

Mandy Management, LLC
Criminal History Review Policy

Mandy Management, LLC (“Mandy Management”) does not discriminate in the rental of apartments on the basis of race, color, religion, sex, disability, familial status or national origin. In evaluating applicants for tenancy, Mandy Management considers, among other things, the applicant’s financial ability, creditworthiness, housing/rental history, and criminal history. In reviewing tenancy applications, Mandy Management has the right to request an applicant’s criminal conviction history, which will be reviewed in accordance with this Criminal History Review Policy (the “Policy”), to determine the risk the applicant may pose to the safety and well-being of the rental community.

In making decisions regarding tenancy, Mandy Management will only consider convictions (not arrests) from the last five (5) years that indicate that the applicant might be disruptive or dangerous, or that are otherwise related to financial dishonesty or fraud. Notwithstanding the foregoing, any past conviction, even those more than five (5) years from the date of the application, may be considered if such conviction is for a felony that (a) resulted in serious property damage or serious bodily harm, (b) involved sexual violence or sexual assault, (c) involved the use of a deadly weapon, or (d) involved financial dishonesty or financial fraud. Under no circumstance will Mandy Management consider either juvenile or erased convictions as a basis for disqualification.

If Mandy Management determines that an applicant has conviction(s) that it deems to be relevant and a basis for disqualification, per the criteria referenced above, Mandy Management will provide the applicant with (1) the criminal background report upon which Mandy Management is relying, and (2) a letter indicating which conviction(s) on the report might disqualify the applicant from tenancy and the type of information the applicant can provide demonstrating why the conviction(s) should not be a basis for disqualification and where to provide that information.

The Appeal Process: Within five (5) calendar days of receiving the foregoing documents from Mandy Management, an applicant may submit additional information or documents to further support their application, contest any misinformation in the criminal background check, and otherwise challenge a proposed disqualification. An applicant can submit this additional information to Mandy Management via e-mail, regular mail, or by utilizing Mandy Management’s drop box located at 399 Whalley Avenue in New Haven, Connecticut. Mandy Management will issue a written decision to the applicant within ten (10) calendar days of receiving such information or documents from the applicant. If any deadline falls on a weekend, holiday or other non-business day, the deadline shall be the following business day. Mandy

Management's rental decision will be in its sole discretion, provided that the decision is predicated upon relevant criteria in accordance with this Policy.

During this Appeal Process, Mandy Management will be authorized to market and lease the apartment to a ready, willing and qualified tenant. If the apartment is leased to another person during the Appeal Process, Mandy Management will send an approved applicant a list of at least three (3) comparable, currently available apartments. The approved applicant will not be required to go through additional criminal background screening to be considered for those units.

All employees, persons or entities who make decisions regarding tenancy applications on behalf of Mandy Management will be informed of and provided a copy of this Policy. All persons who market any apartments on behalf of Mandy Management will be instructed to direct all applicants to this Policy, which will be made available publicly on Mandy Management's website.

This Policy only pertains to tenancy decisions based on criminal background. Mandy Management reserves its right to deny any tenancy application based on other lawful reasons.

Mandy Management
399 Whalley Ave #103
New Haven, CT 06511
(203) 773-9710

DD Mon YYYY

(Applicant Name)
(Applicant Address 1)

RE: How Your Criminal Record Check May Affect Your Housing Application

Dear (Applicant),

Thank you for applying for a Mandy Management residence. As part of your application, Mandy Management will request and review your criminal record. We ask for these records from all applicants because we want to ensure the safety of our current tenants and therefore must determine if a potential tenant will be disruptive or dangerous to other residents. But we will not deny you housing assistance just because you have a criminal record without giving you a chance to provide additional information about your individual background and circumstances.

In reviewing your criminal record, Mandy will only consider **convictions that occurred within the last five (5) years, which indicate that you could be disruptive or dangerous, or that are otherwise related to financial dishonesty or fraud. Mandy will also consider convictions, regardless of when the conviction occurred, if it was for a felony that (a) resulted in serious property damage or seriously bodily harm, (b) involved sexual violence or sexual assault, (c) involved the use of a deadly weapon, or (d) involved financial dishonesty or fraud.** Mandy Management will not consider arrests that did not lead to conviction, juvenile or erased convictions, or any records that should have been erased under Connecticut's Clean Slate law.

If the criminal background check reveals that you have potentially disqualifying conviction(s), Mandy Management will give you a copy of the criminal record on which we are relying and give you an opportunity to provide additional materials for further review (through our Appeal Process) before we make a final decision on your rental application. You may submit those materials in writing to Mandy Management via e-mail to Office@MandyManagement.com and Seth@MandyManagement.com, or regular mail to 399 Whalley Ave. #103, New Haven, CT 06511, or by utilizing Mandy Management's drop box located at 399 Whalley Avenue in New Haven, Connecticut.

During the Appeal Process, you will have an opportunity to submit documents which demonstrate that you would be a good member of our tenant community, and why you would not be disruptive or dangerous. For example, if your convictions involved substance use, you could share information that shows you no longer use illegal drugs or abuse alcohol, such as a letter from a drug or alcohol treatment program. You can also invite people who know you well, such as friends or family members, to write positive character reference letters. You can also provide

your own letter telling us more about yourself and why your criminal convictions do not prevent you from being a good tenant. If there is anything in the criminal history information that is inaccurate, you can provide documentation to dispute or correct that misinformation, as well.

If you know you have a criminal record that might disqualify you from renting with Mandy Management, you can start preparing for the Appeal Process now by gathering documents about your criminal history, involvement in the community, drug or alcohol treatment, and employment. You might look for documents like letters from a probation officer or case worker, letters from drug or alcohol treatment, letters from employers or people at a place you volunteer, certificates of completion from training programs or education. Additionally, you may wish to seek support from an attorney in preparing your materials. New Haven Legal Assistance Association (NHLAA) offers free legal services to low-income individuals and can be reached by calling 203-946-4811.

We will let you know when we have performed your background check and if there is anything in your record requiring further review. In the meantime, you can check on the status of your application by calling us at (203) 773-9710.

Sincerely,

(SIGNATURE)

(NAME)

(TITLE)

Mandy Management
399 Whalley Ave #103
New Haven, CT 06511

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399 Whalley Ave #103
New Haven, CT 06511
(203) 773-9710

DD Mon YYYY

(Applicant Name)
(Applicant Address 1)

RE: Notice of Opportunity for Further Review
through Criminal Background Check Appeal Process

Dear (Applicant),

Mandy Management has received the results of your criminal background check. A complete copy of your background check with your signed authorization form is attached. **Your application has been flagged for further review due to the following potentially disqualifying criminal conviction(s):**

- [List Charge] [Date of conviction]
- [List Charge] [Date of conviction]

The goal of Mandy Management's criminal history review process is to provide for the safety of our residents, while also providing housing to individuals with criminal convictions who demonstrate they will be good tenants. Accordingly, **we have not made a final decision about your application and would like to give you the opportunity to provide information on why these convictions should not disqualify you from tenancy at a Mandy Management property through our Appeal Process.** If you believe the above conviction information is incorrect, please also notify us immediately.

During the Appeal Process, you have the opportunity to provide us with the context in which the conviction(s) occurred, and any changes in your life since the time of the conviction(s), including your ties to the local community, efforts you have made toward rehabilitation, employment history, and any support networks you have available to you.

We encourage you to submit documents such as letters from a probation officer or case worker, letters from drug or alcohol treatment, letters from employers or people at a place you volunteer, character reference letters from friends and family, certificates of completion from training or educational programs, or paystubs from your job. You may also submit a letter, written by you, telling us more about yourself and why your criminal convictions do not prevent you from being a good tenant.

If you would like to request further review of your application through our Appeal Process, please submit your request for review and supporting documents in writing to

Mandy Management WITHIN FIVE (5) DAYS OF RECEIPT OF THIS NOTICE. This can be done:

- 1. via e-mail at Office@MandyManagement.com and Seth@MandyManagement.com;**
- 2. via regular mail to 399 Whalley Ave., #103, New Haven, CT 06511; or**
- 3. by utilizing Mandy Management's drop box located at 399 Whalley Avenue in New Haven, Connecticut.**

If you are unable to submit through one of the above methods, please call us at (203) 773-9710 to request a reasonable accommodation.

You have the right to be represented by counsel and may wish to seek assistance in preparing your materials. Free legal assistance may be available from New Haven Legal Assistance Association (NHLAA) or other local legal aid providers. NHLAA is located at 205 Orange St., New Haven, CT 06510 and the telephone number is (203) 946-4811.

Mandy Management will have ten (10) days from the date it receives your materials to issue a final decision in writing. If Mandy Management rents the apartment to someone else while your review is pending, but ultimately approves you through the review process, Mandy will promptly send you a list of three (3) available comparable units. You will not be required to go through additional criminal background screening to be considered for those units.

Thank you for your application and cooperation.

Sincerely,

(SIGNATURE)

(NAME)

(TITLE)

Mandy Management
399 Whalley Ave #103
New Haven, CT 06511