

## **Resident Selection Plan USDA, Tax Credit, Home Funds**

**The attached Resident Screening Criteria is for all subsidized properties that T & L Properties, LLC manages. Please note that each property may have its own additional requirements based on the programs that it participates in. For a more property specific list, please reach out to T & L Properties, LLC at 1-800-394-1288.**

### **Resident Screening Criteria - Subsidized**

#### **A. Income**

**Green:**

Recurring, verifiable income

**Red:**

No income, income that is non-verifiable or is not recurring

#### **B. Criminal**

**Green:**

Absence of any civil (not counting civil cases considered under credit/rental criteria) or criminal background, with the exception of five or fewer separate traffic violations and/or any 5<sup>th</sup> degree theft convictions, within seven years of the date of application for all members of the anticipated household

**Yellow:**

Presence of any one or more of the following for any member of the anticipated household:

1. Presence of six to ten separate traffic violations within 7 years of the date of application
2. Non-felony conviction of crimes against people or property, including those involving violence, assault or battery, resisting arrest, disturbing the peace, or other crimes involving aggressive or disruptive behavior 7 to 14 years before the date of application
3. Non-felony conviction of crimes involving the manufacture, sale, distribution or possession of controlled substances 7 to 14 years before the date of application
4. Felony convictions (not considered Red) 7 to 14 years before the date of application
5. OWI offenses (including OWI Felony) in the last 7 years

**Red:**

Presence of any one or more of the following for any member of the anticipated household:

1. Any criminal convictions in the last seven years other than and 5<sup>th</sup> degree theft and OWI

2. Presence of eleven or more separate traffic violations within seven years of the date of application
3. Any prior felony conviction for crimes involving possession, manufacture, or distribution of drugs or felony conviction of crimes against people or property, including those involving violence, assault or battery, resisting arrest, disturbing the peace, or other crimes involving aggressive or disruptive behavior (14 year time limit)
4. Non-felony conviction of crimes against people or property, including those involving violence, assault or battery, resisting arrest, disturbing the peace, or other crimes involving aggressive or disruptive behavior within seven years of the date of application, or any charges pending at the time of application
5. More than one non-felony conviction of crimes against people or property, including those involving violence, assault or battery, resisting arrest, disturbing the peace, or other crimes involving aggressive or disruptive behavior that occurred 7 to 14 years before the date of application
6. Any conviction of crimes involving the manufacture, sale, distribution, or possession of controlled substances within the past seven years, any charges pending at the time of application (including deferred charges), or any evidence of current illegal drug-related activity within seven years of the date of application
7. More than one non-felony conviction of crimes involving the manufacture, sale, distribution, or possession of controlled substances that occurred 7 to 14 years before the date of application
8. Conviction of crimes involving solicitation or prostitution (no time limit)
9. Any conviction requiring the applicant to register with the state or national sex offender list (no time limit)
10. Conviction of any terrorism-related offense (no time limit)

### **C. Credit**

#### **Green:**

Established credit history and absence of collections, bankruptcies, judgments, liens, repossessions, and/or past due accounts of any type

#### **Yellow:**

Presence of any one or more of the following:

1. Insufficient Credit
2. Bankruptcy within the seven years before the date of application
3. Any charge-off with disposition date 1-10 years before the date of application
4. Repossession with disposition date 1-10 years before the date of application
5. Money/civil judgment with disposition date 1-10 years before the date of application
6. Unpaid collections with one to four creditors
7. Any collections ranging from \$0-5000.00 (not including medical or student loan collections)
8. Any accounts 30-120 days past due at the time of application

#### **Red:**

Presence of any one or more of the following:

1. Collections with the utility company servicing the property applied for
2. Any pending bankruptcy
3. Charge-off of within one year of the date of application
4. Repossession of any type of property within one year of the date of application
5. Money/civil judgment within one year of the date of application
6. Unpaid collections with five or more creditors
7. Collections in excess of \$5000 (not including medical or student loan collections)
8. Any accounts greater than 120 days past due at the time of application

## D. Rental History

**N/A:** Rental history will not be required if all adult applicants are considered Criminal= Green, Credit= Green, Income= Green AND no negative rental history is found.

### **Green:**

Positive rental or homeownership references for at least one full year occurring immediately prior to the date of application (within 90 days) confirming the following:

1. Absence of late rent or mortgage payments
2. Absence of lease violations or behavior that disrupts other residents' ability to peaceably inhabit the property
3. No damage caused to the unit, no excessive trash left, or additional cleaning charges assessed at the time of move-out
4. Fulfillment of lease and proper notice given at the time of move-out
5. Any outstanding balance owed has been paid in full
6. Homeownership reference can be proven either via:
  - a. Mortgage in good standing showing on applicant's credit report or
  - b. Proof of tenancy at property within 90 days of application date

### **Yellow:**

1. FED filings and/or evictions more than seven years before the date of application (dismissed records are not counted)
2. Lack of rental history or home ownership of at least one year, but with employer or character reference available to establish applicant's ability to perform as a good tenant. Character reference must be an individual known to the applicant on a professional, business, or mentorship level for at least a year – cannot be from a friend or family member.
3. Rental or homeownership references for at least one year prior to the date of application (within 90 days) indicating the following:
  1. Absence of rent or mortgage payments made more than 30 days past due, or where an agreed upon payment plan was made and fulfilled

2. No outstanding past due balance exists, or an outstanding balance where there is an agreed-upon payment plan that is being fulfilled
3. Not more than 2 late rent or mortgage payments in a twelve-month period, none of which led to the termination of the lease
4. Not more than 2 lease violations in a twelve-month period, neither of which may be repeated violations nor violations that led to the termination of the lease
5. Damage caused to the unit, or excessive trash left, or cleaning needed at the time of move-out amounting to a total of \$1-300 owed after security deposit (even if has been paid off).
6. Mutual termination of the lease if not fulfilled, where the landlord would rent to the applicant again

- or -

Positive rental or homeownership references for at least one full year not immediately prior to the date of application (more than 90 days) confirming the following:

- c. Absence of late rent or mortgage payments
- d. Absence of lease violations or behavior that disrupts other residents' ability to peaceably inhabit the property
- e. No damage caused to the unit, no excessive trash left, or additional cleaning charges assessed at the time of move-out
- f. Fulfillment of lease and proper notice given at the time of move-out
- g. Any outstanding balance owed has been paid in full

**Red:**

1. Lack of rental history or home ownership of at least one year; no sufficient employer or character reference to establish stability, ability to perform as a good tenant.
2. Rental or homeownership references within the past seven years indicating any of the following:
  1. Rent or mortgage payments made more than 30 days late, or where a payment plan was not made or fulfilled
  2. Outstanding past-due balance where there is no payment plan or where an agreed-upon payment plan is not being fulfilled
  3. Late rent or mortgage payments resulting in the termination of the lease
  4. More than 2 lease violations in a twelve-month period, or any violation that led to the termination of the lease
  5. Damage caused to the unit, or excessive trash removal or cleaning at the time of move-out resulting in charges of more than \$300.00 owed after security deposit (even if it has been paid off).
  6. Mutual termination of the lease if not fulfilled, where the landlord would not rent to the applicant again

7. FED filings and/or eviction within the past seven years (dismissed records are not counted)

- Applicants under the age of 18, without a legal guardian in the household will be considered an automatic “red”. Emancipated or married minors will not be approved for tenancy
- Any application including a person who has been listed on an application that was denied due to the criminal background of any member of the applying household within the preceding six months will automatically be considered “red” with regard to criminal background
- Applications with Applicants who are “yellow” in three or more categories or “red” in any one category will be declined
- Applications with all Applicants being “green” in all categories, or Applicants who are “yellow” in no more than two categories will be approved