

INTRODUCTION

This document provides the basic criteria and approach to the screening process for United Management II. Prospective residents are encouraged to apply for our community and must meet all eligibility and program requirements.

SCREENING CRITERIA

All applicants will be screened in accordance with the criteria set forth below. Management will strictly verify all information affecting a family's eligibility including all information regarding income, family composition and ancillary related criteria such as the family's ability and willingness to comply with the lease and lease addendum. **Verifications must be no more than 120 days old.**

All eligible applicants will be subject to the following criteria:

Gross household income does not exceed the most limiting amount dictated by any type development loan funding, i.e., Rural Development, Home Rental Production Program, or Low Income Housing Tax Credit Program.

Household size does not exceed the maximum limits cited below for the size of the unit to be occupied.

- 1 bedroom 2 people
- 2 bedroom 4 people
- 3 bedroom 6 people
- 4 bedroom 8 people

Each household member must have a minimum income for the number of household members respectively. Certain restrictions apply.

1. Credit History – Record of eviction, judgment, outstanding utilities, and/or significant debt that would reduce ability to pay rent.
2. Criminal History – A criminal history check for all household members over the age of 16 (unless prohibited by law or other governing agency) to include Live in Aides showing no record of past criminal activity which may reasonably pose a threat to or adversely affect the health, safety, peaceful environment or enjoyment of the property by other residents, staff members, agents, contractors, and/or United Management II representatives on the Property. Agent will particularly screen for criminal activity as it relates to:
 - a. If a member of an applicant household has been convicted of a felony offense involving the sale or manufacture of a controlled substance the management company:

SCREENING CRITERIA CONT.

- a. If a member of an applicant household has been convicted of a felony offense involving the sale or manufacture of a controlled substance the management company:
 - i. Will deny admission if the conviction, or exit from incarceration, occurred within 5 years of application.
 - ii. May deny admission if the conviction, or exit from incarceration, occurred more than 5 years but within 10 years of application.
 - iii. Will not deny admission if the conviction, or exit from incarceration, occurred more than 10 years before application.
- b. If a member of an applicant household has been convicted of a violent felony offense, the management company:
 - i. Will deny admission if the conviction, or exit from incarceration, occurred within 5 years of application; and
 - ii. May deny admission if the conviction, or exit from incarceration, occurred more than 5 years before application.
- c. If a member of an applicant household has been convicted of a nonviolent felony offense, the management company:
 - i. May deny admission if the conviction, or exit from incarceration, occurred within 7 years of application.
 - ii. Will not deny admission if the conviction or exit from incarceration, occurred more than 7 years before application.
- d. If a member of an applicant household has been convicted of a violent misdemeanor, the management company:
 - i. Will deny admission if the conviction, or exit from incarceration, occurred within 2 years of application.
 - ii. May deny admission if the conviction, or exit from incarceration, occurred more than 2 years before application.
- e. If a member of an applicant household has been convicted of a nonviolent misdemeanor offense, the management company:
 - i. May deny admission if the conviction, or exit from incarceration, occurred within 5 years of application; and
 - ii. Will not deny admission if the conviction, or exit from incarceration, occurred more than 5 years before application.

SCREENING CRITERIA CONT.

Where the management company “may deny” admission to a household based on a criminal conviction or pending criminal charge, the management company will conduct an individualized assessment of the criminal record and its impact on the household’s suitability for admission. This individualized assessment will include consideration of the following factors: (1) the seriousness of the criminal offense; (2) the relationship between the criminal offense and the safety and security of residents, staff, or property; (3) the length of time since the offense, with particular weight being given to significant periods of good behavior; (4) the age of the household member at the time since the offense, with particular weight being given to significant periods of good behavior; (5) the age of the household member at the time of the offense; (6) the number and nature of any other criminal convictions; (7) evidence of rehabilitation, participation in a drug or alcohol treatment program, and (7) tenancy supports or other risk mitigation services the applicant will be receiving during tenancy.

Disclaimer: Management reserves the right to consider the history of all criminal activity as a basis to determine eligibility.

3. No member of the applicant family can be listed on any state’s lifetime sex offender registry. This property uses a national screening service to confirm that applicants and their households are not lifetime registered sex offenders.
4. Contact with the current landlord and, if applicable, at least one prior landlord to gather information about past performance in meeting rental obligations.
5. Unfavorable family information.
 - a. In the event of the receipt of unfavorable information with respect to an applicant/family, consideration shall be given to the time, nature, and extent of the applicant’s conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospect.
For example:
 - i. Evidence of rehabilitation.
 - ii. Evidence of the applicant family’s participation and continuing willingness to participate in social services or other appropriate counseling service programs and the availability of such programs.
 - iii. Evidence of the applicant family’s willingness to attempt to increase family income and the availability of training or employment programs in the locality.
 - iv. Evidence of repayment or continuance of satisfactory payment towards outstanding indebtedness.

SCREENING CRITERIA CONT.

6. The Management Company will not consider an arrest or charge that was resolved without conviction. In addition, the Management Company will not consider expunged or sealed convictions. The Management Company may deny admission if an applicant has pending charges at the time of application.

REASONS FOR REJECTION OF APPLICATION BY AGENT

(INCLUDED BUT NOT LIMITED TO)

1. Resident does not meet eligibility criteria,
2. One or more screening criteria is unacceptable; or
3. History of one or more family members showing multiple charges (suggesting a pattern)

The Agent will promptly notify in writing all rejected applicants. The notification will indicate the reason for the determination and the right to request an appeal hearing with the Appeals Committee within fourteen (14) days. If the applicant is disabled and did not respond in the allotted time frame the Management Company will grant a Reasonable Accommodation extending the dispute period within reason. If the applicant wishes to appeal the rejection, the applicant must put in writing that they wish to appeal and send to appeals@unitedmgtii.com. The Appeals Committee will then hear the case (if applicant wishes to receive a phone call during the appeal hearing this must be stated in their appeal request letter). Once the hearing is conducted and a decision is made the Appeals Committee will provide to the applicant a final decision on the appeal within fourteen (14) days of the hearing.