



RESIDENT SELECTION CRITERIA

INTRODUCTION: Residents are to be impartially selected in accordance with applicable Federal and State laws. METROPlains reserves the right to deny anyone that may jeopardize the future stability of the property. To be eligible for occupancy, applicants must meet the following selection criteria:

- A. **Appropriate Family Size** - The household size must be appropriate for the unit available (See Appendix).
- B. **Legal age** - You must be 18 years or older if applying for occupancy as head of household or co-head of household.
- C. **Income** - The household income must fall within the established income guidelines (See Appendix).
- D. **Criminal History** - Only conviction history will be considered for denial; arrest history will not be considered.
 1. Conviction of felony crimes for the following offenses will result in a lifelong denial:
 - a. Murder, attempted murder, or manslaughter
 - b. Kidnapping or false imprisonment
 - c. Any felony involving great bodily injury with or without use of a firearm
 - d. Arson resulting in great bodily injury
 - e. Felony possession, use, or distribution of child pornography
 - f. Felony Sexual offenses of any kind
 2. A felony conviction within seven (7) years of the date of application will result in denial.
 3. A felony conviction relating to possession of illegal drugs and/or drug paraphernalia within five (5) years of the date of application will result in denial. No exceptions.
 4. A gross misdemeanor conviction within five (5) years from the date of application will result in denial. Gross misdemeanor convictions involving operation of a motor vehicle will not result in denial.
 5. Incarceration (more than 12 consecutive months) will result in denial for 3 years from date of release.
 6. Misdemeanors or petty crimes will result in denial if there are two or more within three years. Misdemeanor or petty crimes involving operation of a motor vehicle will not result in denial.
 7. In the case of domestic violence, dating violence, sexual assault, or stalking conviction where the applicant is a victim, it is the only reason for denial of applicant, and it is a covered housing program, determination of tenancy or occupancy will be made on a case-by-case basis according to the Violence Against Women Act.



- D. Good Rental History** – For three years from the date of application, applicant shall have good rental history. Good rental history includes but is not limited to: honoring the obligations of your lease, making payments on time, no lease or rule violations, no record or pattern of disruptive behavior, no record of destruction of property or poor housekeeping habits. Negative rental history will result in denial.

If the rental history reveals a balance owing on a property that MetroPlains currently manages, either the balance must be paid in full or the applicant will be denied. There is no time limit in this circumstance. MetroPlains will not rent if money is owed to current clients of MetroPlains.

Evictions filed within one year, or two within five years, from date of application will result in denial of rental application. If the eviction is filed in connection with a foreclosure of the primary residence, it will not result in denial.

- F. Credit History** – Credit history that indicates an applicant would be unable to pay rent or other expenses related to occupancy of the rental unit will result in denial. The following criteria will be applied on an individual basis, and is limited to the 12 month period preceding the application date.

1. A negative credit item is defined as a collection, judgement, repossession, bad debt, or a late account over 90-days past due, based upon the most recent credit reporting date.
2. At least five negative credit items or \$5,000.00 within the previous 12 months will result in a denial.
3. Any money owed to a previous landlord or an essential utility company within three (3) years of the date of application (except within the managed portfolio of MetroPlains), will result in denial. An essential utility is defined as gas, electric, water/sewer. If the resident pays the debt in full, they will not be denied on this basis; however, payment plans will not be accepted.

Exceptions: Bankruptcy filings, which have been discharged, past due medical bills, student loans, or a foreclosure of your primary residence will not be considered a negative credit item.

- G. No Demonstration of Negative Behavior** - If applicant exhibits any of the following, Management has the right to deny their application for housing: display of uncooperative, abusive or belligerent attitude towards Management and/or members of an interviewing committee during the application process; providing information on application or in interview which is false, misrepresented, incomplete or non-verifiable.

- H. Student Status** – A household that is comprised of only full-time students will not be eligible for occupancy. Exceptions to this rule are as follows:

- a) Students are married and entitled to file a joint tax return;
- b) At least one (1) student is a single parent with child(ren) and this parent is not a dependent of someone else, and the child(ren) is/are not dependent(s) of someone other than a parent;

- c) At least one student is receiving Temporary Assistance for Needy Families (TANF) (formerly known as Aid to or in Minnesota, the Minnesota Family Investment Program (MFIP)); or
- d) At least one student participates in a program receiving assistance under the Job Training Partnership Act (JTPA), Workforce Investment Act or under other similar federal, state or local laws.
- e) At least one student of the household was, within five (5) years of the effective date of the initial income certification, in foster care.

I. State and Federal Laws - Applicants shall meet the eligibility requirements imposed by applicable State and Federal laws and any regulations or requirements promulgated there under.

J. Denial of Application: In the event any application is not approved, the applicant shall be notified, in writing, by first class mail as to the reasons for non-selection and whom to contact for additional information.

K. VAWA: No applicant may be denied tenancy solely on the basis of criminal activity directly related to domestic violence, dating violence, sexual assault, or stalking if the applicant otherwise qualifies for admission or occupancy and it is a covered housing program.

L. Holding a Unit: Upon submission of the application for occupancy, applicant must pay the necessary holding fee. Any holding fee paid at this time will be applied to the security deposit when the applicant occupies the unit. Unless the holding fee is paid, there is no guarantee of rental and Management will continue to process other applications for the unit. If the applicant fails to occupy the unit upon approval of the application, the holding fee will be forfeited. Prior to move-in, the security deposit and first months' rent must be paid in full.

M. Verification: Information provided on your application will be verified. For required verification purposes, applicants must sign a written authorization and release of information. Applications are not considered complete until all required verifications have been obtained.

Signature	Date
Signature	Date
Signature	Date

APPENDIX
Tax Credit- Birchwood Estates

INTRODUCTION: Birchwood Estates, Grafton, is a multi-family housing community consisting of 17 LIHTC units.

I. MINIMUM INCOME GUIDELINES:

- If a resident receives tenant based, monthly rental subsidy, there will be no minimum income requirements.
- It will be sufficient minimum income if a resident has cash assets equal to at least six months of rent.
- 30% rental units must have a minimum income equal to (2) times the monthly rent.
- All other rental units must have a minimum income equal to 2.5 times the monthly rent.

II. DEFINITION OF GROSS ANNUAL INCOME:

Annual income is the gross amount of income anticipated to be received by the family during the twelve months following the effective date of occupancy.

Income guidelines for Walsh County, effective 4.18.2022:

	30% Income	50% Income
1 Person	\$20,100	\$33,500
2 People	\$22,980	\$38,300
3 People	\$25,860	\$43,100
4 People	\$28,710	\$47,850
5 People	\$31,020	\$51,700
6 People	\$33,330	\$55,550

III. UNIT SIZE

<u>Number of Bedrooms</u>	<u>Minimum</u>	<u>Maximum Persons</u>
1 Bedroom	1	2
2 Bedroom	1	4
3 Bedroom	1	6

IV. APPLICANT SCREENING

Each applicant for occupancy will be screened through the following consumer credit reporting agency:

Rent Grow, Inc. dba Yardi Resident Screening

For a free copy of your report: www.rentgrow.com

Questions about your report: 1-800-736-8476 x 2