



## RESIDENT SELECTION CRITERIA (LTH)(HPH)(PWD)

**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. For an outline of our procedures and management policies, a Tenant Selection Plan can be provided upon request. Residents will be impartially selected based upon the criteria specified below. Mitigating circumstances will be considered for screening criteria during the application process and appeal. 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 attached 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 guidelines under the Section 42 tax credit program and/or other federal or state program requirements. Income to rent ratio will not be considered for supportive housing applicants or similar. (See Appendix).
- D. **Preferences** – Property-specific information regarding preferences will be found in the introduction of the attached Appendix.
- E. **Rental History** – Applicant will be denied if rental history shows a record of disruptive or violent behavior or shows a record of destruction of property. Evictions will not be considered.
- F. **Credit History** – A credit check is part of our screening process. An applicant’s past negative credit history and current credit score will not be the sole basis for denial.
- G. **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);  
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 5 years of the effective date of the initial income certification, in foster care.

Additionally for HOME

- a. Is 24 years old or older
- b. A United States military veteran
- c. Married
- d. A dependent child living with a student
- e. Is a person with disabilities receiving Section 8 assistance as of November 30, 2005
- f. The student or the student's parents (individually or jointly) are eligible to receive Section 8 assistance
- g. If the student is able to prove independence from parents who are not eligible for Section 8 assistance

**H. Homeless Status** – Households, which include individuals, families with children, or youth are prioritized for Permanent Supportive Housing (PSH) through the Coordinated Entry (CE) system if applicable. Referrals for supportive housing units must come through the CE system if applicable and must be certified as HPH.

HPH includes: 1) Households experiencing long-term homelessness (LTH), 2) Households at significant risk of LTH, or 3) Households prioritized for PSH through the CE system.

LTH is currently defined as “Households Experiencing Long-Term Homelessness,” which means persons, including individuals, youth, and families with children,

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

- 1) A lifetime sex offender registration requirement under a state sex offender registration program will result in denial.
- 2) Felony convictions may result in denial if the conviction occurred within 7 years from the date of application.
- 3) Convictions for illegal drugs, or a controlled substance as defined by Section 102 of the Controlled Substance Act (21 U.S.C. 802) will result in denial if the felony conviction occurred within the 5-year lookback period. (Convictions for possession of marijuana will not be considered).
- 4) Misdemeanor convictions may result in denial for offenses relating to arson, assault and battery, crimes against children, destruction of property, robbery, kidnapping or false imprisonment and sex crimes against a person or child if the conviction occurred within the 2-year lookback period from the date of application. (Convictions involving the operating of a motor vehicle will not be considered).

- 5) Applicant, who was a *victim* of 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 application otherwise qualifies for admission or occupancy.

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

**J. 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);  
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 5 years of the effective date of the initial income certification, in foster care

**K. 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, 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.

**L. Government Programs** - Applicants shall meet the eligibility requirements imposed by applicable governmental programs. See Appendix for program requirements.

**M. 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.

**N. Appeal or Review**: Applicants may wish to appeal a denial. The appeal period will be 10 days from the date the denial was sent. During the appeals process the Applicant will be able to present any information they feel necessary to support the reversal of the denial. A senior member of management who was not involved in the initial denial will review the appeal. The unit will not be held during the appeal process.

**O. VAWA (Violence Against Women Act):** 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 according to the Violence Against Women Act.

**P. 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

**Q. 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. Additional information can be found in the Tenant Selection Plan upon request.

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Signature

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Date

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Signature

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Date

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Signature

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Date

**APPENDIX**  
**LTH- Normandy Townhomes - Cambridge**

**INTRODUCTION:** Normandy Townhomes in Cambridge MN is a multi-family housing community consisting of 30 LIHTC apartments, with six of the 30 units serving Long Term Homeless.

I. MINIMUM INCOME GUIDELINES:

- If a resident receives tenant based, monthly rental subsidy, there will be no minimum income requirements.

II. DEFINITION OF GROSS ANNUAL INCOME:

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

Income guidelines for Isanti County, effective 4.1.2024:

<b>30% Income</b>	
1 Person	\$26,100
2 People	\$29,820
3 People	\$33,540
4 People	\$37,260
5 People	\$40,260
6 People	\$43,230

III. UNIT SIZE

<u>Number of Bedrooms</u>	<u>Minimum</u>	<u>Maximum Persons</u>
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](http://www.rentgrow.com)

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