

## Worksheet for Applying Maryland's Tenant Selection Policies When Assessing Applicants for Housing Who Have Criminal Convictions

Reviewer's Name and Contact Information: \_\_\_\_\_

\_\_\_\_\_

Applicant's Name:

\_\_\_\_\_

Project Name and Address:

\_\_\_\_\_

Date: \_\_\_\_\_

### Instructions

Please use this worksheet as a guide when determining admission for people with a history of criminal convictions. As a reminder:

- Juvenile records, or any expunged, vacated, pardoned, or sealed records may not be considered.
- Convictions for crimes that are no longer illegal in the state of Maryland may not be considered.
- You may not deny any applicants without the opportunity for an individualized review of the circumstances surrounding their criminal convictions and their rehabilitation.

### Section 1 - Nature of Justice-Involvement

1. Is the applicant legally required to register on the lifetime sex offender registry under a state sex offender registration program?
2. Was the applicant convicted of producing methamphetamines in federally subsidized housing?

If you answered **YES** to any of the above questions and **the application is for a federally subsidized property or program**, you must deny the applicant. If the application is NOT for a federally subsidized property or program, please move on to **Section 2: Individualized Assessment and Evidence of Rehabilitation**. If NO, continue to **question 3**.

3. Are the incidents of youthful offender adjudications?

If **YES**, please **STOP**: You may not inquire about these incidences and the applicant may not be rejected based on these incidences. If **NO**, continue to the following questions.

4. Have these incidents been expunged, vacated, or sealed?

If **YES**, please **STOP**: You may not inquire about these incidences and the applicant may not be rejected based on these incidences. If **NO**, continue to the following questions.

5. Are these incidents crimes that are no longer illegal in the state of Maryland?

If **YES**, please **STOP**: You may not inquire about these incidences and the applicant may not be rejected based on these incidences. If **NO**, continue to the following questions.

## Section 2 - Individualized Assessment and Evidence of Rehabilitation

What are the mitigating factors surrounding the applicant's criminal justice involvement, and has the applicant shown evidence of rehabilitation?

1. Did the crime[s] for which the applicant was convicted have a direct and specific negative impact on the safety of other individuals or property?

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Did the offense occur at or was it connected to a rental property that was leased or rented by the applicant?

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How much time has passed since the applicant's conviction?

---

4. How old was the applicant at the time of the offense?

---

5. How many convictions has the applicant had?

---

6. What is the seriousness of the applicant's offense?

---

---

---

7. Has the applicant shown evidence of rehabilitation and good conduct? Circle "Yes" for all of the following factors showing rehabilitation if they are applicable to the applicant and "No" if they are not. In either case, please provide an explanation for your choice.

A. Has the applicant participated in drug or alcohol rehab? (If rehab or treatment was not necessary, write N.A.).	YES <hr/> <hr/> <hr/> <hr/>	NO <hr/> <hr/> <hr/> <hr/>
--	--------------------------------	-------------------------------

B. Has the applicant participated in and completed other types of rehabilitative programming? What type?	YES <hr/> <hr/> <hr/> <hr/>	NO <hr/> <hr/> <hr/> <hr/>
--	--------------------------------	-------------------------------

<p>C. Has the applicant sought and maintained employment after their conviction or release from incarceration?</p>	<p>YES</p> <hr/> <hr/> <hr/>	<p>NO</p> <hr/> <hr/> <hr/>
--	------------------------------	-----------------------------

<p>D. Has the applicant participated in and/or completed a job readiness course or program?</p>	<p>YES</p> <hr/> <hr/> <hr/>	<p>NO</p> <hr/> <hr/> <hr/>
---	------------------------------	-----------------------------

<p>E. If the applicant has had difficulty finding employment, have they been productively spending their time? (If so, include examples, including any community engagement or volunteer work)</p>	<p>YES</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>NO</p> <hr/> <hr/> <hr/> <hr/> <hr/>
--	--	---

<p>F. Has the applicant's parole officer or a member of law enforcement shared a statement on whether the applicant is rehabilitated?</p>	<p>YES</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>NO</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
---	--	---

G. Does the applicant have any letters of recommendation from members of the community? (If so, please note who the writers are and their relationship to the applicant.)	YES	NO
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

H. Are there any other factors that relate to the applicant's rehabilitative efforts and current lifestyle that may be relevant to their application for housing?	YES	NO
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

**Section 3 - Determination**

Based upon consideration of all the factors discussed in previous sections, is this applicant eligible for housing in your property?

Please provide a detailed explanation as to why or why not.

---



---



---



---



---



---



---



---



---



---



---