



RESIDENT SELECTION CRITERIA

Thank you for applying to live at our community. These criteria explain the process we use to select our residents. Professional Building Lofts/The Alexander Company, Inc. is an Equal Housing Opportunity provider and our policy is to treat all residents and visitors fairly and consistently without regard to race, color, religion, sex, national origin, disability or familial status. This community and its employees comply with the provisions of Title VIII of the Civil Rights Act of 1968, the Fair Housing Amendments Act of 1988 ("Fair Housing Act") and, to the extent applicable, the Americans with Disabilities Act. Furthermore, this community complies with the state and local fair housing regulations of the jurisdictions in which it is located.

BASIC ELIGIBILITY REQUIREMENTS

- Valid photo identification for all residents over the age of 18.
- A valid Social Security number for all household members. If a Social Security card is not available, the community will accept a letter from the Social Security Administration stating that a new card has been applied for.
- Proof of all income. Total income must be equal to or greater than 1 ½ times the rent. Rental assistance is allowed and considered as part of this requirement.
- Several apartments in this community have income restrictions. Please see posted limits for additional information.

THE APPLICATION PROCESS

Prospective tenants must submit one application and a non-refundable application fee per applicant over the age of 18. A holding deposit of \$250 is required to hold an apartment. Once the application is approved and the available apartment is accepted, the holding deposit will be applied to the security deposit. If an applicant is denied, applicant will receive an email or letter stating the reasons for the denial including the return of the holding deposit. If applicant cancels the application more than three (3) days after receipt, the holding deposit will be forfeited. Falsification of any information on the application is basis for automatic denial.

The Waiting List: If a unit is not available, interested parties may join the waiting list. Applications will be processed in the order received with application fee. Applicants will be contacted when a unit becomes available. Failure to respond to attempted contacts will result in removal from the waiting list.

Credit Screening: A report will be obtained through a commercial credit-reporting agency. If the applicant has filed bankruptcy and it has not been discharged, the application will automatically be denied. Medical or student related loans or collection status is not a factor for denial.

Rental History: Rental history for the past 2 years must indicate the ability to care for the property without damage and pay rent on time. Previous evictions and/or judgments for rent are grounds for denial. Anyone who has previously rented at a property owned or operated by The Alexander Company or AlexanderRE, LLC and owes money to that property will be denied unless balance is paid in full.

Criminal Record Checks: All applicants and household members over 18 years of age will be screened for criminal history. A history of any of the following by any household member is cause for rejection of an application for housing:

- I. A felony conviction or adjudication other than an acquittal of sex offenses (including but not limited to forcible rape, child molestation, and aggravated sexual battery), arson, crimes involving explosives, and the illegal manufacture of controlled substances or manufacture of illegal drugs.
- II. Within 10 years from the completion of any sentence, probation, or parole for a felony that involved damage to or destruction of property, bodily harm against a person, including but not limited to: murder, homicide, manslaughter, armed robbery, aggravated assault, or any felony of violence that may establish that the applicant constitutes a direct threat to the health or safety of other individuals or to the property.
- III. Within 5 years from the completion of any sentence, probation, or parole for a felony that involved stalking, weapon offenses, burglary, theft, auto theft, buying receiving or possession of stolen property, or sales or trafficking in an illegal drug or controlled substance.
- IV. Within 3 years from the completion of any sentence, probation, or parole for any other felony for a crime involving the illegal personal use of a controlled substance (other than sales, trafficking, or manufacture), prostitution, or forgery.
- V. Within 3 years from the completion of any sentence, probation, or parole for any misdemeanor or ordinance violation for a crime of violence that may establish that the applicant constitutes a direct threat to the health or safety of other individuals or the property.

INCOME AND ASSETS

Below are tables that contain the minimum and maximum income requirements and restrictions for tax credit units.

Rental Rates and Maximum Occupancy Limits

Floor Plan	Maximum Rent 50%-60%	Maximum Rent Home	Maximum Number of Occupants
1BR 1 BA	\$644-\$801	\$713	2
2 BR 1 BA/2 BA	\$751-\$939	\$869	4

*Children under 3 are excluded from occupancy limits

Maximum Income Restrictions by Household Size (Jackson County 2019)

Household Size	50% AMI Program	60% AMI Program
1 person	\$29,200	\$35,040
2 persons	\$33,400	\$40,080
3 persons	\$37,550	\$45,060
4 persons	\$41,700	\$50,040

UNIT TRANSFER POLICIES

All transfer requests must be made and submitted in writing to management. Under these conditions, unit transfer requests will take priority to the waitlist applicants;

1. Reasonable Accommodation Requests
2. Change in Household Composition
3. HUD/Tax Credit Compliance

STUDENT STATUS ELIGIBILITY –LIHTC

Student status must be verified for tax credit units. Certain restrictions may apply.

PRIVACY POLICY

It is the policy to guard the privacy of individuals conferred by the Federal Privacy Act of 1974 and to ensure the protection of such individuals' records maintained. Therefore, neither Professional Building Lofts nor its agents shall disclose any personal information contained in its records to any person or agency unless the individual about whom the information is requested shall give written consent to such disclosure.

The Privacy Policy in no way limits Professional Building Lofts' ability to collect such information as it may need to determine eligibility, compute rent, or determine an applicant's suitability for residency. Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, any information obtained on handicap or disability will be treated in a confidential manner.

