

# **RESIDENT SELECTION POLICY**

**Managed By: Hometown Property Management  
2132 Broadwater Ave., Ste. A  
Billings, MT 59102**

This plan supersedes any and all other plans and policy statements previously issued.

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**RESIDENT SELECTION POLICY  
FOR ADMISSION AND OCCUPANCY**

Under Federal Law it is illegal to discriminate against any person or group of persons because of race, creed, national origin, sex, handicap, or familial status or other protected classes recognized by the state or local community.

Local laws may include other groups in which the Property Manager must be familiar with state and local requirements.

Hometown Property Management has developed this policy which requires all persons to be treated equally.

**Note: If you need assistance or other reasonable accommodations to read and/or understand these contents, please inform us.**

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## **Hometown Property Management**

### **RESIDENT SELECTION POLICY OVERVIEW**

This policy is written to comply with the Title VI & VIII of the Civil Rights Act of 1964 & 1968, Fair Housing Amendments Act of 1988, Section 504 Regulations, Americans with Disabilities Act of 1990, and the Consumer Credit Reporting Reform Act of 1996.

In keeping with the guidelines contained in our Resident Selection Policy, the objective is to select residents who respect the rights of their neighbors, desire to reside in a Drug Free housing community, will not cause damage to the property, and will pay rent when it is due.

Included in the following pages is the Resident Selection Criteria for Hometown Property Management in its' entirety.

All applicants and residents reserve the right to obtain a copy of this policy upon request.

## **RESIDENT SELECTION CRITERIA**

### **A. NONDISCRIMINATION AND EQUAL HOUSING OPPORTUNITY REQUIREMENTS**

Hometown Property Management is an Equal Housing Opportunity Management Company. As such, this Management Company adheres to all Federal Fair Housing and Civil Rights laws, and all state and local regulations concerning nondiscrimination in housing.

1. This management company does not discriminate on the basis of:

- race, color, religion, sex, national origin, familial status, or handicap.
- any particular socioeconomic classes (e.g. public assistance recipients, single parent households) or against individuals who are not members of any sponsoring organization of the community.

2. The above non-discrimination practices apply to:

- Accepting applications
- Processing applications
- Informing applicants of the outcome of the application i.e. acceptance or denial.
- Assigning Units
- All other aspects of continued occupancy

3. To file a complaint alleging violations with regard to Fair Housing Laws or suspected discrimination, contact the Office of Fair Housing and Equal Opportunity at the office of the Department of Housing and Urban Development (HUD). Telephone calls can also be directed to the Human Relations Commission. The managing agent, Hometown Property Management may also be contacted at the following address:

Hometown Property Management  
2132 Broadwater Ave., Ste. A  
Billings, MT 59102  
Tele.: 406.294.2150 Fax: 406.294.2170

**B. PROCEDURES FOR RECEIVING APPLICATIONS**

1. A separate rental application must be complete, signed, and dated by all household members 18 years of age or older.
2. Applicant Head of Household must be of legal age (18 years of age or older).
3. The Household must either be:
  - A family which is commonly defined as two or more persons sharing residency whose income and resources are available to meet the family’s needs; or
  - A single person meeting the requirements of the property type.
4. The eligibility for a specific unit type will be based on household composition and unit size as follows:

<u>Unit Type</u>	<u>Minimum Number of Occupants</u>	<u>Maximum Number of Occupants</u>
Efficiency	1	1
One Bedroom	1	2
Two Bedroom	2	4
Three Bedroom	3	6
Four Bedroom	4	8

5. Applicant(s) must provide verification of the Social Security numbers for all household members who are one (1) year of age or older.
6. All adult members (18 years of age and older) must sign the Applicants/Tenants Consent for the Release of Information form at the time of initial application and at each renewal thereafter. In addition, if new adult member(s) join the household or when member(s) of the household become age 18 years of age, they must also sign all relevant consent forms. Failure to sign this or any required consent forms may result in denial. For this reason, the notification procedures will be followed.

## **C. PROCESSING APPLICATIONS AND SCREENING PROCEDURES FOR PRE-QUALIFYING APPLICANTS FOR PLACEMENT**

At the time an applicant submits an application for housing, all applicants must meet all qualifications listed below before the application is considered approved.

Applications received with a request for reasonable accommodation shall be processed pursuant to the procedures listed below unless the requested accommodation receives approval by a representative of the Owner. Applications with an approved accommodation will be processed with the following procedures as modified by the accommodation approval.

The following procedures will be followed to pre-qualify an applicant:

### **1. Affordability Status** to meet monthly debt obligations including rent.

A credit check will be conducted for each adult applicant 18 years of age or older. The purpose of obtaining the credit report is to verify and determine that the monthly gross income is sufficient to meet all monthly debt obligations, including, but not limited to the portion of rent due by the household.

If an applicant's credit report contains outstanding collections or judgments, these balances will be considered as lump sum payments due and payable in its entirety. These amount(s) will be added to the other monthly payments including rent unless written evidence can be provided by the applicant which states monthly payment arrangements have been made with the creditor to satisfy the debt. The monthly payments will then be considered versus the entire outstanding balance. If the total monthly expenses for the household exceeds 85% of their monthly gross income, the applicant will not qualify for housing.

The credit report will also be used to verify previous and current places of residency listed on the application and the accuracy of Social Security Numbers.

Accounts that have been charged off and final bankruptcies will not be considered or included as a basis for qualifying the applicant on the basis of affordability.

### **2. Landlord References**

References will be obtained from the landlord for the most recent two (2) year period. An applicant may be denied if these reports indicate, but not limited to, any of the following:

- failure to pay rent when due
- disturbances which jeopardized the safety, peaceful enjoyment, and/or rights of other residents on the premises.
- poor housekeeping habits which posed a threat to health, safety, and welfare of other residents in the community.
- legal eviction actions or proceedings have previously been filed on the applicant for non-payment of rent, material non-compliance of the lease agreement, drug-related activity, or other good cause.
- damages to the current or previous place of residence beyond normal wear and tear.
- unwillingness or inability to abide by lease provisions and/or house rules.

Lack of sufficient Landlord References alone is not considered as a reason for denial.

### **3. Professional References**

If an applicant is unable to provide the required information contained in the preceding Landlord Reference section, three (3) Professional References can be provided to complete the pre-qualification process.

Professional references may be, but not limited to, teachers, counselors, pastors, social workers, co-workers, employers, or other professional business persons. Friends or relatives will not be considered as Professional References.

### **4. Inability to Provide Professional References**

If an applicant is unable to provide professional references, the applicant may still pre-qualify for occupancy if they agree to pay a security deposit in the amount of twice the standard rate upon move-in. Applicants who provided landlord or professional references that were unsatisfactory are not eligible for this option.

### **5. Criminal Background Search**

Management will obtain a criminal background report on each applicant age 18 or older within the household. If it is documented by a criminal record search that the applicant or any household member of the applicant is engaged in or has been convicted of criminal activity in the past five (5) years to include, but not limited to, felonies, drug-related criminal activity, possession of drugs, acts of violence, gang related activity, theft or robbery, the application will be denied. If it is documented by a criminal record search that the applicant or any household member has ever been convicted of a sexual related crime, the application will be denied.

Our company is committed to DRUG-FREE HOUSING. The lease agreement prohibits criminal activity of any nature, on or near the premises. Violations of this lease provision will be considered as cause for termination of tenancy.

## **D. PROCEDURES FOR NOTIFYING APPLICANT OF APPROVAL OR DENIAL**

1. Once the application has been processed under the pre-qualification procedures, the decision will be provided to the applicant in writing. In the event the applicant is denied, the applicant will have the right to contact the Property Manager to schedule a meeting for discussing the decision and the basis for rejection within 14 days of the date of the notification. After the 14 day period, the application will be filed as a rejected application.

2. If the applicant wishes to be considered for occupancy again, the applicant will need to reapply by completing a new application.



## **E. OFFERING AND ACCEPTANCE OF A UNIT**

1. Management will notify the pre-qualified applicant when a unit will be coming available within the next 30 to 180 days.
2. If the information contained in the application is more than 90 days old, the information will need to be updated by the applicant and re-verified. The updating of this information may result in an applicant being returned to the waiting list, as they no longer meet the criteria for the next household to be moved in, pursuant to the regulatory requirements of the property.
3. The applicant and household members will need to complete and sign additional forms and documents.
4. The applicant must be willing to take occupancy no later than 7 days from the date the unit will be available for occupancy.
5. Once a unit is offered and the applicant accepts the unit, the unit is then considered as assigned once the required deposit is paid. After the deposit is posted to the unit, the unit is then considered reserved.
6. If the applicant rejects the offered unit for any reason except for health, safety, or reasonable accommodations for a verifiable disability, the applicant will have to reapply when interested again.
7. Management will note on the application of the date the unit was offered and refused by the applicant.
8. In the event the application is denied during the verification process, the applicant will receive notice in writing and must respond within 14 days for reconsideration. A request for reconsideration does not automatically overturn the decision made by management.

## **F. REASONS FOR REJECTION OF AN APPLICANT**

1. Applications are rejected if they do not meet the property owner's screening criteria. Reasons to reject an application include, but are not limited to the following reasons:
  - A history of violence, as evidenced by previous or current landlord's verification(s).
  - A record of arrest or conviction.
  - Poor housekeeping as evidenced by previous or current landlord's verification(s) or other references listed in the application.
  - Refusal to occupy apartment without pets (if the property has a "no pet policy").
  - History of the sale, use, distribution, manufacture, or possession of an illegal drug or abuse of alcohol.
  - History of rent arrears or poor rental background as evidenced by previous or current landlord verifications and credit reports.
  - Insufficient income to meet monthly debt obligations and the portion of rent.

- Refusal to occupy proper unit type in accordance with the occupancy unit size standards established for the property .
- This community will not be the applicant's only place of residence.
- History of property damage to, and/or unpaid charges for damages to the apartment, townhouse, house, or common areas as evidenced by previous or current landlords' verification(s) and/or credit report.
- History of lease violations as evidenced by previous or current landlords' verification(s).
- History of violence against family members, neighbors, and/or interference with management's duties and responsibilities as evidenced by previous landlords' verification(s), government social agencies' verification(s), and/or police reports.
- If a household fails to move into the rent ready unit on the agreed upon date, the application can be rejected and the unit will be offered to the next qualified applicant on the waiting list.

2. Meeting with management regarding the rejection in no way implies that the rejection will be overturned. If management overturns the original rejection, application(s) will be active for a total of 60 days as of the date originally applied.

## **G. TRANSFER POLICY AND PROCEDURES**

### **A. Transfer Policy**

Residents requesting transfers must meet all criteria of the transfer policy and the Resident Selection Plan. Other requests for transfers will be referred to the Property Manager.

1. In-house transfers due to under-utilization, over-utilization, or extending reasonable accommodations for current resident households will have priority.
2. Residents must comply with the Transfer Procedures in order to be considered for a transfer.
3. If a resident's rent is not current at the time a unit becomes available, the unit will be offered to the next transfer or applicant.
4. A transfer request may not be granted by Management if:
  - The resident or a household member does not meet our current Resident Selection criteria.
  - The resident refuses to complete and sign the Transfer Request Form and provide the necessary information to process the transfer request.
  - Outstanding balances are contained on the resident's account for rent and/or damages.
  - The Resident has two or more infractions on file within the past four years.

- At the time of the current unit inspection, damages were found which would exceed what is considered as normal wear and tear.
  - The resident, and/or other household member(s), have been in violation of lease provisions and/or community rules, at any time, over the past four years.
5. Residents whose household size changes after initial occupancy must comply with the two-person bedroom rule. Consequently, if a resident's household size changes, the household can either 1) remain in the current unit if it is not over occupied OR 2) move to an appropriately sized unit. Changes in the size of the household will be reviewed during current term or upon renewal of lease. Households found to not be in compliance will be notified by the managing agent in writing.

## B. Transfer Procedures

1. A Unit Transfer Request Form must be completed by the resident at the time the request is made. The form will be provided by the management office. Transfers will be processed in the order received.
2. Residents who feel the need to transfer due to reasonable accommodations extended for medical or safety reasons must submit a written request stating the need to transfer. Management will require a written third party verification from a qualified source for confirming the disability and the need for the unit transfer.
3. The Manager will verify the resident's account for any outstanding balances currently due.
4. When the request is received, the manager will complete an inspection of the resident's current unit. The results of the inspection must be satisfactory (no resident related damages; maintained in a safe and sanitary condition, etc.). If the inspection is unsatisfactory, the request for a transfer will be denied until the unit status is brought up to a satisfactory condition. Copies of the unit inspection report and notice of unit inspection letter will be maintained in the resident's file.
5. When all information has been verified for a transfer due to reasonable accommodation, a copy of the transfer request, written verifications, and the inspection report will be submitted to the Property Manager for review and approval. The Property Manager will notify the resident of the decision.
6. The manager will then notify the Resident if their Transfer Request has been approved or denied. If approved, a scheduled date of transfer will be established.
7. On the scheduled date of transfer, a move in unit inspection will be conducted by the manager. Keys will be issued and new move-in documents will be signed. In the event the unit is not vacated, the household will be charged the market rent prorated for the number of days taken to vacate the unit.
8. A final move-out inspection will be conducted. Any damages found at this inspection must be paid by the resident.