



Resident Selection Criteria

Dominium Management Services, LLC (Management) is fully committed to Equal Housing Opportunity. A non-refundable Application Fee is required for each adult applicant along with a Prelease/Security Deposit or a Letter of Guarantee from a local agency in order to hold an apartment off the market. Unless prohibited by local governing agencies, no application will be processed without first having collected non-refundable Application Fee/s and the Prelease/ Security Deposit/Letter of Guarantee, in the form of a personal check, cashier's check, or money order. Online applicant portal payments may be available for participating communities.

Applicant's Eligibility and Application Requirements: A rental application must be completed and processed for all prospective residents 18 years of age or older. Each applicant must provide a valid state or federal government issued photo identification or a current passport at the point of application for identification purposes. Each member of any given household will need to disclose and document all social security numbers or execute a certification when a social security number has not been assigned. For minor members of the household a parent or guardian will need to execute the certification. Each applicant must provide his or her full legal name, date of birth, and any former legal, or other, names used by applicant. Applications must be completed on Management's application form. The rental application needs to be filled out completely, legibly, and accurately. Management may refuse to process an incomplete application. Any misstatements or omissions made on your application, whether or not discovered before you move into your apartment, is grounds for denial of an application or termination of an existing tenancy.

Management will comply with state and federal fair housing and antidiscrimination laws; including, but not limited to, consideration of reasonable accommodations requested to complete the application process.

According to the Violence Against Women Reauthorization Act, an applicant may not be denied on the basis that the applicant is or has been a victim of domestic violence, if they otherwise qualify.

Student Status: Only applicable if applying to an affordable apartment. Unless they meet an exception, full time student households, where all Household Members have been or will be full time students in any part of 5 calendar months of the current year, are ineligible to live in a Housing Tax Credit apartment. Exceptions to this rule include married and entitled to file a joint tax return, receiving TANF, enrollment in JTPA or similar program, single parent with children not claimed on anyone else's tax return, and/or ever been in foster care.

Standard Lease Terms Eligibility Requirements:

- I. Income** – Applicants are required to disclose all sources of income and, unless prohibited by local governing agencies, need to meet the minimum income requirement of 2.5 times the household's rent, but not to exceed the annual income limits of any governing program. Prospective applicants that hold Section 8 Vouchers or Certificates need to meet the minimum income requirement of 2.5 times the resident portion of rent. Income must be verifiable through the 3rd party source of income whenever possible. In the absence of a 3rd party verification, we may require documents such as six consecutive and most recent paycheck stubs, six consecutive and up to the present months' bank statements, the previous years' tax return, etc. To be counted as household income, amounts must be verifiable, reliable, and predictable.
- II. Housing History** – Applicants must provide current residency information including any out of state residences during the past five years. Housing history must reflect an overall good standing. A lack of housing/rental history alone is not a basis for denial. Roommate or family references are not accepted as a housing reference. Adverse housing history relating to late payments, outstanding balances, or lease noncompliance is a basis for denial.
- III. Credit History** – Each applicant's credit history must reflect an overall good standing. A lack of credit history, as opposed to poor credit, is not a sole basis for denial. A credit risk assessment analysis is used that looks specifically to predict how the applicant will perform as a tenant, and breaks down the applicant's credit record into levels of credit risk rather than a credit score. There are four (4) levels of credit risk (Minor, Moderate, High, and Severe). Credit risk areas may include collections, late payments, bankruptcy, account balances, utility balances, etc. and consider the age and amounts of records. A Severe credit risk is a basis for denial. A High credit risk may be a basis for a conditional acceptance with additional security for Management. .
- IV. Criminal/Public Records History** – Management will screen for criminal/public history. An adverse/criminal public record history may be a basis for denial. Management considers the age and severity of the offense, in light of its impact on the safety of the community, residents, adjoining neighbors, Management staff, the reputation of the property and the reasonable expectations of residents, as well as the property's participation in any crime-free / drug-free program or any rental licensing requirements. Management may also review a criminal/public record history as an indicator of whether or not the applicant is likely to follow the rules and regulations of a rental community.



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V. Exceptions or Approval with Conditions – Exceptions may be considered for applicants that do not have a housing history because they are first time renters, or applicants who are on the borderline for acceptance because of household income and/or credit reasons. Exceptions are based on the discretion of Management and will depend on the overall strength of the balance of the applicant's application and/or the application of any co-tenant and may require the prospective tenant to pay an additional security deposit.

VI. Occupancy Limits – Management limits the number of persons that may live in an apartment as part of Management's efforts to promote clean, quiet, comfortable living and to minimize wear and tear, pressure on parking and use of building facilities. Our occupancy limits are two people per bedroom. Two people are also permitted in any studio apartment.

VII. Business Relationship – The relationship between a landlord and a tenant is a business relationship. A courteous and businesslike attitude is required from both parties. Management reserves the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, under the influence of drugs or alcohol, is argumentative or in general displays an attitude at the time of the apartment showing or application process that causes Management to believe it would not have a positive business relationship. Management may also deny an application, or cancel a lease, if Management receives any other information that causes us to conclude that it would not be a positive business relationship. If a denial is done on this basis, any application or screening fee that is normally nonrefundable may be returned.

Wait List: This property does not utilize a formal wait list mandated by any applicable program state or local laws. The ability to apply and qualify occurs as apartments become available.

Apartment Transfers: Transfers within the community may be permitted when due to a change in household size, or in the event of an approved request for a reasonable accommodation. Other reasons and/or timing of transfer may be subject to market conditions and property operations. To be eligible, residents must be in good standing, fulfill a minimum of six full months of occupancy, and comply with an apartment inspection completed by Management. Turn fees and transfer fees may apply. Additional requirements or conditions may apply including limits that may be in place for lease terminations or transfers by residents that hold a voucher or receive other forms of public or program assistance. Transfers are not permitted from one Dominium Management community to another. Individual properties have different ownership and may have different program requirements.

Preference for accessible apartments: Households will be placed in a respective apartment on a first-come first-serve basis. The exception would be apartments that are designed with features to assist applicants that require an accessible or sensory enhanced apartment. An applicant who requires the accessibility features would receive preference, regardless of application date. There may be occasions where an accessible apartment (handicap or sensory) becomes vacant and there is no household who requires the features. Any household may then be placed into apartment. However, applicants who occupy an apartment with handicap/sensory accessibility features that do not have a household member requiring the features of the apartment may be required to transfer.

Screening Services – Management uses the tenant screening service and/or credit reporting service below:

RentGrow, Inc.
177 Huntington Ave, Suite 1703 #74213
Boston, MA 02155-3153
800-898-1351

If an applicant takes exception with the findings of the eligibility screening, the applicant is responsible for and has the right to contact the reporting agent/agencies. In the event a discrepancy can be cleared, the applicant will be reconsidered on the basis of the new information.

Any denied or ineligible applicant/household that completed the application process will receive a written notification of the decision within seven (7) days of the determination. Adverse Action letters will include the contact information for any reporting agency/agencies that provided the information on which the rejection was based and information on the appeals process.

Management reserves the right to change its Resident Selection Criteria, including any amount of required deposit or additional security, at any time without prior notice, as maybe desired for Management's own business purposes or might be advisable or recommended under applicable law.

