



Leasing Requirements & Qualifications- Tax Credit

NP Dodge Management Company is committed to compliance with fair housing laws. It is our policy to offer apartments to the general public without regard to race, religion, color, national origin, sex, handicap, familial status, age, creed, sexual orientation, gender identity, or any other protected class under federal, state, or local law.

To assist you with your decision on your new apartment home, we are providing a list of guidelines used to qualify residents for tenancy in our communities. Please note that this is our current rental criteria. Nothing contained in these requirements shall constitute a guarantee or representation that all residents and occupants currently residing at the community have met these requirements. There may be residents and occupants that have resided at the community prior to these requirements going into effect. Additionally, our ability to verify whether these requirements have been met is limited to the information we receive from various credit and screening services used.

Identification

All visitors wishing to view an apartment home must present a valid photo ID. A valid form of identification includes:

- U.S. driver's license
- U.S. State-issued non-driver identity card
- U.S. military ID
- Passport
- Visa, issued by US Immigration and Naturalization Services
- Or other U.S. government issued photo identification.

A copy of all applicants' photo IDs will be made and retained at the time an on-line application is submitted or at the time of move-in.

Applications

Tax credit/affordable housing communities utilize the on-line application or initial application to pre-qualify applicants. Thereafter, applicants are required to complete additional paperwork and provide supporting documentation for income and asset verification. Approval is only granted after the income certification is completed and audited by the tax credit compliance department.

If the income certification cannot be completed within fourteen business days from the date of the application; the application may be denied. Tax credit program compliance requires applicant(s) provide all documents required to verify household composition/size, income, and assets. Failure to assist in this process will result in denial.

A rental application must be completed, signed and dated by all household members 18 years of age and older. Any omissions, errors or falsifications may result in denial.

Applicants with no U.S. social security number must provide an appropriate, current form of identification issued by the Department of Homeland Security or U.S. Citizenship and Immigration Services at the time they apply. Alternative forms of identification may include, but are not limited to:

- Arrival/Departure Record, Form I-94
- Permanent Resident Card or Alien Registration Receipt Card, Form I-551
- Employment Authorization Card, Form I-688A
- Temporary Resident Card, I-688
- Employment Authorization Document, Form I-688B or Form I-766
- Reentry Permit, Form I-327
- Refugee Travel Document Form I-571

Applicants must provide written verification of income at the time of application including but not limited to; last two consecutive paycheck stubs, employment letter of intent, financial aid letter of intent, or I-20.

A non-refundable application fee of \$40.00 must be paid for each applicant. All application fees are required to be paid at the time the application is submitted.

Failure to remit the application deposit:

- Nebraska: Applicants have 48 hours to remit the application deposit after notification of Approval or Conditional Approval; failure to do so will result in cancelation of the application.
- Iowa: Applicants have 5 days to remit the application deposit after notification of Approval or Conditional Approval; failure to do so will result in cancelation of the application.

An application deposit may be held by the NP Dodge Management Company subject to approval of the application. In the event the application is denied, a refund of the application deposit shall be submitted to the applicant(s) within 14 days from the date of refusal. Should applicant(s) fail to take occupancy after the rental application is approved, the applicant(s) shall forfeit all claims to the application deposit.

If You Withdraw Before Approval. To the extent permitted by applicable law, if you or any co-applicant withdraws an application or notifies us that you've changed your mind about renting the premises, we'll be entitled to retain all application fees as liquidated damages, and the parties will then have no further obligation to each other.

If You Withdraw After Approval and Payment of the Application Deposit. If you and all co-applicants fail to occupy the premises after the rental application is approved and deposit paid, the Applicant(s) shall forfeit all claims to the deposit, and we may keep the application deposit as liquidated damages.

Approval/Denial Notification. Notification may be in person or by mail, email, portal, or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval.

Refund after Denial. If you or any co-applicant is disapproved OWNER will refund all application deposits within 14 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.

You Fail to Occupy Premises After Approval and Signing Rental Agreement. If you and all co-applicants fail to occupy the premises after approval and signing the lease, we may keep the application deposit as liquidated damages and you will be charged one month's rent as set forth in the Rental Agreement.

Resident Screening

NP Dodge Management Company utilizes AppFolio, a third-party verification agency, to determine rental eligibility and security deposit requirements. Resident screening is conducted in two phases. In the first phase, applicant information is entered into a screening criteria template and compared to each community's predetermined thresholds for income-to-rent ratio, estimated disposable income after debt and rent, credit score, bankruptcies, accounts in good standing, accounts in collections, and landlord-tenant disputes to establish one of the following outcomes: Approval, Conditional Approval, or Denial.

Applicants who receive a screening score that results in a Conditional Approval may be required to pay an additional security deposit, up to one month's rent, and/or may require a guarantor. Guarantors will be held financially responsible for the entire amount due under the lease should the occupying resident(s) default. Therefore, guarantors will be screened in the same manner as applicants and must receive a screening score that would result in Unconditional Approval.

Applicants who receive a screening score that results in a Denial must wait 90 days before reapplying.

NP Dodge Management Company reserves the right to decline any applicant with a record of a previous eviction within the last 7 years, anyone who owes monies to another apartment community or Management Company, anyone who has no verifiable income, anyone who has outstanding utility collections, or has negative resident history at another NP Dodge-managed community.

VAWA- Violence Against Women Act

If your application is denied, you will receive a Notification of Rights (HUD form 5380).

We cannot and will not discriminate due to Victim Status.

- Housing or assistance cannot and will not be denied strictly based on the fact that applicant is or has been a victim of Domestic Violence, Dating Violence, Sexual Assault, or Stalking.

- We cannot and will not deny housing or assistance strictly based on incidents (i.e., previous eviction, arrest, bad credit, etc.) that have resulted from Domestic Violence, Dating Violence, Sexual Assault or stalking.

Criminal Background Screening Policy

In the second phase of the resident screening process, a multi-state criminal background check and sex offender search will be conducted on each applicant.

NP Dodge Management Company is committed to promoting the health, safety and welfare of its residents and employees and to protect the Community from property damage and unfavorable public stigma. NP Dodge Management Company also strives to provide equal housing opportunities to all qualified applicants regardless of their race, color, religion, sex, sexual orientation or gender identity, familial status, national origin, or disability, or any other protected class. For those reasons, this Criminal Background Screening Policy is applicable to all applicants for residency at the Community. The criminal background screening criteria contained in this Policy is narrowly tailored to protect the health, safety and welfare of residents and employees of the Community while minimizing the impact on the protected status of applicants.

I. Disclosure and Verification

All applicants for housing must complete a Rental Application and agree to all of the terms contained in that Application including, but not limited to, inquiries regarding any criminal history. All applicants must authorize the Community and the third-party vendor, AppFolio, to obtain information about them including, but not limited to, any court records and/or criminal history. If an applicant refuses to disclose whether he or she has been convicted of a crime and/or refuses to authorize the Community and/or the third-party vendor to obtain such information, the applicant's Rental Application will be declined.

II. Screening Criteria

A. Record of Arrest

The fact that an applicant has been arrested alone will not result in the automatic rejection of his or her Rental Application. If, however, an applicant has been arrested and charged with a crime that is related to a threat to the health, safety, or welfare of others and/or damage to property and the charges are still pending, the Community will review the facts and circumstances surrounding the alleged conduct in evaluating whether the Rental Application will be rejected. Under those circumstances, the applicant will be given the opportunity to explain and provide information he or she believes mitigates the impact of the arrest.

B. Automatic Exclusion for Record of Conviction of Certain Crimes

An applicant who has been convicted of the illegal manufacture or distribution of a controlled substance as defined in section 102 of the Controlled Substances Act (12 U.S.C. § 802) or who is subject to a lifetime registration requirement under a state sex offender registration program shall be excluded from housing regardless of when the conviction occurred.

C. Specific Criminal Convictions

The Community will automatically reject the Rental Application of any applicant who has been convicted of a felony within the last 10 years.

The Community may also reject the Rental Application of any applicant who has been convicted in the last 7 years for Property Crime, Violent Crime, Family Relation Crime, Drug Crime, Weapons Crime, Public Justice Crime, Organized Crime, Sex Related Crime, Prostitution, or Fraud Crime.

III. Current Residents

The Community reserves the right to evaluate the circumstances surrounding the arrest of any resident that occurs while he or she is a current resident of the Community. The Community shall terminate the lease of any current resident of the Community who is involved in the possession, manufacture, sale, or delivery of an illegal controlled substance, a felony assault of any nature, or who may be a direct threat to the health and safety of others or a threat to cause substantial property damages to the property of others. The Community will terminate the lease of a resident who is arrested if the circumstances surrounding the arrest led to the conclusion that the resident's presence in the Community adversely affects the health, safety, or welfare of residents and/or employees of the Community and adversely impacts the property or reputation thereof.

Occupancy

The maximum number of residents permitted to dwell in an apartment shall not exceed two (2) persons per bedroom. Studio apartments are considered one-bedroom units and are limited to two (2) persons. Additional considerations may be made when special circumstances exist such as: size or configuration of unit, age of occupants, state and local laws, and other relevant factors.