

# HALLMARK MANAGEMENT INC



## RESIDENT SELECTION CRITERIA

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**QUALIFICATION CRITERIA:** The following are qualifying criteria for accepting your application to lease from Fox Creek. Live-In Caretakers must pass the Criminal Background Check, and their Rental History will be considered. Approved households must meet at least 3 of the 4 criteria (must pass Criminal Background Check):

1. **RENTAL HISTORY:** Must have established good rental history from current landlord and previous landlord (if applicable), or good mortgage payment history if a home or condo owner.
2. **CREDIT HISTORY:** Must have good or acceptable recent credit history, based upon a formal credit check received through our participating credit bureau services.
3. **CRIMINAL BACKGROUND CHECK:** Must pass criminal background check, based on information received through our participating credit bureau services. The following criminal infractions will result in the denial of your application:
  - a. **FELONY** – Even if serving deferred adjudication or case pending for the following:
    - i. Theft of Property – 10 years from completion of sentence.
    - ii. Damage to Property – 10 years from completion of sentence.
    - iii. Drug Violation – 10 years from completion of sentence.
    - iv. Violence – No time limit.
    - v. Injury to Persons – No time limit.
    - vi. Sexual Offenses – No time limit.
  - b. **MISDEMEANOR** – Even if serving deferred adjudication or case pending for the following:
    - i. Theft of Property – 7 years from completion of sentence.
    - ii. Damage to Property – 7 years from completion of sentence.
    - iii. Drug Violation – 7 years from completion of sentence.
    - iv. Violence – No time limit.
    - v. Injury to Persons – No time limit.
    - vi. Sexual Offenses – No time limit.
4. **CURRENT JOB STABILITY/AFFORDABILITY GUIDELINES:** Must have at least 6 months of work history with current employer/current field, earning at least 3 times the current rent. Verifiable Social Security, pensions, and other forms of stable income apply towards the affordability guideline test. In this case, current rent refers to the applicant's anticipated portion, excluding amounts to be paid by Section 8.

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**CITIZENSHIP DECLARATION:** Each applicant must declare in writing whether they are a citizen or national of the United States, and if not, that they are in satisfactory immigration status. All household members must provide a valid social security number or verification of satisfactory immigration status. A child's social security number must be provided by the time the child reaches 6 months in age. Illegal aliens do not qualify for residency.

In addition to standard wages, income includes monies received from many sources such as alimony, child support, pensions, Social Security, unemployment, and asset income. All information on income provided by applicants must be verified before occupancy.

**OCCUPANCY LIMITS:** The maximum occupancy limit is 2 persons per bedroom.

**MONTHLY RENT:** Currently, the monthly rents are:

3 Bedroom - \$1,500.00

**MINIMUM LEASE TERMS:** Fox Creek is not to be leased on a transient basis. Fox Creek has a standard lease term of twelve months.

**PET POLICY:** Fox Creek does not allow pets.

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**APPLICATION FEE:** The application fee is **\$20.00** per person. This fee applies to each adult member of the household. Application fees are due at the time of application and payable by money order or cashier's check only. Make money orders and cashier's checks payable to Fox Creek. The application fee is allocated toward verifying the rental application and is not a deposit. It will not be applied to any rent or refunded, even if the application is denied.

**HOLDING DEPOSIT:** In the event the application is denied, any monies paid as a Holding Deposit will be refunded. In the event the application is accepted and the applicant fails to execute the lease, the Holding Deposit shall be retained by the Lessor for administrative costs and losses associated with the holding of said premises for applicant's benefit and for releasing thereof.

**DENIED APPLICATIONS:** If an applicant is rejected, they will receive notice, in writing, stating the reason for the rejection. Applicants have the right to respond, in writing, or request a meeting within 14 days to dispute the rejection. Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process. The meeting will be conducted by a member of the owner's staff, not involved in the initial decision to deny the application. Within 5 business days of the response or meeting, a representative of the owner will advise the applicant, in writing, of the final decision.

**EQUAL HOUSING OPPORTUNITY:** Fox Creek complies with Section 504 of the Rehabilitation Act of 1973, The Fair Housing Act Amendments of 1988, and Title VI of the Civil Rights Act of 1964. Fox Creek makes every effort to ensure that persons with disabilities, residing in our communities, are afforded all of the rights and privileges provided by State and Federal Law. Applicants with disabilities covered by the Americans with Disabilities Act should notify Management to arrange whatever reasonable accommodations are necessary. Fox Creek does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, handicap, or familial status.