



TWG Management, LLC

Resident Selection Criteria

800 Capitol Apartments will evaluate every household submitting an application for an apartment. The screening process is used to evaluate the probability of whether or not the applicants may satisfactorily fulfill their lease obligations. A designated number of households residing at **800 Capitol Apartments** must qualify under certain Internal Revenue Service (“IRS”) rules (Section 42 Program). **800 Capitol Apartments** will make every effort to comply with all applicable Federal, State, and local Fair Housing and Civil Rights laws and Equal Opportunity requirements.

Eligibility Requirements

1. Application Requirements - Occupancy Standards

Each household member who is (18) years of age or older will be required to complete a separate application with an additional application fee.

- A “Household” will be considered all individuals residing in the unit (head/co-head of household, spouse, other adults, children under 18 years of age residing in the unit at least 50% of the time, unborn children, etc. However, the following individuals will NOT be included when determining income eligibility: Live-in Aide(s).
- A dwelling unit of the appropriate size must be available in order to permit occupancy by an eligible household. We consider a maximum of two persons per bedroom to be the occupancy guideline.
- The property manager will not approve an addition of any person to a household until all necessary verifications, including credit report, criminal reports, landlord verifications, income and asset verifications, etc., have been received and approved. Permitting unauthorized persons to occupy the unit is in violation of the lease and is grounds for termination of tenancy (eviction). **No additions to a household will be approved if the addition will cause the household to exceed the maximum number of persons residing in a unit permitted by the local occupancy code for the unit size or a violation to Section 42 program limits.**
- Properties designated as senior communities must be occupied by households in which at least one member is at least 55 years of age or older. In any event, ALL household members must be at least 45 years of age to be eligible for occupancy. Priority will be given for all apartments to households in which at least one member is 55 years of age or older.

2. Income Requirements and Limitations

- The monthly household income at initial move in must be at least two (2) times the monthly rent for the Section 42 program. The monthly household income at initial move in for market rent must be at least (3) times the monthly rent. Gross household income maximum income or rent limits only apply to the Section 42 program applicants.



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- Annual gross household income for the Section 42 apartment units may NOT exceed the applicable income limits for the Section 42 program upon initial occupancy to the development. Please see the property manager for a listing of the most current income limits. Income limits are published annually by HUD and the Indiana Housing and Community Development Authority (IHCDA).
- Housing voucher applicants are also required to meet the income requirements and limitations for the Section 42 program.

3. Credit History

A full credit history from a professional reporting agency will be requested. The following are the evaluation factors used to determine the applicant's willingness to pay:

- Bankruptcy should be discharged for at least two years and proof of discharge paperwork must be provided at time of application.
- Applicants with utility collections on their credit reports from within the past five (5) years may be asked to show proof of payment in full. Applicants with past due accounts with utility providers will be required to show proof of payment in full. Applicants with an excessive number of past due amounts within the past five (5) years for utilities may not be accepted.
- Applicants with collections/judgments or evictions/excessive debts may not be accepted. Proof of a judgment may be required at time of application.
- Foreclosures may be accepted in certain circumstances with an additional security deposit of \$200 in addition to the regular security deposit.
- In the case of an applicant being approved with conditions, the applicant will be required to pay an additional \$200 security deposit in addition to the regular security deposit.

4. Landlord References

Applicants' ability and willingness to pay rent and care for the apartment based on landlord references or mortgage companies will be evaluated for at least the past two years. Applicants with no rental history or negative rental history must meet income and credit history requirements.

- Applicants must provide the name, address, and telephone number of all current and previous landlords for the previous two years. Any applicant with a history of eviction, delinquent rent (more than three times in any one year period) or damages may not be accepted.
- Your application may be denied if your rental history reflects eviction from a house or apartment for any reason within the past ten (10) years.

Your application may be denied if you have been terminated from a housing assistance program or tenancy



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has been terminated for fraud, non-payment of rent or failure to cooperate with the Tenant Income Re-Certification process.

5. Criminal History

An Applicant's ability and willingness to abide by the terms of the lease as determined by policy records/criminal history will be evaluated for all household members 18 years of age or older. Management may deny an application if a member of the household was or is engaged in the following criminal activity:

Crimes in connections with manufacturing, distribution, possession of controlled substances;

- State Sex Offender lifetime requirement;
- Reasonable cause to believe behavior from abuse or pattern of abuse of alcohol or other drugs that may interfere with the health, safety, and right to peaceful enjoyment by other residents may be denied based on past behavior, not the condition of alcoholism or addiction;
- Pending charges or convictions involving physical violence to person or property, or endangerment of the health, safety or other person may be denied, illegal possession of use of firearms;
- OFAC list regarding regulations and Anti-Terrorism, Embargo, Sanctions, and Anti-Money laundering laws
- Any application where any household member with criminal convictions in connection with possession, manufacture, or distribution of a controlled substance within the last seven (7) years may be denied.

NOTE: Anyone with a violent felony within the last seven (7) years will be automatically denied residency. All other felony convictions will be evaluated on a case by case basis to determine the Applicant's ability and willingness to abide by the terms and conditions of the lease. All leaseholders are required to sign a Crime Free Lease Addendum and will be enforced at all times.

Procedures for approved applications:

- Applicant will be notified application is approved and the security deposit or admin fee must be paid within 24 hours of approval.
- Upon receipt of the security deposit/holding fee, an applicant has 30 days to take possession of the apartment under our Section 42 Program. Upon receipt of the security deposit/admin fee, an applicant has 45 days to take possession of the apartment under our market rent apartments.
- If an applicant cancels within (48) hours of the security deposit/admin fee, the monies will be refunded.
- If an applicant cancels after (48) hours, the security deposit and/or admin fee will be forfeited and is non-refundable.



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Procedures for denied applications:

- Applicant will be notified by phone and/or in writing of the reason(s) for denial.
- The applicant may within (10) days of the notice request to meet with management to discuss the notice.
- An applicant may re-apply for occupancy after 90 days.

By signing below, you acknowledge the terms of the resident selection criteria established by TWG Management, LLC. Any misrepresentation or falsified information will result in immediate denial of the submitted application. Information requested by TWG Management, LLC and not provided within 5 days will result in a non-refundable application fee and the apartment will be placed back on the market to lease. Any questions or concerns should be directed to the management representative at the apartment community the application was submitted. Once an application has been signed, submitted and application fee has been paid, the application fee is non-refundable.

X _____
Applicant Signature

X _____
Date

X _____
Applicant Signature

X _____
Date

X _____
Management Representative

X _____
Date



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