RESIDENT SELECTION CRITERIA
(RD)

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. Mitigating circumstances will be considered for screening criteria and appeal. To be eligible for occupancy, applicants must meet the following selection criteria: For an outline of our procedures and management policies, a Tenant Selection Plan can be provided upon request.

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. No exceptions.

C. Citizenship: Assistance in subsidized housing is restricted to U.S. citizens or nationals and non-citizens who have eligible immigration status as determined by RD.

D. Income: The household income must fall within the established income guidelines (See Appendix).

E. 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) Conviction of crimes for the following offenses or conspiracy to commit the following offenses would result in denial if the felony conviction occurred within the 10-year lookback period of from the date of application.

    a) Assault or offenses relating to assault with intent to commit crimes or infliction of physical injury or bodily harm.
    b) Arson or offenses relating to the willful or malicious burning or attempting to burn property.
    c) Robbery or offenses relating to theft by use of force or violence.
    d) Homicide-related offenses with malice.
    e) Kidnapping or false imprisonment any level.
    f) Sex crimes against a person or child.
    g) Felony possession use, or distribution of child pornography.
    h) Offenses relating to the production or manufacture of methamphetamine.

3) Other felony convictions may result in denial if the conviction occurred within a 7-year lookback period from the date of application.

4) Convictions relating to 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).

5) 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 of any kind if the conviction occurred within the 3-year lookback period from the date of application.

6) Other misdemeanor convictions may result in denial if there are 2 or more within the 3-year lookback period from the date of application. (Misdemeanors involving operation of a motor vehicle will not result in denial).

7) Incarceration (more than 12 consecutive months) may result in denial for 1-year from the date of release.

8) 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 application otherwise qualifies for admission of 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.

F. **Good Rental History**: The lookback period is 3 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 when it was originally rented.

Evictions filed within 3 years from the date of application will result in denial of the rental application. If the eviction is filed in connection with a foreclosure of the primary residence, it will not result in denial.

G. **Credit History**: An applicant's past financial performance in the form of credit history will be used to determine their likelihood of rental success. Our criteria will be applied on an individual basis and within the 3-year period preceding the application and is not based solely on a 3-digit credit score. Collections, judgments, charge-offs, account balances, late payments, and rental/utility debt are evaluated to determine your credit risk.

Balances owed to a previous landlord or essential utility company (gas, electric) within 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.

Residents in the household must be able to have utilities in their name.

POLICY: If a balance is owed to a community the MetroPlains currently manages, the balance must be paid in full prior to the 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, or a foreclosure of your primary residence will be considered a negative credit item.

H. **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.

I. **Student Status (for properties with Tax Credits):** A household that is comprised of only full-time students will not be eligible for occupancy. Exceptions to this rule are as follows:

1. At least one student is married and entitled to file a joint tax return;

2. 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;

3. 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

4. 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.

5. At least one student of the household was, within 5 years of the effective date of the initial income certification, in foster care.

J. **Student Status (for properties with*out* Tax Credits)**: The following are eligibility restrictions of students for assisted housing under Section 327(s) of the U.S. Housing Act of 1937. Assistance shall not be provided to any individual enrolled as a student at an institution of higher education who is under the age of 24;

1. is not a veteran of the United States military;

2. is unmarried;

3. does not have a dependent child;

4. is not a person with disabilities, as such term is defined in section 3(b) (3)E of the United States Housing Act of 1937 (42 U.S.C.1437 a(b)(3)(E) and was not receiving assistance under such Section 8 as of November 30, 2005; and

5. is not otherwise individually eligible, or has parents who, individually or jointly, are not eligible on the basis of income to receive Section 8 assistance;

6. has established a household separate and distinct from parents or legal guardians.

K. 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.

L. 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.

M. VAWA (Violence Against Women Act): In the case of domestic violence, dating violence, sexual assault or stalking where the applicant is a *victim* and it's a covered housing program determination of tenancy will be made according to the Violence Against Women Act.

N. 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 applicant fails to occupy unit upon approval of the application, the holding fee will be forfeited. Prior to move-in, the security deposit and first month's rent must be paid in full.

O. 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.

P. Application requirements: Minimum lease term is 12 months. Applications completed in full and properly signed will be accepted according to unit size and type in chronological order. Families that include persons with disabilities will be given preference for units with special accessibility features. If a unit that fits the applicant's needs is not available, their name will be placed on the waiting list (maintained in the same order), after preliminary eligibility determination. If a very low-income applicant is needed to achieve targeting requirements, and the next applicant has income above the very low-income limit, that applicant must be placed on the waiting list until the property is ready to house an applicant with income above the very low-income limit.

Q. Pets: If the property accepts pets, applicants with pets must complete a Pet Addendum and Agreement. Any pet that is listed as prohibited on the Agreement will not be approved.

R. 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.

_____ _____

Signature Date

_____ _____

Signature Date

_____ _____

Signature Date

APPENDIX
RD/Tax Credit – School View Square

INTRODUCTION: School View Square in Big Lake is a multi-family housing community consisting of 50 units of one, two, and three-bedroom RD/LIHTC apartments and townhomes, with 14 of the 50 units designated as Federal Elderly Housing, which is defined as persons 62 years of age and over, or disabled or handicapped.

I. INCOME GUIDELINES:

Maximum Income guidelines for Sherburne County, effective 5.1.2026:

Family Size	60% Income
1 Person	$55,620
2 Person	$63,600
3 Person	$71,520
4 Person	$79,440
5 Person	$85,800
6 Person	$92,160

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.

III. UNIT SIZE:

Number of Bedrooms	Minimum	Maximum Persons
1 Bedroom	1	2
2 Bedrooms	2	4
3 Bedrooms	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.rentgrow.com
Questions about your report: 1-800-736-8476 x 2