

# RESIDENT SELECTION POLICY

FOR

## SAINT JAMES PLACE APARTMENTS

Revision 12/15/99  
Revision 12/17/99  
Revision 05/15/00  
Revision 06/13/00  
Revision 07/12/01  
Revision 10/23/01  
Revision 11/14/01  
Revision 11/11/03  
Revision 07/20/04  
Revision 04/01/05  
Revision 05/18/05  
Revision 07/01/06  
Revision 07/27/07  
Revision 07/03/10  
Revision 11/17/10  
Revision 02/27/12

1. **GENERAL REQUIREMENTS FOR APPLICANTS;**

All applicants for housing must meet the following:

- a. Applicant must be at least eighteen (18) years of age.
- b. The household is (1) person.
- c. The household's annual income does not exceed the limits stated below: (Limits are adjusted annually)

**Fayette County**

<u>Household Size</u>	<u>Income Limits</u>
1 Person	\$28,200

**Veterans Wing**

1 Person	\$23,500
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- d. The unit will be the occupant's only place of residence.

We do business in accordance with the Federal Fair Housing Laws: It is illegal to discriminate against any person because of race, creed, color, age, religion, sex, handicap, familial status, national origin, sexual orientation, or gender.

2. **APPLICATIONS:**

Applications must be **completely** filled out by each applicant. Applications will be placed on the appropriate waiting list in the order they are received. When an applicant moves to the top of the waiting list, they will be contacted to bring in the necessary information for processing. The contact may be by letter, telephone, or email, as furnished by applicant, and will state the applicant has ten (10) days from the postmarked date of the letter, record of the telephone call or email, to inform management if they are still interested. If there is no response, or if the letter is returned as not delivered, management will have no alternative but to remove the name from the waiting list. **IT SHALL BE THE APPLICANT'S RESPONSIBILITY TO CONTACT MANAGEMENT IF THEY HAVE AN ADDRESS CHANGE, OR NEW CONTACT INFORMATION.**

3. **UPDATING WAITING LIST;**

Annually, management will update all waiting lists by mailing a letter to each applicant, which will request a response within ten (10) days if an applicant desires to remain on the waiting list. Failure by an applicant to respond will result in removal from the waiting list. If letter is returned marked not delivered or address change, applicant will be removed from waiting list.

4. **WAITING LISTS;**

Waiting lists are maintained for apartments.

5. **SCREENING OF APPLICANTS;**

When an applicant is contacted to bring in all necessary information for processing, the following applicable documents will be required;

- a. Third party verification of all earned income,
- b. Third party verification of all other income,
- c. Third party verification of all assets,
- d. Documentation from a licensed physician, if an adjustment in policies or practices is requested to afford a handicap person equal opportunity to use and enjoy a unit, the public and common areas,
- e. Police arrest records for applicant for each state or state's county that management deems necessary,
- f. Names and addresses of all landlords for the past five (5) years (if not already shown on the application),
- g. Copy of current (30 days or less) T.B. skin test results from health department, personal physician, hospital, or other acceptable source,
- h. Verification of Student Status,
- i. Give Saint James Place Apartments staff permission to perform drug testing. If applicant tests positive he or she understands his or her application for residency will be rejected. Applicant may re-apply in 60 days.
- j. If Veteran for SJP Phase II, must be certified by Veterans Administration prior to move in.

6. **REFERENCES FROM PREVIOUS LANDLORDS;**

A reference form will be required from each landlord during the past five (5) years where possible. Reference forms will be mailed to each former landlord.

7. **APPLICATION INTERVIEW;**

All applicants will be required to attend an interview with staff of the Saint James Place Apartments prior to final approval by management of his/her application. If applicant is a Veteran for SJP Phase II, he/she must be interviewed by the case management Program Manager before move in.

8. **WHEN APPLICANTS MAY BE REJECTED;**

- b. If applicant is ineligible due to household exceeding income levels;
- b. If applicant does not meet tenant selection criteria.

9. **TENANT SELECTION CRITERIA;**

For each category listed below, criteria sufficient for rejection are as follows:

- a. Police arrest records:
  - 1. Any drug related conviction during the past three (3) years unless documentation can be provided from a private or public agency of rehabilitation.
  - 2. Any violent or drug related felony conviction during the past six (6) years.
  - 3. Any periods of incarceration totaling in excess of twelve (12) months during the past three (3) years; or
  - 4. In excess of five (5) misdemeanor convictions, or any violent crime misdemeanor convictions, excluding traffic violations, during the past two (2) years.
  - 5. Applicants with pending charges, on which a conviction would cause rejection of an application, will be held until the outcome has been determined.
  - 6. Any applicant who is registered under “**Megan’s Law** “  
**KRS 17.500 et. seq.**
  - 7. Any applicant who has been convicted of a sex crime against or with a minor.
- b. Former Landlord references:
  - 1. No demonstrated ability to pay rent and/ or make timely payments.
  - 2. A history of damage and/or poor housekeeping habits at present/previous residence.
  - 3. A history of failure to pay rent in a timely manner at present/previous residence (i.e. late rent payment in excess of 40% of the months the unit was occupied by applicant).
  - 4. A history of interfering with the peaceful enjoyment of the property by other residents at present/previous address.
  - 5. A balance owed at move-out to a previous landlord.
  - 6. Creating a social or physical hazard for other residents at a present/previous residence.

**Endorsement from at least two previous landlords is preferred.**
- c. Other criteria:
  - 1. Information reported by applicant cannot be verified; or

2. The application was incorrect (e.g. application contains false information or information which has been deleted/omitted from the application).

**10. PROCEDURES FOR REJECTION OF APPLICANTS;**

- a. When an applicant is rejected, management will promptly notify the applicant in writing of the rejection and explain in the notice:
  1. The reasons for the rejection; and
  2. That the applicant has fourteen (14) days to respond in writing or to request a meeting to discuss the rejection.
- b. Any meeting with the applicant or review of the applicant's written response must be conducted by a member of the management staff who did not make the initial decision to reject the applicant.
- c. If the applicant appeals the rejection, the owner's representative must give the applicant a written final decision within five (5) days of the response or meeting.

**11. OFFERING OF APARTMENT TO APPROVED APPLICANT;**

As management approves applications, they will be placed in order behind any other previously approved applications until an apartment is available. Management will notify an approved applicant of the availability of an apartment. If the applicant rejects the apartment offered, the applicant will be placed at the end of the appropriate waiting list. Rejection of a 2<sup>nd</sup> apartment offered to the applicant may result in removal from the waiting list.

Approved 11-17-10

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Dean C. Hammond Jr, Chairman