency; (2) when an individual is admitted to an apartment; or (3) with any notification of eviction or termination of assistance.

**Applicant Acknowledgement:**

**I/we acknowledge that my/our application(s) will be reviewed and a consumer credit report, public search and/or an investigative consumer report that discloses the consumer's character, general reputation, personal characteristics and mode of living will be obtained. A copy of any such report(s) will be provided to the applicant upon request.**

**I/we, the applicant(s), acknowledge that I/we have received a copy of the application criteria and understand the terms of possible residency.**

---

Applicant Signature

---

Date

---

Applicant Signature

---

Date

---

Applicant Signature

---

Date

---

Applicant Signature

---

Date

