

Rental Criteria

Hillside Apartments

We are an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. No individual with a disability shall, by reason of their disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination. We also comply with all state and local fair housing laws, the Federal Fair Credit Reporting act, including but not limited to consideration of reasonable accommodations requested to complete the application process, which will be provided per request. All applications will be reviewed and applied uniformly in a manner consistent with the above listed and in the following areas:

AGE: All applicants must be 18 years or older, unless Federal Law regarding familial status applies. Any minors who will occupy the apartment on a regular basis must be listed on the application and must be under the direct supervision of the adult applicant(s).

INCOME ELIGIBILITY: Verifiable gross monthly income for an individual renter or a family must meet the minimum requirements as set forth by the property for a minimum of 2.5 times the monthly market rent for the unit (This requirement is not applicable to households participating in a voucher program). Employment used to meet the income criteria will be verified, including pay amount, start date and current paycheck stubs. Applicant must have been continuously employed a minimum of six (6) months prior to the application date. Employment is considered continuous if the gap between employers is less than 15 days. Self-employed individuals must provide copies of tax returns with Schedule C, which will be used to verify income. All other sources of income will be verified as well for applicants who receive income supplements from Social Security, SSI, TANF, pension, retirement, unemployment compensation, child support benefits, alimony and income contributions.

MAXIMUM INCOME LIMITS

#of HH Members	1	2	3	4	5	6
50%	\$26,350	\$30,100	\$33,850	\$37,600	\$40,650	\$43,650
60%	\$31,620	\$36,120	\$40,620	\$45,120	\$48,780	\$52,380

MAXIMUM RENT LIMITS

1 Bedroom Max Rent 50%/60%	\$654/795
2 Bedroom Max Rent 50%/60%	\$787/956
3 Bedroom Max Rent 50%/60%	\$908/1,103

STUDENT PROVISIONS: We have certain student restrictions. Households comprised of full-time students will only qualify if they meet 1 of the 5 exemptions listed: 1. At least one student participates in a program receiving assistance under the Job Training Partnership Act (JTPA), Workforce Investment Act or under other similar federal, state or local law. 2. At least one student is a single parent with child(ren) and this parent is not a dependent of another individual and the child(ren) is/are not dependent(s) of someone other than a parent. 3. The student is receiving TANF. 4. At least one student was previously under the care and placement responsibility of the state agency responsible for administering foster care. 5. All students are married and entitled to file a joint tax return. Proper proof of these exceptions must be provided.

CREDIT: A credit and criminal history report will be requested on all applicants over the age of 17 years of age. To be eligible for standard security deposits, applicants must have a Leasing Desk Score of 250 or higher as determined by Real Page, Incorporated. If there are more than four outstanding utility collection accounts, it is an automatic denial. Medical collections and student loans within the last 24 months will not be counted against you. If a current bankruptcy is pending against you, it is an automatic denial. If a bankruptcy shows on your history and it has been discharged, then this must be verified with the proper documentation.

RENTAL HISTORY: ALL applicants must have verifiable positive rental history of longer than six (6) months to be eligible for approval. No more than 1 previous late charge in a 6 month period will be accepted. No NSF history accepted. If an applicant leaves a prior landlord with a balance owed or has an eviction, the applicant(s) will be denied. Applicants who are living with family members will not satisfy the rental history requirement and will be required to pay an additional deposit if all other requirements are met. If you have been evicted, asked to leave, skipped or left another apartment lease under less than favorable terms, your application will be denied.

CRIMINAL HISTORY: Felony Convictions for crimes against people, gun crimes, violence against people, burglary and domestic violence less than 10 years old is an automatic denial (sentence time and probation/parole periods must be resolved). Other felonies less than 5 years old is an automatic denial. All misdemeanors less than 2 years old is an automatic denial. Intentional injury to a child or ANY sexual offenses is an automatic denial. Patterns of any repetitive convictions will also be grounds for denial.

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PETS: Acceptable pets include domestic cats, dogs, fish or birds that when fully grown do not exceed eighty (80) pounds. Dogs must be verified at 2 year of age. Dogs of any known, or believed to be, aggressive breed will not be allowed at any weight. The following dog breeds are restricted: Airedale Terrier, Akbash, Akita, Alpha Blue Blood Bulldog, Alaskan Malamute, Alsatian Shepherd, America Bulldog, American Husky, American Pit Bull Terrier, American Stafford Shire Terrier, American Wolfdog, Anatolian Shepherd, Arikara Dog, Australian Cattel Dog, Australian Shepherd, Belgian Malinois ,Belgian Sheepdog, Belgian Turvuren, Blue Heeler, Berber, Borzoi ,Bouvier Des Flanders, Bulldog, Bull Terrier, Bull Mastiff, Cane Corso, Catahoula Leopard Dog, Caucasian Shepherd, Chinese Shar Pei, Chow-Chow, Colorado Dog, Doberman Pinscher, Dogo De Argentino, Dogue De Bordeaux, English Mastiffs, English Springer Spaniel, Eskimo Dog, Estrela Mountain Dog, Fila Brasileiro, German Shepherd Dog, Greenland Husky, Great Dane, Great Pyranees, Italian Mastiff, Kangal Dog, Keeshound, Komondor, Kotezebue Husky, Kuvaz, Leonberger, Mastiff, Neapolitan Mastiff, Newfoundland, Otterhound, Presa De Canario, Presa De Mallorquin, Rottweiler, Saarloos Wolfhound, Saint Bernard, Samoyed, Scottish Deerhound ,Siberian Husky, Spanish Mastiff, Staffordshire Bull, Terrier ,Timber Shepherd ,Tosa Inu, Tundra Shepherd and Wolf Spitz. **All pets must have proper papers before moving in and a city approved license.** A pet deposit of \$300.00 for pets 0 to 40 lbs, \$500 for pets 41 to 80 lbs per pet is required prior to acquiring the pet. Pet rent of \$10 per month is required. This applies for all pets with exception of fish and birds. The maximum pets allowed per unit are 2. * Specific animal, breed, number, weight restrictions, pet rules and pet deposits will not apply to households having a qualified service/assistance animal(s) upon providing proper verification. *

OCCUPANCY: Maximum occupancy is two persons per bedroom. Housing Vouchers will only be accepted for the unit size stated on the voucher, no exceptions.

APPLICATION PROCESS: We evaluate every apartment application in the following manner: You must submit a rental application with all questions answered on the form, pay the nonrefundable application fee of \$20.00 per adult, \$35.00 for a married couple in a money order, and provide a copy of identification (Driver's License or Picture I.D. Card). We will determine whether, from your responses to the questions on the application if you qualify for the apartment for which you are applying. If you do not, we will reject your application. If you do, we will check your rental, criminal and credit. We will then verify all sources of income and rental references to confirm they meet our rental criteria. This process takes five to seven business days. We will rent available apartments to applicants in the order that their applications are approved. If we are unable to verify any information necessary for the processing of an application, or if an application is deficient in any of the categories outlined, the entire application may be rejected. Please take your time and fill out your application thoroughly to insure timely processing. Each co-resident and each occupant over eighteen (18) must submit a separate application. Spouses may submit a joint application. The criteria are subject to change at any time at the sole discretion of Quadco Management Solutions, LLC. Standard deposit for a 1 bedroom is \$150, for a 2 bedroom is \$200 and for a 3 bedroom is \$250. All deposit and application fee monies must be in two (2) separate money orders.

DENIED APPLICATION POLICY: Any applicant who has been rejected or who is ineligible, will be notified via mail within 7 days after the determination is made. The specific reason will be listed on the notice referencing the reason why the application was rejected. Each applicant has the right to review all documentation pertaining to the reason of rejection. All rejected applicants will be given the opportunity to present mitigating circumstances appealing rejection. Reasonable accommodations may be made if justified, in order to allow the applicant rights of occupancy. Applicant(s) who have been rejected will be eligible to reapply after 60 days of the determination.

VAWA PROTECTIONS: 1.The Landlord may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease of other "good cause" for termination of assistance, tenancy or occupancy rights of the victim of abuse. 2. The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse. 3. The Landlord may request in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

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WAIT LIST POLICY: Anyone interested in being placed on the wait list should complete an application. Each applicant must provide a current phone number and address. The applicant should also notify the office if they no longer wish to be on the wait list. They will be removed from the wait list if they cannot be reached by phone or mail. All completed applications are listed on the waiting list by date received. This date/time is based on when the completed application is received. Once a unit becomes available, we will contact the first applicant based on application date. They will have 5 days to decide if they want the unit available and can only pass on an available unit once, they are then removed from the wait list for a period of 12 months and can then resubmit an application. The Waitlist will continue to remain open until a public notice of closure is posted in the management office, common areas of the property and/or on the property website. This procedure will be repeated to reopen the waitlist. See below for preferences and considerations:

Lower Rent Restricted Units: For any tenant(s) who may have originally qualified for a lower rent restricted unit, which at the time of application and/or move in was unavailable, will be placed on the waiting list. Once a lower rent restricted unit becomes available, the current tenant(s) will be contacted by written notice and will be given the opportunity to accept the offer of the lower rent restricted unit. The tenant(s) has 7 business days to accept or deny this offer.

We have a priority to lease units to persons/households with accessible unit needs in accordance with 24 CFR 8.27: The application requests that you indicate whether you require a housing unit with an accessibility feature for persons with mobility, hearing or vision impairments. Preference is given when applicants request an accessible unit. We will document the disability through confirmation of the existence of the disability only, and not by the nature or extent of the disability. Verification of the disability can be provided by form or letter from a physician, psychologist, clinical social worker, or other similar professional. Verification of disability can also be provided by documentation verifying the receipt of Social Security Disability payments (i.e., award letter). We will verify that there is a need for an accommodation but will not verify the nature of applicant's disability. This verification establishes that the applicant is qualified to receive priority on the Wait List for a unit with accessible features.

When an accessible unit becomes available and there is a current tenant or qualified applicant with a household member requiring accessibility features of the unit, we will follow the policy below:

Current Tenants: Owners must first offer the unit to an individual with disabilities currently residing in a non-accessible unit in the same project or comparable project under common control, who requires the features of the unit.

We also have a priority to lease units to persons/households with needs covered by the Violence Against Women Authorization Act of 2013.

APPLICANTS WITH DISABILITIES: A special needs individual person is defined as having a physical or mental impairment, which substantially limits one or more major life activities (i.e. self-care, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working). Physical or mental impairments entail a lengthy list of infirmities which can include, but are not necessarily limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, Cerebral Palsy, Autism, Epilepsy, Muscular Dystrophy, Multiple Sclerosis, Cancer, Heart Disease, Diabetes, Human Immune deficiency Virus (HIV) or (AIDS) infection, mental retardation, emotional illness, drug addiction (OTHER THAN ADDICTION CAUSED BY CURRENT ILLEGAL USE OF CONTROLLED SUBSTANCE.), Alcoholism.

REASONABLE ACCOMODATION REQUESTS: For any applicant wishing to request a reasonable accommodation, the forms to do so are available upon request, this may also be requested verbally. All reasonable accommodation requests will be responded to within 7 business days.

UNIT TRANSFER POLICY: There are no actual transfers between units. A household must be treated as a new move-in if it desires to transfer to a different unit on site due to household composition change or income change. Which means all initial verification procedures must be completed, including the security deposit for the new unit, as well as the screening and compliance approval processes. The current/old unit's security deposit and any itemized deductions will be refunded by a mailed check to the new address, payable to the resident. No transfers will be allowed within the initial lease term, unless VAWA rights are met and/or Reasonable Accommodations requests have been granted.

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NON-RENEWAL AND/OR TERMINATION NOTICE POLICY: All 60 day non-renewal notices will be certified mailed and/or posted on the inside of the dwelling. Any resident that is in direct violation of their lease, community policies or that is a threat to the rights, safety or the peaceful enjoyment of others; will be issued a 3 day notice of lease termination. This notice will be certified mailed and/or posted on the inside of the dwelling. For any applicant/resident wishing to request a reasonable accommodation, the forms to do so are available upon request. All reasonable accommodation requests will be responded to within 7 business days. All residents will be granted protection under the VAWA rights as listed in the above section.

PRIVACY POLICY: We are dedicated to protecting the privacy of your information. This includes your Social Security or other government identification numbers. Our privacy policy is to help assure you that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

- **How information is collected:** You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other documents that you provide to us either on paper or electronically.
- **How and when information is used:** We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe in the future.
- **How the information is protected and who has access:** Only authorized persons have access to your Social Security or other governmental identification numbers. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.
- **How the information is disposed of:** After we no longer need your Social Security or other governmental identification numbers; we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.
- **Locator Services:** If you were referred by a locator service, please be aware that the locator services are independent contractors and are not our employees, even though they may have initially processed rental applications and filled out leases forms. You should require any locator service you use to furnish you their privacy policies.

I understand and accept these qualifying standards and have truthfully answered all questions. I understand that falsification of Rental Application information will lead to denial of rental. Rental Criteria does not constitute a guarantee or representation that resident or occupants currently residing in the community have not been convicted or are not subject to deferred adjudication for felony. Management's ability to verify this information is limited to the information made available by the agencies and services used. It does not insure that all individuals reside in on or visiting the community conforms to these guidelines.

Applicant

Date

Applicant

Date

Owners Representative

Date



Effective January 01, 2019

Market Rate	Number of Units	Square Footage	Monthly Rent
1 Bedroom, 1 Bath	34	668	\$1,165
2 Bedroom, 1 Bath	18	822	\$1,295
2 Bedroom, 1-1/2 Bath	16	945	\$1,347
3 Bedroom, 2-1/2 Bath	2	1208	\$1,555

**HILLSIDE APARTMENTS
SUMMARY OF RENTAL RATES AND
TAX CREDIT INCOME GUIDELINES**

Income Restricted-60%				Minimum Income		Maximum Household Income				
				1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	
1 Bedroom, 1 Bath	34	668	\$795	\$23,850	\$31,620	\$36,120	N/A	N/A	N/A	N/A
2 Bedroom, 1 Bath	17	822	\$935	\$28,050	\$31,620	\$36,120	\$40,620	\$45,120	N/A	N/A
2 Bedroom, 1-1/2 Bath	24	945	\$956	\$28,680	\$31,620	\$36,120	\$40,620	\$45,120	N/A	N/A
3 Bedroom, 2-1/2 Bath	16	1208	\$1,103	\$33,090	N/A	\$36,120	\$40,620	\$45,120	\$48,780	\$52,380

Income Restricted-50%				Minimum Income		Maximum Household Income			
				1 Person	2 Person	3 Person	4 Person		
1 Bedroom, 1 Bath	6	668	\$654	\$19,620	\$26,350	\$30,100	N/A	N/A	
2 Bedroom, 1 Bath	5	822	\$787	\$23,610	\$26,350	\$30,100	\$33,850	\$37,600	

Occupancy Guidelines

	Applicants must be 18 years of age or older.
1 Bedroom, 1 Bath	Up to but not over 2 occupants
2 Bedroom, 1 Bath	Up to but not over 4 occupants
2 Bedroom, 1-1/2 Bath	Up to but not over 4 occupants
3 Bedroom, 2-1/2 Bath	Up to but not over 6 occupants

Square footages are approximate