Parkview Manor Apartments

5040 38th Ave. Hyattsville, MD 20782
301-209-0018

RESIDENT SELECTION CRITERIA

SECTION 42 LOW INCOME HOUSING TAX CREDIT PROGRAM (LIHTC)
HUD SECTION 811 PROGRAM
HOME PROGRAM

Approved by DHCD 11/08/2018

EQUAL HOUSING OPPORTUNITY

TENANT SELECTION CRITERIA

This tenant selection criteria shall be used for all Low-Income Housing Tax Credit (LIHTC) and HUD Section 811 units at Parkview Manor under rent-up and/or management by the Management Agent. The policy of the Management Agent is one of equal opportunity and non-discrimination in compliance with all Civic Rights legislation (1964, 1968, 1988) Section 504 of the Rehabilitation Act of 1973 (if applicable) and Affirmative Fair Housing Marketing requirements as set forth individually for each property. No applicant would be denied on the basis of race, color, religion, sex, familial status, handicap status or national origin. Applicants must meet all Section 42, HUD Section 811, and Management Agent tenant selection requirements to gain admission to this property rented or managed by the Management Agent.

1. APPLICATION

Maryland Department of Disabilities (MDOD), will refer applicants for the HUD Section 811 units when notified that Parkview Manor has a HUD Section 811 unit coming vacant.

An application must be completed in full by the applicant. The application must be used and contains requests for information necessary for determining initial LIHTC and HUD Section 811 eligibility. All applicants whose application is not complete will be contacted within a reasonable amount of time from date of receipt. When a completed application is received, or the requested information received subsequently to make it complete, the verification process will begin immediately in regard to the income, assets, allowances for LIHTC/HUD Section 811 certifications and the Management Agent references for selection or rejection.

The application contains a release form which must be signed to authorize the rental office to verify all items inclusive of credit history and other references. Final tenant selection can and will occur only after complete processing, and MDOD's approval

Parkview Manor has 6 units for HUD Section 811 units. Any applicant who exceeds the HUD Section 811 income limit (30% AMI) for eligibility based upon application information, or if ineligible during later processing, would be notified in writing that they are HUD Section 811 ineligible. All applicants must be LIHTC eligible meaning gross income is equal to or less than the LIHTC income limit regulating this property.

All applicants for the remaining units who exceeds LIHTC income limits for eligibility based upon application information, or if ineligible during later processing, would be notified in writing that they are LIHTC ineligible.

Under Section 42, many students are not LIHTC eligible. Verification of student eligibility is required. All student issues can be explained in detail to prospective applicants.

2. WAITING LIST

The Maryland Department of Disabilities, maintains the waiting list for the HUD Section 811 units at Parkview Manor. There are six (6) HUD Section 811 units at Parkview Manor, 3 one-bedroom units and 3 two-bedroom units.

3. SELECTION

Applicants will be selected from the waiting list by the Maryland Department of Disabilities. In order to be eligible for selection, an applicant must meet LIHTC and HUD Section 811 income eligibility based on per person income limits. Applicants who meet LIHTC and HUD Section 811 eligibility must then meet occupancy standards set for each individual property and bedroom size.

In determining occupancy standards, the intent of project policy is to neither overcrowd nor under utilize space. Different properties may have different occupancy standards depending on the bedroom sizes, unit square footage and any local restrictions. Occupancy is based on number of persons in the household, and is based on counting all full time members of a household, dependent minors who are away at school but live with the applicant at recesses, unborn children or children in the process of being adopted or secured by custody action, foster children and live-in attendants. Children who live in a household 50% of the year or more are also counted towards the total household number; however, visitors, permanently confined/institutionalized household members and children on active military duty are not counted in this determination for occupancy eligibility.

An applicant with a disability who would need a larger unit due to accommodation requests would be given such consideration. For specifically designed units (i.e., barrier free) applicants needing those features would be given priority.

All households must provide positive identifications of all persons who will be part of the household.

Applicants must also meet application, interview and reference criteria. In completing the application, all applicants must sign a release form allowing the rental office to verify all income, assets and allowances along with credit, personal and landlord references. In addition, the rental office would be authorized to check with other agencies necessary to verify eligibility. All applicants are required to have a personal interview. After processing and the interview have been successfully completed, the Management Agent will notify MDOD and if MDOD also approves, an eligible applicant would receive a notice of approval. Applicants who wish to be a tenant or co-tenant must possess the legal capacity to sign all documents, (unless an accommodation determination due to disability to allow guardian signature if otherwise eligible is made), and would have to agree to complete the annual tenant recertification process, enter into a minimum six month lease agreement for LIHTC units (a HUD Section 811 Lease for HUD Section 811 units), pay a security deposit and participate in a unit inspection prior to physical occupancy of the unit.

The security deposit for the HUD Section 811 units is $50.00 or the tenant portion of the rent, whichever is greater. All applicants must pay the full designated security deposit no later than at lease signing. Assistance animals (i.e., seeing eye dogs), would always be admitted on the property with no charge for the animal.

4. NUMBER OF OCCUPANTS

The number of occupants must be in accordance with occupancy standards as set forth by Residential One, based upon local codes and ordinances.

1 Bedroom 1 – 2 Occupants
2 Bedroom 2 – 4 Occupants

Residential One may change the occupancy limit during the lease term if changes in laws, ordinances or regulations make such change necessary. The minimum occupancy limit will correspond to the number of bedrooms. The maximum occupancy limit will depend on local ordinances and regulations and the square footage of useable sleeping areas as defined by codes and any other suggested regulations. Notwithstanding the above, Residential One shall have the right to make reasonable accommodations for individuals with disabilities and may adjust occupancy limits to further the goal of reasonable accommodation.

5. REJECTION

As previously stated, any application which is incomplete will not be processed. An applicant who refuses to sign releases to allow verification of LIHTC and Company eligibility, references, etc. will be rejected. Applicants who do not meet income limits for a property will be rejected. Applicants who exceed the maximum allowable occupancy standards for a property will also be rejected. Applicants found to have provided false answers on the application or at the interview will also be rejected. Rejections will be made in accordance with Section 811 requirements. Applicants with negative credit, personal, landlord or a criminal background as per the guidelines below may also be rejected. Rejection may also occur should there be a chronic history of late payment or non-payment of rent, history of eviction, non-payment of other financial obligations, intentional damage, violation of the terms of current or previous lease agreements inclusive of failure to maintain a unit in sanitary condition, current use of illegal drugs or a conviction for drug manufacture, sale or distribution or anyone who would pose a direct threat to the health and safety of others or property. Applicants would never be rejected arbitrarily such as on the basis of race, color, religion, sex, handicapped status, age, familial status or national origin. All tenants and/or co-tenants must be of legal age or legally emancipated by state law.

Credit Approval

1. Applicants with more than (2) accounts in negative standing within the past (5) years other than medical will be denied. Examples of negative standing are late payments, collections, bad credit status, etc. consideration may be given for extenuating circumstances of certain negative accounts providing the negative standing does not involve delinquent rent or utilities.
2. Public records such as collections and judgments are included as negative accounts.
3. Each bankruptcy filing or foreclosure proceeding within the past five (5) years is rated as the worst account and counted individually.

EQUAL HOUSING OPPORTUNITY

4. Federal and state tax liens within the past three (3) years are counted as a negative account. Prior to the three (3) year period we may request proof of payment/release on any Lien over 1,000.00 that is still on the applicant's credit history.
5. Financial Aide or school Loans in negative standing are counted.
6. Any amount showing owed to a prior management company can be grounds for denial, we reserve the right to ask for proof of payment.
7. Any other item(s) that appear on the credit report, which would reflect negatively on the amount of the action.
8. Lack of credit history is not grounds for denial.

Criminal Background Check:

1. Applicant has no outstanding debt to previous landlords in the last 36 months as reported by the Credit Bureau.
2. Applicants with zero credit score has less than $1 of outstanding collections in the last 24 months.
3. There are no records found on the Global Sanctions watch lists (including OFAC, OFAC SDN, OFAC NonSDN and other sanction/terrorist watch lists). 4.
4. Applicant has no felony drug records in the last 7 years.
5. Applicant has no misdemeanor drug records in the last 2 years.
6. Applicant has no unclassified felony records in the last 5 years.
7. Applicant has no unclassified misdemeanor records in the last 1 years.
8. Applicant has no felony property records in the last 7 years.
9. Applicant has no misdemeanor property records in the last 3 years.
10. Applicant has no felony sex records in the last 100 years.
11. Applicant has no misdemeanor sex records in the last 3 years.
12. Applicant has no felony theft records in the last 7 years.
13. Applicant has no misdemeanor theft records in the last 3 years.
14. Applicant has no felony theft by check records in the last 3 years.
15. Applicant has no misdemeanor theft by check records in the last 1 years.
16. Applicant has no felony violent crime records in the last 7 years.
17. Applicant has no misdemeanor violent crime records in the last 3 years.
18. Applicant has no felony weapons related in the last 7 years.
19. Applicant has no misdemeanor weapons related in the last 3 years.
20. Applicant has no matches in the registered sex offender database.
21. Applicant has no Name with DOB matches in the registered sex offender database.
22. Applicant has less than 1 verified eviction records in the past 60 months.
23. Applicant has less than 4 verified eviction initial filings in the past 24 months.
24. Applicant has greater than 500 of outstanding rental collections debt in the past 36 months.
25. Applicant has less than 1 late pays or NSF checks in the past 24 months in the First Advantage SkipWatch database.
26. Applicant has less than 4 eviction notices in the last 24 months in the First Advantage SkipWatch Database.

EQUAL HOUSING OPPORTUNITY

27. Applicant has less than 1 eviction filed in the last 60 months in the First Advantage SkipWatch Database.
28. Applicant has no Lease Violation records in the last 24 months in the First Advantage SkipWatch database.
29. There are no other names associated with the Applicants Social Security Number.
30. Applicant has passed a Social Security Number fraud analysis

Applicant's Right to Appeal: In the event my application for residency is declined for reasons of criminal history, I understand that I have the right to appeal the decision, in writing, and present to Management as part of the written appeal, any and all information or mitigating circumstances I wish to have considered in the decision-making process. Such information may include, but is not limited to: length of time since a conviction occurred, severity and relevance of a conviction, employment and rental history established since a conviction, etc. Written appeals are to be given to the Manager on-site and mailed to:

Residential One
8975 Guilford Road, Suite 100
Columbia, MD 21406
Attention: Fair Housing Officer

EQUAL HOUSING OPPORTUNITY