



# Resident Selection Criteria: NOAH & Market Rate Revised June 2023

Professionally Managed By:  
Aeon Management LLC  
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Minneapolis, MN 55401  
612-746-0546 (Telephone)  
612-341-4208 (Fax)

## AN EQUAL HOUSING OPPORTUNITY

These properties will operate in accordance with federal, state, and local fair housing and civil rights laws. No applicant will be discriminated against on the basis of race, national origin, color, creed, marital status, ancestry, religion, familial status, public assistance, sex, sexual orientation, disability, or on the basis of utilizing any form of rental assistance. An applicant may provide additional information with a completed application to explain, justify, or negative the relevance of potentially negative information that may be revealed by screening and that the applicant believes to be relevant to their performance as a resident. Aeon Management LLC will consider all circumstances related to an applicant's history.



This **Resident Selection Criteria: NOAH & Market Rate** applies to the following properties:

Blooming Meadows South	Huntington Place
Carrington	Minneapolis 220
Cobblestone Court	Seasons Park
East Village (South Units)	Sun Place
Goldenstar	

**Occupancy Standards**

Apartment Type	Maximum Household Size
Efficiency	2 People
1 Bedroom	3 People
2 Bedroom	5 People
3 Bedroom	7 People

Any applicant who has a current or past relationship with Aeon (for example, resident, guest, vendor, employee, etc) will have their history with Aeon reviewed and considered as part of the application process.

**Criminal Background.** See attached Criminal Criteria.

**Income.** At minimum, applicants must have gross income (pre-tax) of two and a half times (2.5x) the rent. A Section 8 voucher or funding from a comparable third-party subsidy source also may be acceptable. The maximum household income cannot exceed 50-80% Multifamily Tax Subsidy Program (MTSP) Income limits, based on household size. Unrestricted units, if available, have no maximum income.

**Housing/Living History**

1. Applicants will be denied if they owe money for rent to previous landlords for rent balances incurred as of January 1, 2023, or later. If applicant owes rent to a previous landlord, but has verified, third party subsidy paying any portion of rent, management will not consider money owed to previous landlords for rent when reviewing living history.
2. Applicants will be denied if they owe money to utility companies. If a household is not required to pay utilities for the unit being applied for (owner pays all utilities), management will not consider money owed to utility companies when reviewing living history.
3. Applicants will be denied if they owe money for damages or other charges to previous landlords.
4. Applicants will be denied if they have evictions/UDs within the past two years from the application date.
5. Applicants with negative rental history (not including evictions/UDs) within the past two years may be accepted with Portfolio Director approval. Examples of negative rental history include, but are not limited to, lease violations, police calls and damages.

Note: A lack of living history is viewed as neutral; applicants can begin establishing their living history with Aeon.

## Student Requirements for Funding Programs

If a household is applying for a HOME unit, applicants must meet the student eligibility requirements. Any applicant for units with HOME funds may not be full or part time students at a post-secondary institution unless the student is: Over age 23 OR; a veteran of the United States military OR; married OR; has dependent children OR; is a person with disabilities OR; has parents who, individually or jointly, are income eligible for the HOME program.

## Application Process

1. *Application:* To begin the process, the prospective applicant must submit a completed application and application fee of \$40.00 per adult. An additional \$15.00 (total of \$55.00) must be submitted for any adult applicant who has lived outside the state of Minnesota. The application fee is non-refundable except in the unlikely event the apartment is rented to an applicant ahead of the current applicant. All adult applicants must present a picture ID prior to move in. Applications will be processed in the order they are received. Applicants must put down a non-refundable deposit which will be applied toward the security deposit if the applicant moves into the development on the agreed upon date; this deposit will only be returned if the application is denied. The total security deposit is equal to one months' rent.
2. *Screening/Income Guidelines:* Applications will be investigated to ensure that applicants will fulfill his/her obligations as renters. Part of the screening will be done by a private application investigation service. Applicants will be asked to provide an account of all household income and assets and to formally certify that information.
3. *Eligibility & Applicant Notification:* Management will determine if applicant meets the Resident Selection Criteria. Applicants will be notified in writing of their acceptance or notified and given a reason for the rejection of their application by the management agent. The denial letter will contain instructions on how the applicant can obtain a copy of the report on which the decision to deny was reached. **DO NOT CALL** about the status of your application.

Households are not allowed to change their household circumstances after the initial application to qualify. This includes, but is not limited to, changing household composition or income changes. If household circumstances change, households must wait six months from the date of the original application and may reapply at that time.

## Applicants with Disabilities

If an applicant has a disability, he or she may request a reasonable accommodation to assist him or her in the admission process or to meet the requirements for acceptance of his or her application. Applicants may make a reasonable accommodation or reasonable modification request by putting the request in writing to management. Assistance will be provided as needed to document the request if applicant is unable to put the request in writing. Management will verify the presence of a disability and will verify the nexus between the presence of the disability and reasonable accommodation/modification request. The final decision will be made by management and the applicant will be notified in writing.

## Criminal Criteria – Standard (Revised June 2023)

Type of Conviction	Description of Conviction	Level of Conviction		
		Minimum number of years since date of charge (which resulted in a conviction) to the date of rental application		
		FELONY	MISDEMEANOR (and Gross Misdemeanor)	PETTY MISDEMEANOR*
<b>Animal Related Crimes</b>	<b>Description</b>			
High	Items such as animal bite or attack, dog fighting.	5 Years	2 Years	Pass
Medium	Items such as abandonment or neglect of animal, animal abuse, possess wildlife illegally.	5 Years	2 Years	Pass
Low	Items such as animal not under restraint, animals at large, barking dog, fishing/hunting without a license, no license, no pet vaccination.	Pass	Pass	Pass
<b>Drug Related Crimes</b>	<b>Description</b>			
Very High	Manufacturing meth.	Lifetime Ban	Lifetime Ban	Lifetime Ban
High**	Attempt to manufacture (except for meth), sell and/or distribute cocaine, heroin, or any other controlled substance except for marijuana (for manufacturing meth see Very High; for marijuana sales/distribution see Low).	5 Years **Multiple = 10 Years	2 Years **Multiple = 7 Years	Pass
Medium	Attempt to purchase, maintaining a place for drug use, and possession of cocaine, meth, heroin, or any other controlled substance, except for marijuana (for marijuana see Low/Very Low).	5 Years	2 Years	Pass
Low	Attempt to sell and/or distribute marijuana or the manufacture or cultivation of marijuana.	Pass	Pass	Pass
Very Low	Possession of marijuana and related paraphernalia.	Pass	Pass	Pass
<b>Family Relations Related Crimes</b>	<b>Description</b>			
High**	Items such as abandonment, abuse, domestic violence, endangering a child, injury to child.	5 Years **Multiple = 10 Years	2 Years **Multiple = 7 Years	Pass
Medium	Items such as contributing to the delinquency, harboring a runaway child.	2 Years	2 Years	Pass
Low	Items such as non-support, truancy, minor consumption, minor using tobacco, minor curfew violations.	Pass	Pass	Pass
<b>Property Related Crimes</b>	<b>Description</b>			
Very High	Arson.	Lifetime Ban***	15 Years***	Pass
Medium	Items such as breaking and entering, burglary, criminal damage, grand larceny, malicious injury to property.	5 Years	2 Years	Pass
Low	Items such as theft, aid and abet theft.	Pass	Pass	Pass
<b>Sex Related Crimes</b>	<b>Description</b>			
Very High	Items such as: first to third degree sexual assault, child pornography, rape, <u>current</u> sex offender registrant under any jurisdiction's sex offender registration program or the national sex offender registration system – Sex Offender Registration and Notification Act (SORNA).	Lifetime Ban	Lifetime Ban	Lifetime Ban
High	Items such as: fourth and fifth degree sexual assault, stalking, rape, failure to register as sex offender, sex abuse, stalking, sex exploitation of minor.	15 Years***	10 Years***	Pass
High**	Promotion of prostitution. Items such as a "pimp"/"madam" who solicits, induces, promotes or traffics a person for money.	5 Years **Multiple = 10 Years	2 Years **Multiple = 7 Years	Pass
Low	Items such as prostitution.	Pass	Pass	Pass
Very Low	Items such as indecent exposure, peeping, voyeurism, exhibitionism, public lewdness	Pass	Pass	Pass
<b>Violence Related Crimes</b>	<b>Description</b>			
Very High	Items such as murder, manslaughter.	Lifetime Ban	Lifetime Ban	Lifetime Ban
High	Items such as kidnapping, false imprisonment, unlawful restraint.	15 Years***	10 Years***	Pass
High**	Items such as assault, battery, deadly conduct, injury to child or elderly, robbery, threats of harm, terroristic threats.	5 Years **Multiple = 10 Years	2 Years **Multiple = 7 Years	Pass
Low	Items such as affray (fighting in a public place that disturbs the peace), menacing, reckless endangerment.	Pass	Pass	Pass

\* A petty misdemeanor means a petty offense which is prohibited by statute, which does not constitute a crime (2016 MN Statutes).

\*\* In some categories, Aeon has implemented a multiple convictions distinction; in these cases, a higher lookback period will trump a lower lookback period.

\*\*\* For the categories noted, applicants applying for supportive housing units, the maximum look back period for a felony is seven (7) years and for a misdemeanor is two (2) years.

Landlord will not deny applicants who are the subjects of open charges, unless any one of the open charges is for a crime that would result in a rejection of an application according to the criteria listed above. In this case, the application would be rejected. Applicants may re-apply upon resolution of open charges, at which time the now-closed charge will be considered under this policy. If the open charge was dismissed, the application will not be denied on the basis of that charge. If the open charge resulted in a conviction, it will be evaluated under these criteria to determine whether the conviction requires rejection of the application.

## Appeal Process

Applicants may appeal the denial of the application. The appeal form may be requested from site staff at the property. Applicants must put together a completed appeal packet. A completed appeal packet includes (1) a signed appeal form, (2) a copy of the original denial letter, and (3) supporting documentation. Applicants have fourteen (14) days to submit an appeal packet. Applicants must submit a completed appeal packet via email to [applicationappeals@aeon.org](mailto:applicationappeals@aeon.org) or via US mail to the Aeon Central office. The mailing address of the Central Office is:

Aeon  
Attention: Denial Appeal  
901 North 3<sup>rd</sup> Street, Suite 150  
Minneapolis, MN 55401

Completed appeal packets will be date-stamped by Aeon once received. A written or emailed confirmation will be provided to the applicant. Incomplete packets will be returned to the denied applicant, who may resubmit when all materials are complete. Incomplete packets will not be accepted. The applicant will be notified of the result of their appeals within five (5) days of Aeon receiving the completed appeal packet unless extenuating circumstances require additional time.

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If you are disabled and would like to request a reasonable accommodation or if you have difficulty understanding English, please request our assistance and we will ensure you are provided with meaningful access based on your individual needs.

Haddii aad tahay qof naafo ah oo aad dooneyso in aad codsato in si gaar ah lagu qaabbilo ama haddii aad dhib ku qabto in aad fahamto afka Ingiriiska, fadlan na weydiiso caawimaad si aan kuugu xaqiijinno in aad si hufan u hesho waxyaabaha shakhsi ahaan gaarka kuu ah ee aad u baahan tahay.

Si usted está discapacitado y quisiera solicitar acomodación razonable o si tiene dificultad para entender inglés, por favor solicite nuestro servicio y nosotros nos aseguraremos de proveerle un acceso significativo basado en sus necesidades individuales.

Если вы инвалид и хотите подать запрос о дополнительных услугах или если у вас есть трудности с пониманием английского языка, пожалуйста просите нас о помощи, и мы предоставим вам полноценные услуги, основанные на ваших индивидуальных потребностях.