

Deer Creek Village Supplement to Application

Type of unit you are applying for: (mark all that apply)

- ☐ Studio (1-2 people)
- ☐ 1 bedroom (1-3 people)
- ☐ 2 bedrooms (1-5 people)

Application Submission: Separate applications will be required for prospective residents 18 years of age or older. Applications can be dropped off to the Management Office drop box located at 605 SE Kane St., Roseburg, OR 97470 or can be mailed to UCPM PO Box 2582, Roseburg, OR 97470. Applications will be time, date stamped when received. Please make sure that all information on the application is correct, legible, and NOTHING IS LEFT BLANK.

Application Fees: There is a nonrefundable application fee of \$34.00 for all household members over the age of 18 years old. The application fee must be paid in certified funds (cashier's check or money order). An application fee will not be charged for an applicant placed on the waiting list, unless and until that applicant is notified that a unit has become available and the applicant desires to proceed with the application process.

Identification: All applicants must provide a valid form of legal identification for all family members at the time of application and again at move-in. The following are valid forms of identification (unless superseded by federal funding program regulations):

- Evidence of a Social Security Number (SSN Card)
- Valid Permanent Resident Alien Registration Receipt Card.
- Immigrant Visa.
- Individual Taxpayer Identification Number (ITIN).
- Non-immigrant Visa.
- Any government-issued identification regardless of expiration date; or
- Any non-governmental identification or combination of identifications that would permit a reasonable verification of identity

An Application must be fully complete for it to be time & date stamped accepted and placed on a waiting list. All incomplete applications will be returned to the applicant via USPS mail and will not be placed on a waiting list.

Deer Creek Village Preferences:

Preference points will be given to the following:

1 preference point will be given for veterans, active-duty service members, and members of the National Guard and/or Reserves that serve/have served in activated unit. A copy of the head of household's DD214, Veteran's Identification Card (VIC), or equivalent document must be submitted with the application for the preference to be given.

1 preference point will be given to Veteran's who experience a disability. Verification of disability will need to be submitted with the application for the preference to be given.

Qualification Criteria for All Prospective Residents with Veterans Status Preference:

Deer Creek Village offers a preference in occupancy for Veterans. Veteran is defined as:

"Anyone who served on active military duty and who was discharged or released under conditions other than dishonorable. This includes members of the National Guard and/or Reserves that served with unit activated by Executive Order. Active military duty means full time service, other than active duty for training, as a member of the Army, Navy, Air Force, Marine Corps, Coast Guard, Merchant Marine (during times of war), or a commissioned officer of the Public Health Service, Environmental Sciences Services Administration, or National Oceanic and Atmospheric Administration."

Veteran's status will be determined by reviewing an applicant's DD214, Veteran's Identification Card (VIC), or equivalent document. To qualify for the preference the veteran will need to be the Head of Household as listed on the rental application. **Veterans who experience a disability will receive a preference over non-disabled veterans.** All applicants will still need to income-qualify and meet the other screening criteria as outlined in this plan; in the event two otherwise eligible households apply for the same unit, the household with Veteran's status will have preference for the unit. In the event the veteran head of household can no longer reside in the unit due to death or health or medical reasons, and the surviving household members remain otherwise qualified to continue occupancy at Deer Creek Village, the surviving household members may continue to reside at the property.

Qualification Criteria for All Prospective Residents who are Active-Duty Preference: Deer Creek Village offers a preference in occupancy for Active-Duty members of the Army, Navy, Air Force, Marine Corps, and Coast Guard, and activated National Guard or Reserve members. This preference will be junior to the Veteran's preference. All applicants will still need to income-qualify and meet the other screening criteria as outlined in this plan.

1 preference point will be given for homeless and at-risk of homelessness households. Verification of Homelessness or eminent risk of homelessness will need to be submitted with application for the preference to be given. Verification must come from a 3rd party source that can attest to the homelessness or at-risk of homelessness status.

Qualification Criteria for All Prospective Residents with Homelessness Preference: Deer Creek Village offers a preference to those that are homeless or at eminent risk of homelessness. Deer Creek Village will use both the US Department of Housing and Urban Development (HEARTH Act Final Rule at 24 CFR Part 578) and Department of Education (McKinney Vento Act) definitions; a household may qualify for this preference under either definition. Deer Creek will accept referrals from Coordinated Entry. There is no project based rental assistance at Deer Creek Village. All applicants will still need to income-qualify and meet the other screening criteria as outlined in this plan.

Homeless means:

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

(i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground.

(ii) An individual or family living in a supervised 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, or local government programs for low-income individuals); or

(iii) An individual who is exiting an institution where he or she 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.

(2) An individual or family who will imminently lose their primary nighttime residence, provided that:

(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance.

(ii) No subsequent residence has been identified; and

(iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing.

(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

(i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);

(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance.

(iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

(4) Any individual or family who:

(i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child; that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence.

(ii) Has no other residence; and

(iii) Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

At risk of homelessness:

(1) An individual or family who:

(i) Has an annual income below 30 percent of median family income for the area, as determined by HUD.

(ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "Homeless" definition in this section; and

(iii) Meets one of the following conditions:

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance.

(B) Is living in the home of another because of economic hardship.

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance.

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals.

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau.

(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.

(2) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or (3) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him. Centralized or coordinated assessment system means 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.

Homeless veterans and veterans with disabilities will have the highest preference.



OFFICE USE ONLY

☐ NEW MOVE-IN ☐ OCCUPANT TURNING 18 ☐ ADD/REMOVE ROOMMATE ☐ TRANSFER

PROPERTY NAME / NUMBER Deer Creek Village

UNIT NUMBER _____ ADDRESS 2923 NE Douglas St, Roseburg, OR 97470

DATE UNIT WANTED _____ UNIT RENT \$ _____ NON-REFUNDABLE SCREENING CHARGE \$ _____

OWNER / AGENT Umpqua Community Property Management PHONE (541) 249-5328

OWNER / AGENT ADDRESS PO Box 2582, Roseburg, OR 97470

SMOKING POLICY: ☐ ALLOWED - ENTIRE PREMISES ☒ PROHIBITED - ENTIRE PREMISES ☐ ALLOWED IN LIMITED AREAS (ASK MANAGEMENT FOR DETAILS)

APPLICANT

PLEASE DO NOT LEAVE ANYTHING BLANK. IF NOT APPLICABLE, WRITE "N/A."

APPLICANT FULL LEGAL NAME _____ **EMAIL** _____

PREVIOUS NAMES, ALIASES OR NICKNAMES USED _____

DATE OF BIRTH _____ **SOC. SECURITY #** _____ **APPLICANT PHONE ()** _____

GOVERNMENT ISSUED PHOTO I.D. TYPE _____ **#** _____ **/ STATE** _____ **EXP. DATE** _____

CURRENT STREET ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____ **DATE YOU MOVED IN** _____

HAVE YOU APPLIED TO ANY OTHER LOCATIONS MANAGED BY LANDLORD IN THE LAST 60 DAYS? ☐ YES ☐ NO

IF YES, WHERE? _____

CURRENT LANDLORD NAME _____ **LANDLORD PHONE ()** _____

LANDLORD EMAIL _____ **LANDLORD FAX ()** _____

STREET ADDRESS (OR APT NAME) _____ **CITY** _____ **STATE** _____ **ZIP** _____

APPLICANT FORMER STREET ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____ **FROM** _____ **TO** _____

FORMER LANDLORD NAME _____ **LANDLORD PHONE ()** _____

LANDLORD EMAIL _____ **LANDLORD FAX ()** _____

STREET ADDRESS (OR APT NAME) _____ **CITY** _____ **STATE** _____ **ZIP** _____

OTHER STATES AND COUNTIES YOU HAVE LIVED IN DURING THE PAST 5 YEARS _____

INCOME

ARE YOU SELF-EMPLOYED? ☐ YES ☐ NO **ARE YOU A FULL-TIME STUDENT?** ☐ YES ☐ NO

CURRENT EMPLOYER _____ **PHONE ()** _____

HR EMAIL _____ **HR FAX ()** _____

STREET ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

POSITION _____ **DATE HIRED** _____ **GROSS MONTHLY INCOME \$** _____

ADDITIONAL CURRENT EMPLOYER _____ **PHONE ()** _____

HR EMAIL _____ **HR FAX ()** _____

STREET ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

POSITION _____ **DATE HIRED** _____ **GROSS MONTHLY INCOME \$** _____

OTHER MONTHLY INCOME: THIS INCLUDES, BUT IS NOT LIMITED TO, WELFARE ASSISTANCE, SOCIAL SECURITY, PENSIONS, DISABILITY, MILITARY PAY/BENEFITS, UNEMPLOYMENT, CHILD SUPPORT, ALIMONY, STUDENT GRANTS/LOANS, SELF-EMPLOYMENT, LOTTERY INCOME, INCOME FROM THE SALE OF PROPERTY, INCOME FROM TRUSTS AND ANY OTHER INCOME RECEIVED FROM PEOPLE NOT RESIDING WITH YOU.

SOURCE _____ **\$** _____ **SOURCE** _____ **\$** _____

ASSETS

ASSETS: THIS INCLUDES, BUT IS NOT LIMITED TO, CHECKING/SAVINGS ACCOUNTS, 401K, MONEY MARKET ACCOUNTS, IRA, STOCKS/BONDS, CD'S, TRUSTS, WHOLE OR UNIVERSAL LIFE INSURANCE POLICIES, CASH HELD IN SAFETY DEPOSIT BOXES, ITEMS HELD AS INVESTMENTS, ETC.

ASSET TYPE	FINANCIAL INSTITUTION	ASSET TYPE	FINANCIAL INSTITUTION
_____	_____	_____	_____
_____	_____	_____	_____

OTHER OCCUPANTS

NAME	DATE OF BIRTH	SOCIAL SECURITY #	FULL-TIME STUDENT?
_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO

VEHICLES	MAKE	MODEL	COLOR	STATE	LICENSE PLATE #	OWNER
PETS	<input type="checkbox"/> IF CHECKED, PETS ARE NOT ALLOWED AT THIS PROPERTY.					
	<input checked="" type="checkbox"/> IF CHECKED, PETS ARE ALLOWED SUBJECT TO MANAGEMENT APPROVAL. HOW MANY PETS WILL BE RESIDING IN THIS UNIT? _____					
	NAME	TYPE	BREED	AGE	WEIGHT	
	NAME	TYPE	BREED	AGE	WEIGHT	
CONTACTS	EMERGENCY CONTACT			PHONE ()		
	ADDRESS					
	CONTACT IN CASE OF DEATH			PHONE ()		
	ADDRESS					
OTHER	DO YOU INTEND TO USE: <input type="checkbox"/> WATERBED <input type="checkbox"/> AQUARIUM <input type="checkbox"/> MUSICAL INSTRUMENT _____					
	HAVE YOU BEEN EVICTED WITHIN THE LAST 5 YEARS OR IS THERE A PENDING EVICTION CASE AGAINST YOU? <input type="checkbox"/> YES <input type="checkbox"/> NO					
	IF YES, PLEASE LIST COUNTY & STATE _____					
	HAVE YOU EVER FILED FOR BANKRUPTCY, OR ARE YOU CURRENTLY IN THE BANKRUPTCY PROCESS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, DATE _____ MM/DD/YYYY					
	HAVE YOU EVER HAD A HOME FORECLOSED ON, OR ARE YOU CURRENTLY IN THE FORECLOSURE PROCESS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, DATE _____ MM/DD/YYYY					
	HAVE YOU OR ANY OTHER PERSON WHO WILL BE OCCUPYING THE UNIT EVER BEEN CONVICTED OF, OR PLED GUILTY OR NO CONTEST TO, ANY FELONY OR MISDEMEANOR RELATED TO THE CRIMINAL CONVICTION CRITERIA? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHO _____					
	COUNTY & STATE _____ WHEN _____ MM/DD/YYYY WHAT _____					
	HAVE YOU OR ANY OTHER PERSON WHO WILL BE OCCUPYING THE UNIT BEEN ARRESTED FOR A CHARGE RELATED TO THE CRIMINAL CONVICTION CRITERIA THAT HAS NOT BEEN DISMISSED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, COUNTY & STATE _____					
	WHY ARE YOU VACATING YOUR PRESENT PLACE OF RESIDENCE? _____					
	HOW DID YOU HEAR ABOUT OUR PROPERTY? _____					
SCREENING	Owner/Agent has charged a screening charge as set forth above. Owner/Agent may obtain a consumer credit report and/or an Investigative Consumer Report which may include the checking of the applicant's credit, income, employment, rental history, and criminal court records and may include information as to his/her character, general reputation, personal characteristics, and mode of living. You have the right to request additional disclosures provided under Section 606 (b) of the Fair Credit Reporting Act, and a written summary of your rights pursuant to Section 609(c). You have the right to dispute the accuracy of the information provided to the Owner/Agent by the screening company or the credit reporting agency as well as complete and accurate disclosure of the nature and scope of the investigation.					
	SCREENING COMPANY OR CREDIT REPORTING AGENCY					
	COMPANY NAME <u>RentGrow, Inc.</u>			PHONE <u>(800) 898-1351</u>		
	ADDRESS <u>177 Huntington Ave, Suite 1703 #74213, Boston, MA 02155-3153</u>			EMAIL _____		
If the application is approved, applicant will have _____ hours from the time of notification to either, at Owner/Agent's option, execute a rental agreement and make all deposits required thereunder or make a deposit to hold the unit and execute an agreement to execute a rental agreement which will provide for the forfeiture of the deposit if applicant fails to occupy the unit. If applicant fails to timely take the steps required above, he/she will be deemed to have refused the unit and the next application for the unit will be processed.						
RENT	THE FOLLOWING INFORMATION IS SUBJECT TO CHANGE PRIOR TO EXECUTION OF RENTAL AGREEMENT.					
	THE FOLLOWING ARE MAXIMUM AMOUNTS. THE ACTUAL AMOUNT CHARGED WILL DEPEND ON UNIT SIZE, SCREENING RESULTS, AND OTHER FACTORS.			DEPOSITS		
	MAXIMUM POTENTIAL RENT \$ _____			SECURITY DEP. MINIMUM \$ _____		
	_____ \$ _____			SECURITY DEP. MAXIMUM \$ _____ (DEPENDS ON SCREENING RESULTS AND UNIT SIZE)		
SIGNATURE	I certify that the above information is correct and complete and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate my tenancy and credit standing. I understand that giving incomplete or false information is grounds for rejection of this application. I understand that if any information supplied on this application is later found to be false, this is grounds for termination of tenancy. I have received and read the Owner/Agent's rental criteria and I understand that failure to meet any of the criteria may result in denial of my application.			GOOD FAITH ESTIMATE		
	APPLICANT <u>X</u>			Approximate number of units currently available, or which will in the foreseeable future be available, of the size and in the area requested by applicant: _____ unit(s).		
	OWNER/AGENT <u>X</u>			Approximate number of applications previously accepted and currently under consideration for those units: _____ application(s).		
	OWNER/AGENT NOTES _____			If the blanks above are not filled in, then there is at least one unit available and there are no applications ahead of yours currently under consideration.		

APPLICANT X

OWNER/AGENT X

OWNER/AGENT NOTES _____

DATE _____

DATE RECEIVED _____

TIME RECEIVED _____

PHOTO I.D. VERIFIED BY _____ (INITIALS)

_____ MM/DD/YYYY

_____ MM/DD/YYYY

☐ ON SITE

☐ RESIDENT

☐ MAIN OFFICE (IF REQUIRED)

RENTAL APPLICATION • PAGE 2

OREGON TAX CREDIT RENTAL CRITERIA FOR RESIDENCY

(Applicable only if Owner/Agent does not have custom criteria.)

OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a habitable room that is intended to be used primarily for sleeping purposes, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.)
2. The general rule is two persons are allowed per bedroom. Owner/Agent may adopt a more liberal occupancy standard based on factors such as size and configuration of the unit, size and configuration of the bedrooms, and whether any occupants will be infants.
3. A minimum of one person per bedroom may be required under applicable regulations.

GENERAL STATEMENTS

1. Current, positive, government-issued photo identification that allows Owner/Agent to adequately screen for criminal and or credit history will be required.
2. Each applicant will be required to qualify individually or as per specific criteria areas.
3. Inaccurate, incomplete or falsified information will be grounds for denial of the application.
4. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, termination shall result.
5. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the premises, or the property of others, will be denied tenancy.
6. Per HUD & IRS Section 42 regulations, with limited exceptions, households which are comprised entirely of full time students may not be eligible for housing. *NOTE: If, after taking occupancy, the household becomes comprised entirely of full-time students and does not meet any of the exceptions, that household will no longer qualify and will be required to vacate the premises.*

INCOME CRITERIA

1. **Monthly household income should be at least ____** (if blank, 1½) **times the monthly stated rent*** and cannot exceed the applicable maximum income limit assigned to the unit. The income limits are a percentage of the area median income, published annually by HUD, and adjusted for household size. Exceptions will be made to income/rent ratios for those with a minimum of six months of documented, guaranteed rental assistance and/or for those with verified assets on hand sufficient to pay rent and utilities for a minimum of six months.
*If applicant will be using local, state or federal housing assistance as a source of income, "monthly stated rent" as used in this section means that portion of the rent that will be payable by applicant and excludes any portion of the rent that will be paid through the assistance program.
2. Monthly income must be from a verifiable, legal source.
3. Minimum monthly income will be consistent with project guidelines.
4. Income and assets of all household members will be verified per methods approved by IRS Section 42 regulations. Verification requests will be mailed, e-mailed, or faxed by management, directly to the verifying institution/agency or employer and not hand-carried by applicant.

RENTAL HISTORY CRITERIA

1. Twelve months of verifiable contractual rental history from a current unrelated, third party landlord, or home ownership, is required. Less than twelve months verifiable rental history will require an additional security deposit or acceptable co-signer.
2. Three or more notices for nonpayment of rent within one year will result in denial of the application.
3. Three or more dishonored checks within one year will result in denial of the application.
4. Rental history reflecting any past due and unpaid balances to a landlord will result in denial of the application.
5. Rental history including three or more noise disturbances or any other material non-compliance with the rental agreement or rules within the past two years will result in denial.

EVICTON HISTORY CRITERIA

Five years of eviction-free history is required. Eviction actions that were dismissed or resulted in a judgment for the applicant will not be considered.

CREDIT CRITERIA

1. Negative or adverse debt showing on consumer credit report will require additional security deposits or acceptable co-signers.
2. Ten or more unpaid collections (not related to medical expenses) will result in denial of the application.

CRIMINAL CONVICTION CRITERIA

Upon receipt of the Rental Application and screening fee, Owner/Agent will conduct a search of public records to determine whether applicant

or any proposed resident or occupant has a "Conviction" (which means: charges pending as of the date of the application; a conviction; a guilty plea; or no contest plea), for any of the following crimes as provided in ORS 90.303(3): drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of residents, the landlord or the landlord's agent. Owner/Agent will not consider a previous arrest that did not result in a Conviction or expunged records.

If applicant, or any proposed occupant, has a Conviction in their past which would disqualify them under these criminal conviction criteria, and desires to submit additional information to Owner/Agent along with the application so Owner/Agent can engage in an individualized assessment (described below) upon receipt of the results of the public records search and prior to a denial, applicant should do so. Otherwise, applicant may request the review process after denial as set forth below, however, see item (c) under "Criminal Conviction Review Process" below regarding holding the unit.

A single Conviction for any of the following, subject to the results of any review process, shall be grounds for denial of the Rental Application.

- a) Felonies involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance.
- b) Felonies not listed above involving: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 7 years.
- c) Misdemeanors involving: drug related crimes, person crimes, sex offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.
- d) Misdemeanors not listed above involving: theft, criminal trespass, criminal mischief, property crimes or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 3 years.
- e) Conviction of any crime that requires lifetime registration as a sex offender, or for which applicant is currently registered as a sex offender, will result in denial.

Criminal Conviction Review Process.

Owner/Agent will engage in an individualized assessment of the applicant's, or other proposed occupant's, Convictions if applicant has satisfied all other criteria (the denial was based solely on one or more Convictions) and:

(1) Applicant has submitted supporting documentation prior to the public records search; or

(2) Applicant is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation.

Supporting documentation may include:

- i) Letter from parole or probation office;
- ii) Letter from caseworker, therapist, counselor, etc.;
- iii) Certifications of treatments/rehab programs;
- iv) Letter from employer, teacher, etc.
- v) Certification of trainings completed;
- vi) Proof of employment; and
- vii) Statement of the applicant.

Owner/Agent will:

- (a) Consider relevant individualized evidence of mitigating factors, which may include: the facts or circumstances surrounding the criminal conduct; the age of the convicted person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Owner/Agent may request additional information and may consider whether there have been multiple Convictions as part of this process.
- (b) Notify applicant of the results of Owner/Agent's review within a reasonable time after receipt of all required information.
- (c) Hold the unit for which the application was received for a reasonable time under all the circumstances to complete the review unless prior to receipt of applicant's written request (if made after denial) the unit was committed to another applicant.