



## **RESIDENT SELECTION CRITERIA**

### **Hilltop Cottages – TC/MKT**

**INTRODUCTION:** Thank you for choosing MetroPlains Management (MML) for your housing needs. MML is committed to providing, managing, and promoting quality affordable housing to diverse communities in diverse locations. Residents will be impartially selected based upon the criteria specified below. Property specific information will be found in the attached Appendix.

- A. Appropriate Family Size** – It is important that housing units are maximized to ensure that as many individuals as possible are housed. Therefore, the household size must be appropriate for the available unit – at least one person per bedroom and in most cases not more than two people per bedroom - See Appendix attached.
- 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 guidelines under the Section 42 tax credit program or other Federal or State program requirements. (See Appendix).
- D. Applicant Must Demonstrate Good Rental History** – We understand that life happens, so we are looking for “good” rental history, not “perfect” rental history. The lookback period is three years prior to the date of application. Good rental history includes, for example, honoring the obligations of prior leases, honoring the rules of the community, engaging in a pattern of respectful conduct toward other community members, and leaving the community in the same condition as it was when it was initially rented.

Evictions filed within one year from the date of applications and resulting in a judgment, or two evictions within the preceding three years from the application date resulting in a judgment for possession will be cause for denial of rental application. If the eviction is filed in connection with a foreclosure of the primary residence, it will not result in denial. Court filings that were dismissed or settled will not be considered.

- E. Credit History** – An applicant’s past financial performance in the form of credit history will be used to determine their likelihood of rental success. The following criteria will be applied on an individual basis and is limited to debts incurred within the 12-month period preceding the application.

At least five negative credit items or negative credit items totaling \$5,000.00 or more within one year of the application may result in a denial. A negative credit item is defined as a charge-off, bad debt, collections, or a “current” late account over 90-days past due.



Court actions for collections resulting in judgements, either pending or levied, may result in denial if the cumulative total, including negative credit items, exceeds \$5,000.00. This is limited to judgement debts entered during the preceding 12-month lookback period.

Balance owed to a previous landlord within three (3) years from the application (except within the managed portfolio of MetroPlains), may result in denial. The balance must be paid in full to be considered for housing. Payment plans will not be considered.

Head of household must be able to have utilities in their name.

**POLICY:** If a balance is owing to a community that MetroPlains currently manages, the balance must be paid in full prior to lease approval. There is no time limit in this circumstance. MetroPlains will not approve a rental application if money is owed to current clients of MetroPlains'.

**EXCEPTIONS:** Discharged bankruptcy proceedings, and the debts that have been discharged thereunder, past due medical bills, student loans, child support, or a foreclosure of your primary residence will not be considered a negative credit item.

**F. Criminal History** - Only conviction history will be considered for denial; arrest history will not be considered.

- 1) Conviction of crimes for the following offenses or conspiracy to commit the following offences would result in denial if the conviction occurred within the lookback period of ten years from the date of application, unless there is a life-time sex offender registration requirement:
  - a. First, degree assault;
  - b. First Degree arson;
  - c. Aggravated robbery;
  - d. First degree murder;
  - e. Second degree murder;
  - f. Third degree murder;
  - g. First degree manslaughter;
  - h. Kidnapping any level;
  - i. First degree criminal sexual conduct.
  - j. Felony possession, use, or distribution of child pornography.
- 2) Other felony convictions may result in denial if the conviction occurred within the 7-year lookback period from the date of application.
- 3) Convictions for illegal manufacture or distribution of a controlled substance as defined by Section 102 of the Controlled Substance Act (21 U.S.C. 802) will result in denial if the conviction occurred within the five (5) year lookback period. Convictions for possession of marijuana will not be considered.

- 4) Gross misdemeanor convictions may result in denial if the conviction occurred within the lookback period of three (3) years from the date of application. (Convictions involving operation of a motor vehicle will not be considered).
- 5) Incarceration (more than 12 consecutive months) may result in denial for 1 year from the date of release.
- 6) Misdemeanors may result in denial if there are two or more within the lookback period of three years from the date of application. Misdemeanors involving operation of a motor vehicle will not result in denial.
- 7) In the case of domestic violence, dating violence, sexual assault, or stalking convictions, where the applicant is a victim, 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.

**Excluded from Consideration are:** records of completion of diversion or deferral of judgement programs, stays of adjudication; continuances, dismissals, convictions for crimes that are now legal in the state, convictions for possession of marijuana, and juvenile records.

**F. Student Status** – A household that is comprised of only full-time students will not be eligible for occupancy unless:

- 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.

**G. Behavior and Conduct** - If applicant exhibits any of the following, Management has the right to deny their application for housing: display of uncooperative or harassing behavior, clearly under the influence of drugs or alcohol, abusive or belligerent, attitude towards Management and/or members of an interviewing committee during the application process, providing information on application, or in an interview, which is false, misrepresented, incomplete, or non-verifiable.

**H. Governmental Programs** - Applicants shall meet the eligibility requirements imposed by applicable governmental programs. See appendix for program requirements.

**I. Denial of Application**: In the event an application is not approved, the applicant shall be notified, within 14 days, in writing, by first class mail, or by the means listed in their application, as to the reasons for non-selection and whom to contact for additional information.

**J. Appeal or Review**: Applicant may wish to appeal a denial. The appeal period is 10 days from the date the denial was sent. Applicant must show that the reported history is false or there were extenuating circumstances such as serious illness or loss of job. A senior member of management who was not involved in the initial denial will hear the appeal. The unit will not be held during the appeal process.

**K. VAWA (Violence Against Women Act)**: Applicant, who is a victim of domestic violence, may not 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.

**L. 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.

**M. Reasonable Accommodation**: If applicant requires a unit with special features or a modification that would allow them to use and enjoy the housing, please advise management of the need for accommodation at any time during the leasing process or while you are a current resident.

---

Signature

---

Date

---

Signature

---

Date

---

Signature

---

Date

**APPENDIX**  
**TC/MKT - Hilltop Cottages - Pine City**

INTRODUCTION: Hilltop Cottages, Pine City, is a townhome community consisting of 35 units of LIHTC housing with eight of the 35 units serving High Priority Homeless (HPH) and persons with disabilities (PWD).

**I. MINIMUM INCOME GUIDELINES:**

- 50% and 60% rental units must have a minimum income equal to two times the monthly rent.
- It will be sufficient minimum income if a resident has cash assets equal to at least six months of 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 effective 4.01.21:

| <b>Family Size</b> | <b>40% Income</b> | <b>50% Income</b> | <b>60% Income</b> |
|--------------------|-------------------|-------------------|-------------------|
| 1 Person           | \$20,880          | \$26,100          | \$31,320          |
| 2 People           | \$23,840          | \$29,800          | \$35,760          |
| 3 People           | \$26,840          | \$33,550          | \$40,260          |
| 4 People           | \$29,800          | \$37,250          | \$44,700          |
| 5 People           | \$32,200          | \$40,250          | \$48,300          |
| 6 People           | \$34,600          | \$43,250          | \$51,900          |

**III. UNIT SIZE**

| <u>Number of Bedrooms</u> | <u>Minimum</u> | <u>Maximum Persons</u> |
|---------------------------|----------------|------------------------|
| 1 Bedroom                 | 1              | 2                      |
| 2 Bedroom                 | 2              | 4                      |
| 3 Bedroom                 | 3              | 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.yardi.com/yrs](http://www.yardi.com/yrs)  
Questions about your report: 1-800-736-8476 x 2