



EFFECTIVE: AUGUST 1, 2020

The community in which you are applying is an Affordable Housing Community currently managed by Mayfair Management Group and is designated to attract applicants for occupancy from all potentially eligible groups of people in the housing area regardless of race, color, religion, sex, national origin, disability, familial status, marital status, source of income, age, ancestry, medical condition, sexual orientation or any other arbitrary basis. The goal of this Tenant Selection Criteria is to establish a guideline for the selection of our residents in accordance with all governing agencies.

This Tenant Selection Criteria will be readily accessible within the leasing office and any/all additional places where applications are accepted. Copies of this Tenant Selection Criteria will be provided upon request to the applicant(s)/Tenant(s) or their representatives. All applicants 18 and older will be required to sign an acknowledgement form stating they have read and understand all criteria.

Mayfair Management Group will review this Tenant Selection Criteria at least once annually or when there is a change in regulations to ensure that it reflects current operating practices, program priorities, and program requirements. Should the criteria need to be revised, the modifications will not be applied to current tenants, current applicants whom applied prior to the changes or applicants on the waiting list whom are already in good standing under the lease or wait list. In addition, a copy of all changes will be communicated to current tenants in writing. For this reason, the Tenant Selection Criteria will always contain an effective date.

Mayfair Management Group has created additional policies & procedures in conjunction to this plan. These policies are also available for review within the leasing office and any/all additional places where applications are accepted.

Additional policies include: Waiting List Policy, VAWA Policy, Termination Policy & Reasonable Accommodation Policy

Contents

PRIVACY POLICY	3
FAIR HOUSING & EQUAL OPPORTUNITY REQUIREMENTS	3
PROJECT ELIGIBILITY REQUIREMENTS	4
Occupancy Standards	4
Rental History	4
Drug Abuse & other Criminal Activity	5
PROGRAM ELIGIBILITY REQUIREMENTS	7
Income Limits	7
Student Eligibility	7
APPLICATION INTAKE & PROCESSING	7
Application Fee	7
Application Packet	8
Certifications and Verifications	8
Calculating Annual Income	9
Compliance Second Review	9
APPROVAL & MOVE IN	9
Unit Inspection	10
Security Deposit	10
Assistance Animals	10
Lease Documents	10
Annual Review	10
REJECTION OF INELIGIBLE APPLICANTS	10
EXHIBIT A – Community Information	11
EXHIBIT A – HOME Layering	12
EXHIBIT B – Project Eligibility Criteria	13
EXHIBIT C – Annual Certification	14
EXHIBIT C – Annual Recertification	15
EXHIBIT C- Annual Review / Fixed Units (<i>HOME only</i>)	16
EXHIBIT C- Annual Review / Floating Units (<i>HOME only</i>)	17
EXHIBIT C- Annual Review / Income Decrease (<i>HOME only</i>)	18
APPLICANT ACKNOWLEDGEMENT	19

TENANT SELECTION CRITERIA

If you are disabled or have difficulty understanding English, please request our assistance and we will ensure that you are provided with meaningful access based on your individual needs

Mayfair Management Group does not discriminate on the basis of disability status in the admission or access to, treatment or employment in, its federally assisted programs and activities. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, Par 8 dated June 2, 1988)



Tamra Ryals
7920 Belt Line Road, Suite 800 | Dallas, TX 75254
Office – 214-265-7227 | TTY 800-735-2989



PRIVACY POLICY

It is the policy of this community to guard the privacy of individual's conferred by the Federal Privacy Act of 1974 and to ensure the protection of such individuals' records maintained by the community. Unless required by Federal or State Law, neither the community nor its agents shall disclose any personal information contained in its records to any person or agency unless the individual about whom information is requested shall give written consent to such disclosure. The community and its agents will also not make files, forms or documents available to any investigating officer unless a court order for such action is provided. This privacy policy in no way limits the community and its agents from collecting information needed to determine the eligibility and income to determine an applicant(s) suitability for tenancy.

FAIR HOUSING & EQUAL OPPORTUNITY REQUIREMENTS

It is the policy of this community to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the VAWA Reauthorization Act of 2013 and any legislation protecting the individual rights of residents, applicants or staff which may subsequently be enacted. Screening criteria will be applied in a manner consistent with all applicable laws, including the Texas and Federal Fair Housing Acts, the Federal Fair Credit Reporting Act, program guidelines and TDHCA Rules. This Community shall not automatically deny admission to a particular group or category of otherwise eligible applicants.

The following factors will not be considered when making a decision to admit or reject an application:

- Race, Color, Religion, Ancestry, National Origin, VAWA, Age, Sex, Marital Status, Familial Status, Sexual Orientation, Medical Condition, Place of employment, Handicap or disability including mental or psychological illness or Gender Identity.

In addition, this Community will not:

- ✓ Deny to any applicant the opportunity to apply for housing nor deny any eligible applicant the opportunity to lease housing suitable to his/her needs;
- ✓ Provide housing which is different from that provided others
- ✓ Subject a person to segregation or disparate treatment
- ✓ Restrict a person's access to any benefit enjoyed by others in connection with the housing program
- ✓ Treat a person differently in determining eligibility or other requirements for admission
- ✓ Deny a person access to the same level of services; or
- ✓ Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the housing program
- ✓ Exclude an individual or family from admission to the Community solely because the household participates in the HOME Tenant Based Rental Assistance Program, the housing choice voucher program under Section 8, United States Housing Act of 1937, or other federal, state or local government rental assistance program
- ✓ Deny admission on the basis that the applicant has been a victim of domestic violence, dating violence, sexual assault or stalking



PROJECT ELIGIBILITY REQUIREMENTS

This Community will review all of the following criteria to establish household project eligibility. Certain key questions relating to the applicant’s eligibility and resident history will be asked, including Social Security numbers or other sort of identification, the names, addresses and telephone numbers of current and former landlords. Failure to provide this information will result in cessation of application processing.

Community staff will assist applicants, as needed in understanding the application process and forms. Applicants will be instructed on what aspects of their background will be checked. An applicant has the right to voluntarily withdraw from the application process at any time. Live in Aids will be subject to the same general screening criteria as household members, except that Live-in Aids will not be screened for their ability to pay rent.

Occupancy Standards

Occupancy Standards is the maximum number of occupants that can reside in a unit. Units are assigned according to household size and composition. This Community has adopted a bedroom size standard of 2 persons per bedroom plus 1 person per unit. This standard serves to avoid overcrowding and ensure consistency. If the appropriate unit size is not available at the time of application, the applicant will be put on the Waiting List for the appropriate unit size.

Bedroom	Maximum
Studio/Efficiency /Loft <i>(Greater than 600Sq.Ft)</i>	2
1 Bedroom	3
2 Bedrooms	5
3 Bedrooms	7
4 Bedrooms	9
5 Bedrooms	11

This Community will rely on the applicant’s disclosure of all member’s expected to reside in the unit for the next 12 months when determining household size and the appropriate unit size. Please note that children who join the household after the start of a lease term will not be cause for a household to be in violation of their lease.

Household members also include but are not limited to the following:

- ✓ Child(ren) expected to be born to a pregnant woman
- ✓ Minor(s) in the process of being adopted by an adult household member
- ✓ Minor(s) whose custody is being obtained by an adult household member
- ✓ Individuals who are temporarily in a foster home who will return to the household
- ✓ Minor(s) in joint custody arrangements who are present in the household 50% or more of the time
- ✓ Any Individual who is away at school and who live at home during recesses
- ✓ Any Individual temporarily in a correctional facility / detention center who will return to the household
- ✓ Household members permanently confined to a Hospital / Nursing Home as requested by Applicant
- ✓ Household member of Military Personnel deployed to active duty

Rental History

Past performance for meeting financial rent and current lease obligations will be checked by contacting the current landlord and at least one prior landlord, if needed. Applicant(s) must have at least 6 months’ worth of verifiable and positive residency history. Verification must be completed/provided by Apartment community or organization. Verification cannot be made by an individual unless proof of timely payment history can be provided.

First time renters whom meet all other criteria will receive a conditional approval and be required to pay an additional security deposit. A mortgage must be verifiable via credit report or formal written documentation of home ownership provided.

Community staff will check county court records for evidence of evictions or judgments against the applicant. The purpose of these checks is to obtain information on the applicant's past history of meeting financial rent obligations, future ability to make timely rent payments and to determine whether the applicant has ever been evicted from a rental unit. If the applicants current living arrangements are with a household member, then two previous landlords may be contacted.

➤ **Rental Debt:**

Applicant(s) will be denied for the following:

- Unresolved tax liens
- Unpaid rental housing debt within the past 36 months
- Eviction within the past 12 months
- Prior landlord reference shows that the landlord would not lease to the household again due to lease violations
- Unpaid rental housing debt owed to a Community that is currently managed by Mayfair Management

➤ **Disturbance(s):** Community staff will check with the current landlord and at least one former landlord for potential problems regarding documented disturbance of neighbors or destruction of property that would pose a threat to the health and safety of other residents and/or property. An applicant's behavior toward property staff will be considered in relation to future behavior toward neighbors. Physical or verbal abuse or threats by an applicant toward staff will be noted in the file and may be grounds for denial of residency

➤ **Housekeeping Habits:** All landlords contacted for rental history will also be questioned regarding the applicant's housekeeping habits, to determine the maintenance of the present home in regard to sanitary conditions and fire and safety standards. This includes but is not limited to causing or permitting infestation, foul odors or other issues injurious to other persons' health, welfare or enjoyment of the premises; depositing garbage improperly; failing to use in a reasonable and proper manner all utilities, facilities, services, appliances and equipment within the dwelling unit, or failing to maintain them in good clean condition; or any other conduct or neglect which could result in health or safety problems or in damage to the premises

Drug Abuse & other Criminal Activity

This Community will deny admission to any member of the household that is subject to a lifetime registration requirement under a state sex offender registration program. In accordance with Federal Law, this Community is establishing this standard to prohibit admission to this federally assisted property to sex offenders subject to a lifetime registration requirement under a state sex offender registration program. During the admission screening process, the community staff will perform the necessary criminal history background checks in the state where the housing is located and in other states where the household members are known to have resided.

This property will reject a household in which any member is currently engaged in illegal use of drugs or which shows a pattern of illegal drug use that may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents.

The property will reject a household in which any member shows a pattern of alcohol abuse that may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.

Despite any changes to state laws, the use of "medical marijuana" is illegal under federal law. HUD requires that owners deny admission to any household with a member who the owner determines is, at the time of application for admission, illegally using marijuana.

When reviewing the criminal history of a household member, this Community will take into consideration the severity, number of occurrences and date of all reported offenses.

This Community will deny admission to a household in the event that any of the items listed below are discovered during the screening process.

Felony Conviction(s)

- A household member has a Felony conviction(s) for Homicide, Manslaughter, Kidnapping, Hostage, Robbery, Attempted Murder, Assault, Attempted Assault, False Imprisonment, Battery, Vehicular Manslaughter, Burglary, Larceny, Sexual Assault, Rape, Seduction, Molestation, Indecent Exposure, Sexual Exploitation of child, Sodomy, Prostitution, Pimping, Obscenity, Abandonment, Neglect of Children, Spousal Abuse, Domestic Violence, Child Abuse, Child abduction, Bigamy, Incest, Trafficking in Children
- A household member has a Felony conviction(s) within the last 15 years for offenses involving firearms and/or illegal drugs
- A household member has a Felony conviction(s) within the last 10 years for offenses involving fraud, offenses against government, offenses against public peace, offenses involving organized crime, offenses involving alcohol, offenses against property
- A household member has a Felony conviction(s) within the last 7 years for offenses involving gambling and or/ other victimless offenses
- A household member has a Felony Conviction(s) within the last 5 years for offenses involving computers and/or offenses against animals

Misdemeanor Conviction(s)

- A household member has a Misdemeanor conviction(s) within the last 10 years for offenses against person(s)
- A household member has a Misdemeanor conviction(s) within the last 7 years for offenses involving sex
- A household member has a Misdemeanor conviction(s) within the last 5 years for offenses involving family relations, offenses involving firearms, offenses involving illegal drugs
- A household member has a Misdemeanor conviction(s) within the last year for offenses involving fraud, offenses against property, offenses against animals

Felony Charge(s)

- A household member has a Felony charge(s) within the last 3 years for offenses against property, offenses against animals, offenses against person, offenses involving fraud, offenses involving computers, offenses involving family relations, offenses against government, offenses against public peace, offenses involving gambling, offenses involving firearms, offenses involving organized crime, offenses involving illegal drugs, offenses involving sex, offenses involving alcohol, other victimless offenses

NOTE: A charge is a formal allegation of an offense made. A conviction is when an individual has been proven or declared guilty of an offense

This Community shall not consider an arrest for a disqualifying offense as proof that the applicant or tenant engaged in disqualifying criminal activity. The arrest may, however, trigger an investigation to determine whether the applicant or tenant actually engaged in disqualifying criminal activity. As part of our investigation, we may obtain the police report associated with the arrest and consider the reported circumstances of the arrest. The Community may also consider any statements made by witnesses or the applicant or tenant not included in the police report; whether criminal charges were filed; whether, if filed, criminal charges were abandoned, dismissed, not prosecuted, or ultimately resulted in an acquittal; and any other evidence relevant to determining whether or not the applicant or tenant engaged in disqualifying activity.

NOTE: Please refer to Exhibit B of this document for the Credit Score criteria.

PROGRAM ELIGIBILITY REQUIREMENTS

This Community is a Low Income Housing Tax Credit (LIHTC) Community that is administered by Section 42 of the IRS Code. All households will be screened for eligibility in accordance with the rules and regulations set forth in Section 42 of the IRS Code. To be eligible, a household must meet all of the following:

Income Limits

An income limit is the maximum amount of gross annual income that a household can earn to qualify for tenancy at an affordable housing community. HUD establishes and publishes income limits for each county or MSA in the county on a yearly basis.

The income limits applicable to an affordable community depend heavily on a multitude of factors. A community with multiple program types may have to regulate 2 sets of income limits to ensure compliance. In these instances, applicants/tenants must satisfy all income limit requirements to qualify. The income limit applicable to each household will depend on the number of household members as well as the income tier for the unit in which they are applying. At the time of application, site representatives will supply you with the income limit applicable to your household.

Student Eligibility

On 11/30/2005, Congress enacted Public Law 109-115, which included in Title III, Section 327, appropriations for HUD regarding eligibility of students for assisted housing under Section 8. Owners of LIHTC communities are required to determine a student's eligibility at move-in and annual recertification. This Community will use the following HUD guidelines as indicated in Chapter 3 of HUD's Occupancy Handbook, HUD Handbook 4350.3 REV 1, CHG-4 and Section 42 of the IRS guidelines. This Community strictly adheres to these guidelines on student eligibility.

Units comprised of full-time students do not qualify as an LIHTC unit unless one of the following exceptions apply:

- ✓ A student receiving assistance under Title IV of the Social Security Act,
- ✓ A student who was previously under the care and placement responsibility of the State agency responsible for administering a plan under part B or part E of title IV of the Social Security Act,2 or
- ✓ A student enrolled in a job training program receiving assistance under the Job Training Partnership Act or under other similar Federal, State or local laws.
- ✓ single parents and their children and such parents are not dependents (as defined in IRC §152, determined without regard to subsections (b)(1), (b)(2), and (d)(1)(B) thereof) of another individual and such children are not dependents (as so defined) of another individual other than a parent of such children, or
- ✓ married and file a joint return

Any financial assistance, for households receiving Section 8 assistance, a student receives (1) under the Higher Education Act of 1965 (2) from private sources or (3) from an institution of higher education that is in excess of amounts received for tuition is included in annual income, except if the student is over the age of 23 with dependent children or if the student is living with his or her parents who are receiving Section 8 assistance. (See the Glossary of HUD Handbook 4350.3 REV 1, CHG-4 for an expanded definition of Student Financial Assistance)

APPLICATION INTAKE & PROCESSING

Application packets can be picked up during normal office hours at the community's leasing office only when the waiting list is open. Application packets are permitted to be submitted via in person, mail, fax email or through the community's website. *Please see Exhibit A for a full list of the Community's contact information.*

Application Fee

At the time of unit availability, a onetime application fee will be required for each applicant over the age of 18. Consideration of the application will be deferred pending receipt of the application fee. The community will make exceptions to these procedures to take into account circumstances beyond the applicant's control, such as medical emergencies or extreme weather conditions. This fee is for the processing of a credit & criminal background check and is non-refundable. Failure to respond to letters or phone messages may result in withdrawal of an application from further processing

Application Packet

Every applicant over the age of 18 is required to complete an application. The information requested in the application packet includes:

- ✓ Household characteristics such as name, sex, age, disability status (only where necessary to establish eligibility), need for an accessible unit;
- ✓ General household contact information such as address, phone number, etc.;
- ✓ Sources and estimates of the household's anticipated annual income and assets;
- ✓ Social Security Number(s);
- ✓ Certification of Student Status Eligibility
- ✓ Identification of preferences for which the household qualifies
- ✓ Screening information, which may include prior landlord, credit, and drug/criminal history;
- ✓ Marketing information regarding how the applicant heard about the community; and
- ✓ Certification from the applicant stating the accuracy and completeness of information provided, and an acknowledgement that the applicant has read the Privacy Act and understands the disclosure requirements.
- ✓ Authorization by the applicant that allows the community to verify all information provided on the rental application.

Every applicant whom completes an application for tenancy must also complete a Tenant Release and Consent form. The consent allows owners to request and receive information from third-party sources about the applicant. An application cannot be processed without this form.

Staff will be prepared to assist any applicants who might have trouble completing the application packet. This assistance might take the form of answering questions about the application form. This assistance may include literacy, vision or language barriers and, in general, making it possible for interested parties to apply for assisted housing. If, due to a disability, an applicant is unable to complete an application, a third party can assist in the completion of the form. Only fully completed applications will be accepted.

Certifications and Verifications

In accordance with the HUD 4350.3 and Section 42 of the IRS Code, this community will require certifications and/or verifications be completed or obtained for the following items:

- ❖ **Annual Income:** Is defined as the gross income (with no adjustments or deductions) the household anticipates it will receive in the 12-month period following the effective date of the household anticipated move in. Income includes, but is not limited to, earned income of adult members, unearned income from all household members and income from assets. All sources of income must be verified. The following methods are the preferred methods when verifying household income:
 - Written verification sent & received directly from a 3rd party source
 - Documentation provided by household such as benefit letters, tax returns or paystubs
 - Approved Mayfair Management Certifications used to further document information not obtainable by methods listed above
- ❖ **Assets:** All household assets must be disclosed including the cash value, interest rate and bank name. When applicable, the community will require a verification be obtained for disclosed assets.
- ❖ **Student Status / Eligibility:** A certification of Student Eligibility must be completed for each household and executed by every adult member. If applicable, a student verification for every adult member will also be obtained. If the household is comprised of all FT students, Mayfair will require the household to provide supporting documentation of a student exception to prove student eligibility.

Please note that verification requirements may vary in different states due to the regulations of different state finance agencies. No decision to accept or reject an application will be made until all verifications have been collected.

Calculating Annual Income

Projections of Annual Income will include estimates for each disclosed income and will be based on the information obtained and/or provided during the verification process. Community staff will consider the current income rate(s), frequency, any potential rate increase, bonuses, commissions, tips and possibility of overtime. Income will be calculated by two methods, the current circumstances based on information and the year-to-date income. The income of irregular workers will be estimated on the basis of the best information available, considering earning ability and work history. The total household income will be based on the highest calculated income.

Attempted Fraud

Any information provided by the applicant that verification proves to be untrue may be used to disqualify the applicant for admission on the basis of attempted fraud. The property considers false information about the following to be grounds for rejecting an applicant:

- ✓ Income or assets
- ✓ Expenses (HUD units only)
- ✓ Household composition
- ✓ Social Security Numbers
- ✓ Preferences and priorities
- ✓ Eligibility for allowances (HUD units only)
- ✓ Previous residence history or criminal history
- ✓ Citizenship, naturalization, and/or eligible immigration status

If, during the course of processing an application, it becomes evident that an applicant has falsified or otherwise willfully misrepresented any facts about his/her current situation, criminal history, or behavior in a manner that would affect eligibility, priorities, application selection criteria qualification, allowances or rent, the application will be rejected.

During the course of processing an application, there may be errors in name spellings, dates of birth and other such data, resulting in inaccurate criminal, credit, or other screening. In these cases, screening may be re-done. If these checks result in documentation of circumstances that would have caused an applicant to be rejected, the application will be rejected. If the applicant has already moved in, this evidence may be the cause of eviction proceedings. Unintentional errors will not be used as a basis to reject applicants.

Compliance Second Review

Once the preceding processes have been completed, Community staff will submit the completed application, certifications & verifications to the Mayfair Management Compliance Department for a second review. The file transmissions are through a secure data base that only Mayfair Management personnel has access to. The second review process is critical to ensuring eligibility of an applicant and/or household prior to tenancy. Once the second review has been completed, the Compliance Department will either notify the community of an approval, denial or request additional documentation / clarification that may be necessary to meet program requirements.

APPROVAL & MOVE IN

Once the community has received notification of approval, a community agent will immediately contact the applicant to schedule a move in date. At that time the applicant will need to schedule all applicable utilities to be switched into the applicant's name.

On the day of lease execution, the applicant should be prepared for the following:

- ✓ To provide account numbers and Agency name for all tenant responsible utilities
- ✓ To pay the required security deposit by cashier's check or money order
- ✓ To pay full or pro-rated rent by cashier's check or money order
- ✓ To pay additional deposits if applicable by cashier's check or money order

Unit Inspection

Before executing the Lease, a community representative and the resident(s) will jointly inspect the unit. The move-in inspection form will be used to indicate the condition of the unit. The condition of the unit must be decent, safe, sanitary and in good repair. If cleaning or repair is required, the community agent will specify on the form the date by which the work will be completed, which will be no later than 30 days after the effective date of the lease. After the move-in inspection, the resident has five (5) days to report any additional deficiencies in the unit to management. The complete move-in inspection will be attached to the lease. The inspection form must be signed and dated by both community agent and the Resident.

Security Deposit

A security deposit will be required for every household and is due at the time of lease execution. Please note that the forfeiture of a Security Deposit will apply if/when: The Tenant fails to move in or take possession of the unit after signing the Lease Contract, the Tenant fails to provide notice of intent to vacate within the required time frame or failure to fulfill the Lease Terms as identified within the Lease Contract.

Assistance Animals

This Community will allow assistance animals, which are defined as animal that work, provide assistance, perform tasks for the benefit of a person with disability, or provide emotional support to alleviate identified symptoms or effects of a person's disability. These animals, often referred to as assistive, service, support or therapy animals perform many disability-related services, including but not limited to guiding individuals who are blind, alerting individuals who are deaf, providing minimal protection or rescue assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures or providing emotional support to persons with disabilities who have a disability-related need for such support. No pet deposit or pet fee is required for assistive animals. Specific animal, breed, number, weight restrictions, and pet deposits will not apply to households who have a qualified service/assistance animal(s). If an accommodation for assistive animals causes a financial and/or administrative burden to the Community or becomes a danger to the safety of the other residents or staff, it will be asked that the assistive animal be removed by the Resident.

Lease Documents

All adult household members will be required to execute the finalized Tenant Income Certification, 12-month lease, Affordable Housing Addendum, House Rules, No Cash Policy, Charge List Detail and any other required addenda specific to our community. After execution, the household will receive a copy of all signed documents.

Annual Review

The community in which you are applying is required to Annually Certify or Annually Recertify each household within 120 days of the anniversary date of initial move in to ensure continued eligibility. To comply with this requirement, community staff will notify each household via letter at 120, 90, 60 and 30 days prior to the due date of the annual review. Should a household's income decrease after initial move in, and the community offers lower designated units, than the household can request to be re-designated to a lower designated unit at the time of annual review.

For information on the type of annual review required for your Community, please refer to Exhibit C.

REJECTION OF INELIGIBLE APPLICANTS

Applicants who do not pass the eligibility requirements listed within this Tenant Selection Criteria will immediately be sent a letter of rejection (*within 7 days*). The written rejection notice will specifically state the reason for rejection and will inform the applicant of his/her right to respond to the community in writing or to request a meeting within 14 days to dispute the rejection. The Community agent will record all specific dates on the denial log. If rejection is a result of a 3rd party report, the Community will disclose contact information for the applicable 3rd party source.

A copy of the criteria for which the applicant was screened and denied will be kept with the applicant file and such file will be maintained for the program applicable time frame.

EXHIBIT A – Community Information

Community Name: Spanish Creek Townhomes
 Address: 610 Lee Trevino Dr
 City/State/Zip: El Paso, TX 79907
 Phone Number: 915-595-6119
 Fax Number:
 Email: spanishcreek@mayfairmgt.com
 Website: mayfairmgt.com

Community Availability

The community in which you are applying is comprised of the following:

Total Affordable Units: 130
 Bedroom Sizes: ___ Efficiency 1 Bedroom 2 Bedroom 3 Bedroom ___ 4 Bedroom ___ 5 Bedrooms
 Set Asides: 30% ___ 40% ___ 50% 60%

Preferences

This community has the following preference(s):

This community has designated 10 of it's units to Tenant Population with Special Needs

Pet Policy

This community ___ is / is not a pet permitted community. For information regarding restrictions, fees and deposits, please see the Mayfair Management Group pet policy.

If you are disabled or have difficulty understanding English, please request our assistance and we will ensure that you are provided with meaningful access based on your individual needs

Mayfair Management Group does not discriminate on the basis of disability status in the admission or access to, treatment or employment in, its federally assisted programs and activities. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development’s regulations implementing Section 504 (24 CFR, Par 8 dated June 2, 1988)

Tamra Ryals
 7920 Belt Line Road, Suite 800 | Dallas, TX 75254
 Office – 214-265-7227 | TTY 800-735-2989



EXHIBIT B – Project Eligibility Criteria

The criteria listed below is an extension of the Project Eligibility requirements as listed earlier in this document. The community agent(s) will review all of the following criteria to establish household project eligibility. These criteria's will be applied uniformly and, in a manner, consistent with all applicable law, including the state and Federal Fair Housing Acts, the Federal Fair Credit Reporting Act, program guidelines and Department Rules.

Credit Ratings

- ❖ Applicant(s) will be denied should the credit score as reported by the 3 national credit bureaus be less than 500
- ❖ Applicant(s) will receive a conditional approval and be required to pay an additional Security Deposit for the following:
 - Credit Score as reported by the 3 national credit bureau's is within the range of 500 - 550
 - Utility debt within the past 12 months
 - Discharged Bankruptcies within the past 36 months. Applicant(s) must supply list of debtors
 - Foreclosure history within the past 24 months and applicant(s) have had clean rental history since filing date

Please note that the credit score criteria does not apply to household with a Public Housing Voucher or households applying for a unit with Project Based Section 8 Rental Assistance.

Minimum Financial Standards

To ensure financial suitability, this Community has established minimum financial standards that will be applied to all households applying for tenancy.

- ❖ Portable Section 8 Voucher: Households gross annual income must be 2 times the Tenant's monthly rent portion OR at least \$2,500 per year when the households rent portion is equal to or lesser than \$50 per month
- ❖ No rental assistance: Households gross annual income must be 2 times the monthly rent amount

EXHIBIT C – Annual Certification

The community in which you are applying is not required to complete a full Annual Recertification, and the Annual Income of each household will not be evaluated. Instead, each household will be required to complete an Annual Eligibility Form, or similar form approved by the State in which they reside within 120 days of the anniversary date of their initial move in. The household will continue to retain the original income designation established at the time of the original move in.

This requirement applies to the following buildings: 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 31, 32, 33, 34

The community in which you are applying ___ does / ___ does not offer lower designated units.

Changes to income *(only applicable to communities that offer lower designated units)*

Should a household's annual income significantly decrease, and the household wishes to be re-evaluated for a lower designation at the time of annual *certification*, the household should notify the onsite personnel via email, mail, fax or phone. Once the request has been made, the following steps will be taken:

Onsite personnel will schedule an interview with the household to conduct a pre-liminary screening to determine eligibility for the lower designation. The following documents will be obtained at the time of interview:

- ✓ Pre-Qualification Questionnaire: *Completed by onsite personnel*
- ✓ Rental Application *(All members over the age of 18 must complete this form)*
- ✓ Tenant Release & Consent

If it is determined that the household preliminarily qualifies for a lower designation, than at the household's request, onsite personnel will place the household on the communities lower designated waiting list.

Lower Designation Availability

Should a lower designated unit come available, the tenant(s) will be contacted. Tenant(s) will be permitted 1 business day to respond to an offer.

- ✓ Onsite personnel's first attempt to contact a tenant will be via telephone. Onsite personnel will leave a message should the tenant(s) be unavailable.
- ✓ Onsite personnel's second attempt will be made the same day as the first attempt and will be via email.
- ✓ If the tenant(s) do not respond within 24 hours of the telephone call and email, the Community will remove this tenant from the waiting list.

Designation Qualification

Once a Tenant responds with acceptance of the offer, onsite personnel will schedule an appointment with the household within 1 week to begin the full recertification process to determine income eligibility for the new set aside. Upon completion, all documentation will be submitted to the Community's Compliance Department for review of eligibility.

- ❖ **Eligibility:** Should the Compliance Department confirm a household eligible for the new set aside, the household will execute a new income certification as of the eligibility date and will have an effective date as of the 1st day of the following month. The household's monthly rent will be appropriately adjusted for rent due the 1st month after eligibility is determined. *The household will continue to Annually Certify within 120 days of the initial move in date*
- ❖ **Ineligibility:** Should the Compliance Department confirm a household ineligible for the new set aside, a written notice of rejection will be provided to the tenant within 7 days of discovery. The written rejection notice will specifically state the reason for rejection and will inform the tenant of his/her right to respond to the Community in writing or to request a meeting within 14 days to dispute the rejection. The onsite personnel will record all specific dates on the denial log. *Once a household is deemed ineligible, the household must wait at least 30 days before re-applying for a lower designated unit*

EXHIBIT C – Annual Recertification

The Community in which you are apply is required to complete a full Annual Recertification where the Annual Income is evaluated for every household within 120 days of the anniversary date of the Tenant’s original move in date.

This requirement applies to the following buildings: 10, 13, 14, 15, 19, 30

Annual Income increases

Should the annual income of the household increase, the household will retain the original income designation established at move in unless the Annual Income increases above 140% of the communities minimum set aside and said unit is in a building that contains a market unit. If this should occur, the following will apply:

- Household will retain the original income designation and continue to be rent restricted until a unit within the same building of equal or smaller size comes available. At that time, the unit that exceeds 140% will become a market unit and the vacant unit will take the designation of the over income unit.

The community in which you are applying ___ does / ___ does not offer lower designated units.

Annual Income decreases *(only applicable to communities that offer lower designated units)*

If at the time of Annual Recertification, it appears that the Households income has decreased and that the household would qualify for a lower designated unit, than at the household’s request, onsite personnel will submit the Annual Recertification to the Community’s Compliance Department for review.

Should the Compliance Department confirm a household eligible for the new set aside, the household will be placed on the lower designated waiting list.

Lower Designation Availability

Should a lower designated unit come available, the tenant(s) will be contacted. Tenant(s) will be permitted 1 business day to respond to an offer.

- ✓ Onsite personnel’s first attempt to contact a tenant will be via telephone. Onsite personnel will leave a message should the tenant(s) be unavailable.
- ✓ Onsite personnel’s second attempt will be made the same day as the first attempt and will be via email.

If the tenant(s) do not respond within 24 hours of the telephone call and email, the Community will remove this tenant from the waiting list.

Designation Qualification

Once the Tenant responds with acceptance of the offer, the onsite personnel will schedule an appointment with the household within 1 week to conclude the designation change.

- ❖ Units offered within 120 days of Annual Recertification: Household will execute a new income certification as of the present date and effective for the 1st day of the following month. The household’s monthly rent will be appropriately adjusted for rent due the 1st month after execution of the income certification. *The household will continue to complete a Full Annual Recertification within 120 days of the initial move in date*
- ❖ Unit offered *after* 120 days of Annual Recertification: Household will be required to complete an interim recertification process where all annual income is re-verified and evaluated to re-confirm eligibility. Upon completion, all documentation will be submitted to the Community’s Compliance Department for review of eligibility.

Should the Compliance Department confirm a household ineligible for the new set aside at any time during this process, a written notice of rejection will be provided to the tenant within 7 days of discovery. The written rejection notice will specifically state the reason for rejection and will inform the tenant of his/her right to respond to the Community in writing or to request a meeting within 14 days to dispute the rejection. The onsite personnel will record all specific dates on the denial log. *Once a household is deemed ineligible, the household must wait at least 30 days before re-applying for a lower designated unit*



APPLICANT ACKNOWLEDGEMENT

By signing below, the applicant(s) acknowledges receipt of the Tenant Selection Criteria and all applicable exhibit(s). The applicant(s) further acknowledges that the information and criteria provided herein has been explained and is understood.

Al firmar a continuación, el (los) solicitante (s) acusa recibo de los Criterios de Selección del Inquilino y de todos los documentos de prueba aplicables. El solicitante (s) reconoce además que la información y los criterios proporcionados en este documento se han explicado y se han entendido.

Applicant Printed Name	Applicant Signature	Date
------------------------	---------------------	------

Applicant Printed Name	Applicant Signature	Date
------------------------	---------------------	------

Applicant Printed Name	Applicant Signature	Date
------------------------	---------------------	------

Management Printed Name	Management Signature	Date
-------------------------	----------------------	------

PENALTIES FOR MISUSING THIS CONSENT: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 42 USC 208 a(6)(7) and (8). Violations of these provisions are cited as violations of 42 USC 408 a (6)(7) and (8).

