



# Resident Selection Criteria: Standard

## Revised June 2023

Professionally Managed by:

Aeon Management LLC  
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Minneapolis, MN 55401  
612-746-0546 (Telephone)  
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AN EQUAL HOUSING OPPORTUNITY



This Resident Selection Criteria: Standard applies to the following properties:

Adams	Jourdain
Balmoral	Maryland *
Balsam Hill Apartments and Townhomes *	Paige Hall
Barrington	Parkview Villa
Blooming Meadows North	Phillips Family Housing
Buri Manor	Pine Cliff
Clover Field	Provinces
Como By The Lake *	Renaissance Box
Coyle	Ripley Gardens
Crane Ordway	Rose
Crest *	Roselle *
East Village (North Units)	Sienna Green I *
Elliot Court *	Sienna Green II
Elms *	The Louis *
Greenway Terrace *	The Sound on 76 <sup>th</sup>
Heritage	The Summit (5 <sup>th</sup> Floor of Barnabas)
	Wellstone

\* Any units within the properties noted which are funded by Multifamily Section 8, Rural Assistance Demonstration (RAD), or Section 811 Project Rental Assistance Program (PRA), must follow the appropriate Resident Selection Criteria for the HUD funding source.

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. Aeon Management LLC adheres to the Housing First principles for supportive housing units. An applicant may provide additional information with a completed application to explain, justify, or negate 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.

Currently Aeon Management LLC only accepts referrals from DHS for the Section 811 PRA program. To qualify for the Section 811 PRA program, households must include at least one adult with a disability who is at least 18 but less than 62 years of age at time of admissions, is eligible for community-based, long-term services funded through Medicaid or state funding sources including Medicaid Home and Community Based Services, Adult Mental Health Services, Moving Home Minnesota demonstration services, and Minnesota's Long Term Homeless Supportive Services, and household income does not exceed the Extremely Low Income limit. The program targets persons who are experiencing long-term homelessness and enrolled in PATH or enrolled in Moving Home Minnesota. A Resident Selection Criteria: Section 811 PRA is available for review, upon request.

## 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

## Income Limits

1. Minimum Income: Applicants must have gross income (pre-tax) of two times (2x) the rent plus utilities. A Section 8 voucher or funding from a comparable third-party subsidy source may be acceptable. The minimum income requirement does not apply to units with a project-based subsidy, including project-based Housing Support (formerly GRH) or applicants for supportive housing units. For supportive housing units, Aeon Management LLC may review the applicant's income to determine they have adequate income to pay their portion of the rent if the household does not have rental assistance.
2. Maximum Income:
  - a. Affordable units have restrictions in which the total gross annual income for applicants cannot exceed anywhere from 30%-60% Multifamily Tax Subsidy Program (MTSP) Income limits, depending on availability, for the Minneapolis-St. Paul Metro Area, depending on household size. The current limits are included as an attachment to this document.
  - b. If applicable, applicant's gross annual income cannot exceed the allowable Housing Infrastructure Bonds (HIB) income limit at initial occupancy.
  - c. Market Rate units have no maximum income restrictions.

## Occupancy Standards

Apartment Type	Maximum Household Size
Efficiency*	1 Person
<i>*Efficiency (Crane Ordway ONLY, based on unit square footage)</i>	2 People
1 Bedroom	2 People
2 Bedroom	4 People
3 Bedroom	6 People
4 Bedroom	8 People
5 Bedroom	10 People

## 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. This does not apply to applicants for supportive housing units.
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. This does not apply to applicants for supportive housing units.
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.

### **Background History**

1. 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.
2. As applicable, applicants must also meet criteria as put forth by any subsidy source such as any Public Housing Authority or Housing Support (formerly GRH).
3. Applicants must show a willingness to sign a term lease, based on the requirements outlined by the unit's funding.
4. Applicants must meet the homeless eligibility requirements, if required by the funding on the unit.
5. Parkview Villa ONLY. For Section 8 units, applicants must be 62 years of age or older and/or meet the Federal definition of a disability. For non-Section 8 units, applicants must be 55 years of age or older.
6. Goldenrod Glen ONLY. Household must consist of at least one member who is age fifty-five (55) years or older at the time of initial occupancy.

### **Student Requirements for Funding Programs**

If a household is applying for a Housing Tax Credit and/or HOME unit, applicants must meet the student eligibility requirements. This eligibility restriction prohibits any household residing in a tax credit unit to be comprised entirely of full-time students as defined by the educational institution(s). This rule carries the following exceptions:

1. Students are married and eligible to file a joint tax return.
2. The household consists of single parents with children and the parents are not dependents of someone else and the children are not dependents of someone other than a parent.
3. At least one member of the household receives assistance under Title IV of the Social Security Act, known as the Minnesota Family Investment Program in Minnesota.
4. At least one member of the household participates in a job training program receiving assistance under the Job Training Partnership Act or other similar federal, state, or local laws.
5. At least one student in the household was previously under foster care within five years of the effective date of the initial certification.

Any applicant for units with HOME funds may not be full or part time students at a post-secondary institution unless the student is:

1. Over age 23 OR

2. A veteran of the United States military OR
3. Married OR
4. Has dependent children OR
5. Is a person with disabilities OR
6. Has parents who, individually or jointly, are income eligible for the HOME program

### Preferences

1. These properties (except those listed below) do not have preferences except if an applicant requiring the features of an accessible apartment applies. In that event, the applicant will be given preference for the unit with the accessible features.
  - a. Priority is given to families with minor children for apartments larger than two-bedrooms.
  - b. Priority is given to applicants displaced by a Presidentially Declared Disaster and who are FEMA certified as disaster victims.
2. If the property received funding under the High Priority Homeless program (and Long-Term Homeless definition for the purposes of Housing Support), priority will be given to applicants who meet the High Priority Homeless definition, up to the number of units agreed upon in the regulatory agreement.
3. If the property received funding under the People with Disabilities (PWD) program, priority will be given to applicants who meet the PWD definition, up to the number of units agreed upon in the regulatory agreement.
4. **Pine Cliff** will preference households who are current or recent (past 24 months) recipients of the Minnesota Family Investment Program (MFIP) for units funded with the Minnesota Families Affordable Rental Investment Fund (MARIF).

### Application Process

1. *Application:* To begin the process, the prospective applicant must submit a completed application and an 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 moving in.
2. *Order of Processing:* Applications will be processed in the order in which they are received.
3. *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. This screening will include a background check, a credit report, and a criminal background check.
4. *Income Certification:* Applicants will be asked to provide an account of all household income and assets and to formally certify that information.
5. *Eligibility Determination:* After an application has been screened and the income of the applicant has been reviewed the management agent will determine if the applicant meets the Resident Selection Criteria.

- If applicable to the unit applied for, applicants will need to meet the criteria detailed in HUD Homeless Eligibility, High Priority Homeless (HPH)/Long-Term Homeless (LTH) Eligibility, or People with Disabilities (PWD)/ Long-Term Homeless (LTH) Eligibility. The information will be verified by written statements or certifications as applicable. Support Services will determine if the applicant meets the criteria of homelessness or homelessness/disability and management must obtain a verification from the respective agency, individual, or institution involved.
  - If applicable to the unit applied for, the household member who meets the HIB requirement must complete the Certification of Senior Eligibility for Housing Infrastructure Bonds.
6. *Applicant Notification:* 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. Management will retain records of denials and appeal per Aeon's internal policy.
  7. *Acceptance:* An applicant will have seven days from the date they are accepted for housing to 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 does not apply to the HUD Homeless, High Priority Homeless, and People with Disabilities Units.

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.

### **HUD Homeless Eligibility**

As required, management will utilize Coordinated Entry to obtain qualified applicants. Applicants must meet the homelessness eligibility requirements as described by US Department of Housing and Urban Development. A person is considered homeless when s/he lacks a fixed, regular, and adequate nighttime residence, meaning:

1. Has primary nighttime residence that is a public or private place not meant for human habitation; or
2. Is living in a publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, and local government programs); or
3. Is exiting an institution where s/he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

## **Coordinated Entry (CE) and Continuum of Care (COC)**

Coordinated Entry (CE) is a centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

Local Continuum of Care (COC) planning groups have implemented coordinated assessment for all homeless assistance and housing programs. All supportive housing providers are expected to only take referrals for the supportive housing, High Priority Homeless (HPH), and People with Disabilities (PWD) units from the COC coordinated assessment process. Property management must notify the COC coordinated assessment contact whenever a supportive housing, HPH or PWD vacancy occurs and agree to accept referrals for eligibility screening for the unit. Referrals are made by the COC coordinated assessment contact when a unit is listed as available for leasing. The exact process is determined by the local COC and participating providers.

## **High Priority Homeless (HPH)/Long-Term Homeless (LTH) Eligibility**

Applicants to fill project based, designated HPH units will be referred to Aeon Management LLC by the Service Provider through the Coordinated Entry System, and the applicant and case worker must provide documentation to determine the eligibility of a household for a unit designated for HPH. Additionally, if applicable, the applicant must qualify as LTH for the purposes of Housing Support.

The applicant screening process for those units will be a collaborative effort between Aeon Management LLC and the Service Provider. Specific roles of each entity during the application process and throughout the applicant's tenure as a resident are described in the Memorandum of Understanding (MOU) between Aeon Management LLC and the Service Provider.

1. **Income.** In no event shall an applicant's income exceed 30% of the area median income (as defined by the Minnesota Housing Finance Agency's Housing Trust Program) for the Metropolitan Minneapolis-St. Paul area at the time occupancy. The minimum income requirement is lifted for HPH applicants if applicant is moving into a project-based, subsidized unit (including project-based Housing Support (GRH) units).
2. **Homelessness.** Applicants must meet the definition of homelessness under the State of Minnesota's HPH program. High Priority Homeless means households prioritized for permanent supportive housing by the Coordinated Entry System. Applicants must also meet the definition of LTH for Housing Support. Applicants experiencing long-term homelessness include persons lacking a permanent place to live continuously for a year or more or at least four times in the past three years. Any period of institutionalization or incarceration shall be excluded when determining the length of time the household has been homeless except in the case where an individual was in a facility for fewer



than 90 days and was homeless at entry to the facility. The documentation of homelessness required for LTH will suffice for documentation of eligibility for HPH.

### **People with Disabilities (PWD)/Long-Term Homeless (LTH) Eligibility**

Applicants to fill project based, designated PWD units will be referred to Aeon Management LLC by the Service Provider through the Coordinated Entry System, and the applicant and case worker must provide documentation to determine the eligibility of a household for a unit designated for PWD. Additionally, if applicable, the applicant must qualify as LTH for the purposes of Housing Support.

The applicant screening process for those units will be a collaborative effort between Aeon Management LLC and the Service Provider. Specific roles of each entity during the application process and throughout the applicant's tenure as a resident are described in the Memorandum of Understanding (MOU) between Aeon Management LLC and the Service Provider.

1. Income. In no event shall an applicant's income exceed 30% Multifamily Tax Subsidy Program (MTSP) income limits for the Metropolitan Minneapolis-St. Paul area at the time of occupancy. The minimum income requirement is lifted for PWD applicants if applicant is moving into a project-based, subsidized unit (including project-based Housing Support (GRH) units).
2. Homelessness. Applicants must meet the definition of disabled, including any of the following disabilities:
  - a. A serious and persistent mental illness as defined in MN Statutes Section 245.462, Subdivision 20, Paragraph (c ); or
  - b. A developmental disability as defined in the United States Code, Title 42, Section 6001, Paragraph (5), as amended; or
  - c. Assessed as drug dependent persons as defined in MN Statute Section 254A.02, Subdivision 5, and are receiving or will receive care and, treatment services provided by an approved treatment program as defined in MN Statute Section 254A.02, Subdivision 2; or
  - d. A brain injury as defined in MN Statute Section 256B.093, Subdivision 4, paragraph (a); or
  - e. Permanent physical disabilities that substantially limit major life activities, if at least 50% of the units in the Project are accessible as provided under Minnesota Rules Chapter 1341.

Applicants must also meet the definition of LTH for Housing Support. Applicants experiencing long-term homelessness include persons lacking a permanent place to live continuously for a year or more or at least four times in the past three years. Any period of institutionalization or incarceration shall be excluded when determining the length of time the household has been homeless except in the case where an individual was in a facility for fewer than 90 days and was homeless at entry to the facility.

### **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 the 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.

### **Violence Against Women Act (VAWA) Policy**

The Violence Against Women Act, or VAWA, provides legal protections to victims of domestic violence, dating violence, sexual assault, or stalking. These protections prohibit Aeon Management LLC from denying assistance and from evicting or terminating assistance from individuals and their affiliates if the asserted grounds for such actions are an instance of domestic violence, dating, violence, sexual assault, or stalking. Aeon Management LLC also has an Emergency Transfer Plan in place.

Admission to an apartment home shall not be denied on the basis that the applicant and/or affiliates is or has been a victim of domestic violence, dating violence, sexual assault, or stalking in the event the applicant otherwise qualifies for admission. All applicants and/or affiliates admitted sign form HUD-91067, the VAWA Lease Addendum, which informs residents of their protections under this act. In addition, all applicants and/or affiliates will be provided with the Notification of Occupancy Rights, form HUD-5380 and Certification form HUD-5382 upon acceptance or denial for housing.

If an applicant or resident requests protection provided under VAWA, Aeon Management LLC will provide the applicant or resident/affiliates with the HUD-approved certification form, Form HUD-5382, where the request for protection shall be certified. Aeon Management LLC shall be mindful that the delivery of the certification form to the resident or applicant via mail may place the victim at risk, and therefore will work with the applicant or resident for an acceptable delivery arrangement. In lieu of the certification form or in addition to it, Aeon Management LLC may accept a federal, state, tribal, territorial, or local police record or court record or documentation signed and attested to by a professional (employee, agent, or volunteer of a victim service provider, an attorney, medical personnel, etc.) from which the victim has sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking or the effects of the abuse.

All documents relating to an individual's domestic violence, dating violence, sexual assault or stalking will be retained in a separate, secure location apart from other resident files. In addition, the identity of the victim and all information relating to the incident(s) of domestic violence shall be retained in confidence, except to the extent that the disclosure is:

1. Requested or consented to by the individual in writing;
2. Required for use in an eviction proceeding or termination of assistance; OR
3. Otherwise required by applicable law. The HUD-approved certification form provides notice to the resident of the confidentiality of the form and the limits thereof.

The VAWA policy does not apply to market rate units or units not funded by a state or federal program.

### **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.