

## **Resident Selection Criteria** **GEORGIA-9% Family Properties (50%)**

1. All applicants will be reviewed equally for occupancy under the following guidelines. Applicants determined eligible will be selected on a first-come, first-served basis according to the chronological order of the waiting list. First priority being placed on victims of a natural disaster such as flood, earthquake, tornado, or hurricane.
2. Selections will be made from the waiting list maintained for the particular unit size and/or unit type. If the applicant chooses not to accept the unit at that time, the applicant will be notified in writing that their name will be removed from the waiting list. If the applicant chooses to re-apply, their application will be placed in chronological order on the waiting list.
3. The waiting list will contain completed applications and will be updated periodically to determine continued interest and need for an apartment.
4. Applicants who wish to be a resident or co-resident must possess the legal capacity to sign all documents, (unless an accommodation determination for the handicapped to allow guardian signature if otherwise eligible is made), and would have to agree to complete the resident recertification process, enter into a one year lease agreement, pay a security deposit and participate in a unit inspection prior to physical occupancy of the unit.
5. Each prospective applicant will be pre-qualified by a member of management in order to determine if the applicant qualifies to live in a Section 42: Tax Credit Property. A maximum income limit has been set by the county in which the property is located.  
\*Income eligibility is based on current income limits as of the date of move-in.
6. When Set-Asides are designated on the property, the following guidelines apply:
  - a. A specific number of apartments are required to be designated as set-aside units. These units will be designated for residents whose income is at or below the 50% income level.
  - b. All residents of the property who qualify at or below the 50% income level will be placed on the set-aside In-house Waiting List according to date of eligibility. As vacancies occur, the resident at the top of the set-aside In-house Waiting List would be designated as the next set-aside unit. It is not necessary to recertify the resident as qualification is determined at the time of move-in or lease recertification (whichever applies.)
  - c. Upon recertification, a resident's status is reviewed and placement on the set-aside In-House Waiting List will be adjusted accordingly.
  - d. A list of the current 50% set-aside units must be kept in order to monitor the set-aside. The number of apartments that have been set aside for each property can NEVER be varied. Any variance will result in non-compliance and the loss of tax credits.
7. Each prospective applicant will be put through an extensive screening process that is achieved through a private "fee" company. Each applicant will pay a determined non-refundable "fee" directly to the private company, in which Fairway Management has no rights to or control over. The screening company will investigate each applicant's past rental history, credit history and criminal background. This process is achieved within 72 hours and a final determination is made based on the information provided. Questions about the information will be directed to the screening company upon request.
8. Should no one apply who would benefit from special unit features, another applicant selected based on income level and occupancy policy, could occupy this unit with a written lease agreement to transfer to a different unit at the end of the lease should an applicant exist on the waiting list for the special unit. If a suitable unit is not available, the lease will not be renewed.

9. Applications that do not meet Resident Selection Criteria will be notified in writing within five (5) business days.

10. Applicants may be rejected for the following reasons:

- a. Fails to meet the age requirements to legally sign documents
- b. Family size exceeds the standard set for a certain bedroom size.
- c. Household income exceeds the income level set by the county.
- d. Fails to be able to demonstrate ability to afford and pay the base rent.
- e. A history of unjustified and chronic non-payment of rent and/or other financial obligations.
- f. Inconsistent employment history.
- g. Failure to obtain information to complete the application or verifications.
- h. Current use of illegal drugs or a conviction for drug use, manufacture, sale, distribution, misdemeanor possession, crime involving violence or any felony.
- i. Applicants found to have provided false answers on the application or at the interview.
- j. Full time student status unless the following criteria are met:
  - i. A member of the household is receiving assistance under Title IV of the Social Security Act (TANF).
  - ii. A member of this household is enrolled in a job-training program receiving assistance under the Job Training Partnership Act (JTPA)/1998 Workforce Investment Act **or** under other similar Federal, State or Local government agency funded programs.
  - iii. A student member of this household has previously received foster care and placement assistance by the State agency plan under Title IV, part B or E of the Social Security Act.
  - iv. The entire household is composed of a Head of Household who is a single parent with minor children; the parent is not a dependent and the minor child(ren) are not listed as dependents (as defined in IRC Section 152) on any other third party tax return, other than a parent of the minor child(ren) in the household.
  - v. The entire household is composed of individuals who are married that are eligible to file or file a joint tax return.
- k. Household member is a registered sex offender or charged with related offense.
- l. Financial History:
  - i. Credit History:
    1. All applicants should have **50% or higher overall positive credit** **OR** have no credit history (this does NOT mean 0% credit due to negative accounts; it means no record of credit.) For prior bankruptcy, must have at least 50% positive credit for the past 2 years.
    2. NO outstanding utility bills i.e. electricity, gas. Proof of payment on outstanding balances must be provided. Documents must be copied and in the file.
    3. Medical accounts posted as negative are not to be counted when calculating credit.
    4. Any negative account can be eliminated as a negative by providing a paid receipt or by presenting a bankruptcy document verifying that the account has been satisfied. Documents must be copied and in the file.
    5. Foreclosure on a mortgage and repossession of an automobile or mobile home should be considered as accounts satisfied. Documents must be copied and in the file.
  - ii. Income Requirements:
    1. Income should be 3x (or higher) the amount of the resident's portion of the rent.

**REJECTION OF APPLICANTS ON AN ARBITRARY BASIS IS PROHIBITED.**

Examples of such arbitrary rejections are: Race, religion, sex, disability, familial status, national origin, elderly, marital status, moral issues, political views, class member ship, or organizational membership.

**NOTE:** Exceptions are in those properties (or portions of properties) designated for elderly and/or disabled where occupancy by non-elderly or non-disabled can be prohibited.

11. Selection of unit by apartment size shall determine the number of persons eligible to occupy each unit by the following standards, which comply with Georgia State Law:

- a. 1 bedroom = 1-2 persons
- b. 2 bedroom = 1-4 persons
- c. 3 bedroom = 2-6 persons
- d. 4 bedroom = 3-8 persons

NOTE: In determining the appropriate bedroom size, count all members of the household, foster children and resident assistants. DO consider an unborn child as a household member for the purpose of determining household size, with the appropriate verification.

**\*These guidelines are subject to change should extenuating circumstances prevail. Approval MUST be given by Fairway Management before moving residents into a different size unit than eligible to occupy.**

12. Only the persons listed on the lease and attached information are eligible to live in the unit. A resident is not allowed to move in an additional person without prior consent of management. Doing so may result in over-qualification and termination of lease.

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I have read and understand the above and wish to have my application processed for residency. I grant permission for any employee of the apartment community to assist me in completing my application and any verification forms I must complete to assist in the processing of my application.

**I HEREBY ACKNOWLEDGE RECEIPT OF THIS NOTICE OF SECTION 42 RESIDENT SELECTION CRITERIA (3 pages)**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

We encourage and support the nation's affirmative housing program in which there are no barriers to obtaining housing because of race, color, religion, sex, national origin, disability or familial status.

