

# BROADWAY PLACE APARTMENTS - APPLICATION SCREENING CRITERIA

Affordable Housing Income Limits Apply - Total Gross Household Income Cannot Exceed

	1 person	2 people	3 people
30% Studio	\$ 18,930	\$ 21,630	
50% Studio & 1 Bedroom	\$ 31,550	\$ 36,050	\$ 40,550
60% 1 Bedroom	\$ 37,860	\$ 43,260	\$ 48,660

**(Please let us know if there are any full-time students in the household before applying.)**

## Occupancy Standards:

- ❖ Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises that is used primarily for sleeping consisting of a door and a secondary exit such as another door or window.
- ❖ Only two persons allowed per living area.

## Application Process:

- ❖ All applicants must be able to enter into a legally binding contract and will be considered in the order of time/date the application is received by management.
- ❖ Complete the Rental Application in its entirety, sign and date.
- ❖ Pay the non-refundable application screening fee of \$49.95 per adult in the household. The application screening fee covers the cost of processing the application. Screening entails verification that individual applicants meet the requirements listed below. **This fee must be paid in full by money order before the screening process can begin.** (We cannot accept personal checks for screening fees)
- ❖ The resident manager will make every reasonable effort to notify you of the results of your initial screening within three (3) business days.
- ❖ If the application is approved, you will be required to, within 48 hours, complete the additional paperwork required by the LIHTC program governing this property and pay your refundable security deposit to reserve the unit. If it is determined that the household is not eligible to reside at the property, the security deposit paid will be returned within 72 hours; however, the non-refundable screening fee will be retained regardless of the results of the screening.

## General Requirements:

- ❖ Positive photo identification will be required: a) a current Driver's License, State ID card or current Passport.
- ❖ A complete and accurate Application will be required and must be filled out listing a current (and at least one previous) rental reference with phone numbers. Incomplete Applications may result in a denial for lack of verifiable information.
- ❖ Each legal applicant must submit a separate Application.
- ❖ Unfavorable information for any individual applicant may result in denial of all Applications for the household.
- ❖ Applicants are required to qualify in the following four areas: 1) Credit, 2) Rental or Mortgage history, 3) Income and 4) Criminal history.

## Credit Requirements:

- ❖ Good credit history is required. Lack of credit history is acceptable.
- ❖ Credit items warranting an automatic denial of application include:
  - a) A previous eviction or judgment filed by a property management company or previous landlord within the last five years.
  - b) Credit that is so extremely poor that financial mismanagement continues after bankruptcy.
  - c) Unverifiable social security number.
  - d) False name, social security number, employment, etc. that is discovered in the screening of the application.
  - e) No more than three unpaid collections, small claims, or judgments will be allowed without Conditional Approval. (excluding medical costs)

## Rental History Requirements:

- ❖ One year of positive verifiable rental history from a third party landlord is required. If applicant has no rental history, they will be subject to a Conditional Approval.
- ❖ Home ownership will be verified through the county tax assessor's office. Mortgage payments must be current to reflect a positive payment history.
- ❖ Five years of eviction-free rental history will be required.
- ❖ Should the applicant have negative rental history, they may be subject to a Conditional Approval.
- ❖ All addresses on the credit report will be questioned and evaluated.



### **Income Requirements:**

- ❖ Gross monthly income should be at least 2 times the amount of the stated monthly rent, but may not exceed the current LIHTC program income limits.
- ❖ Third party verification of all sources of income and assets will be required. Some form of verifiable income will be required for unemployed applicants. Verifiable income may be, but is not limited to: bank accounts, alimony/child support, trust accounts, social security benefits, unemployment, welfare, and/or grants/loans.
- ❖ Self-employed applicants will be required to provide proof of income through copies of tax returns and anticipated net income.
- ❖ Application will be automatically denied if all income and/or assets cannot be verified.

### **Criminal History Requirements:**

- ❖ A conviction, guilty plea or plea of no contest to any of the following offenses will be grounds for denial of your application:
  - Felony involving injury, assault, kidnapping, death, arson, any and all sex crimes, extensive property damage, drug related offenses including manufacturing and/or distribution, delivery or possession, felony burglary, or robbery at any time.
- ❖ Any other felony charge in which disposition or parole has occurred within the past five years.
- ❖ Any misdemeanor involving assault, intimidation, drug related activities, property damage, weapons charges, criminal trespass, theft or prostitution within the past three years will result in a denial.
- ❖ Pending charges or outstanding warrants for any of the above will cause the application to be suspended until the charges are resolved. No units will be held awaiting the result of pending charges.

### **Conditional Application Approval:**

- ❖ Because of special circumstances, some applicants do not meet 100% of the criteria for a Conditional Approval to rent. The applicant may lack one of the four areas of qualification requirements, but be strongly qualified in the other three. Therefore, the following procedures have been established for these situations:
  - Payment of an additional refundable security deposit equal to the last month's rent will be required. This option would apply in the following situations:
    - ☐ An applicant with past credit problems, but good rental, income and criminal history meet the other screening criteria.
    - ☐ An applicant who has been living at home and does not have rental history, but good credit, income and criminal history meet the other screening criteria.
    - ☐ An applicant who has been convicted of a misdemeanor within the past three years but can provide written proof of "unusual circumstances" may be granted a Conditional Approval depending on the circumstances.

### **Rejection Policy:**

- ❖ You have the right to dispute the accuracy of any information provided to the landlord by a credit reporting agency. If your application is denied due to negative and adverse information being reported by the screening company you may:
  - Contact the screening company to receive a copy of the report.
  - Request a correction from the reporting organization.

If your application has been denied and you feel you qualify under the aforementioned criteria, please feel free to write an appeal letter to the Property Supervisor outlining the discrepancies and the reason(s) you believe your application should be reevaluated and send it for a response to your request within 7 business days to:

Broadway Place Apartments  
C/O Glennie Property Investments, Inc.  
445 Myers St. SE  
Salem, OR 97302

