

**CITY CLUB APARTMENTS**  
**SCREENING CRITERIA AND REQUIREMENTS OF TENANCY**

City Club Apartments LLC and the community stated above will observe all Federal, State and local laws regarding occupancy and Fair Housing including the Civil Rights Act of 1968; Section 504 of the Rehabilitation Act of 1973; and the Fair Housing Amendment Act of 1988. It is unlawful to discriminate in the rental of a dwelling or in the provision of services and facilities on the basis of race, color, religion, sex, national origin, disability, or familial status. For the purpose of determining eligibility for occupancy, the following criteria will be evaluated for all applicants for housing:

1. **CERTIFICATION OF RESIDENCY** Must certify that the community stated above will be primary residence and supply copy of State Issued Driver's License and/or State ID.
2. **INCOME LIMITS** - The household's annual income may not exceed the applicable income limit set by the City for the appropriate family size.
3. **ASSETS** – Household assets cannot exceed maximum allowed for the affordable program.  
See location specific HUD guidelines for Income / Asset requirements.
4. **HOUSEHOLD/UNIT SIZE LIMITATIONS** - The number of persons in the applicant's family who intend to reside in the unit must be within the limit of two persons per bedroom must not exceed local or state occupancy standards for the type of unit. Household/Unit Size Limitations: Cannot exceed 2 persons per bedroom; example – Studio, Convertibles, and 1-bedroom apartments cannot exceed more than 2 persons.
5. **WILLINGNESS TO PAY RENT, COOPERATION, and TRUTHFULNESS** - Each applicant must fully cooperate in all aspects of the application process. Applicants who fail to cooperate and/or fail to provide complete and truthful information will be denied occupancy.
6. **CREDIT HISTORY** - Eligible applicants must have a satisfactory history of meeting financial obligations including timely payment of rent.  
**RESIDENCE HISTORY** - Persons with a history of disturbing neighbors; destroying property; repeated late payment and/or non-payment of rent; failure to provide adequate supervision of children under the age of 18 years; involvement in illegal activities; permitting persons not on the lease to reside in the unit; or of behavior which could adversely affect the health, safety, or quiet enjoyment of other residents of the project will be denied occupancy. Persons who have previously resided in assisted housing and have a history of failure to cooperate with the recertification process and/or have committed a fraud or misrepresentation of information will be denied occupancy. Persons with a balance owing to a previous landlord for rent, damages or other charges will be denied occupancy unless it can be verified that prior arrangements were made for payment of the balance and that regular payments have been and are being made. Persons who have been evicted from previous housing will be denied occupancy.
7. **CRIMINAL BACKGROUND** - Persons with a history of criminal activity, including but not limited to crimes of violence or threats of violence to another person, damage or threat to real or personal property, unlawful use or possession of firearms, or drug related crimes within the past seven (7) years will not be accepted. Persons with a history of sex crimes will not be accepted.  
**SEX OFFENDER**- Any household member subject to a sex offender registration requirement and/or listed on a state sex offender registry will not be selected.
8. **ABILITY TO ENTER INTO A LEGALLY BINDING CONTRACT** - The Head, Spouse or Co-head of the applicant household must be able to enter into a legally binding contract.
9. **CITIZENSHIP STATUS** -All of applicant's household members must complete Declaration of Section 214 Status Form.
10. **ANNUAL RECERTIFICATION** – Resident must annually certify for eligibility for the Affordable Program. Annual certification process will begin approximately 90 days prior to lease expiration. It is Resident's responsibility to provide all necessary information and to cooperate fully so that management may determine household income. Occupancy is subject to continuing eligibility under the Affordable Program requirements.

Rejected applicants will be notified in writing of the reason for rejection. If rejection is due to poor credit references, the applicant will be given the name of the credit reporting agency which performed the credit check.

This property may maintain a substantial Waiting List. This Waiting List will contain the maximum number of applicants Management believes it will be able to house within a two-year period based upon historical turnover. This is an estimate only, and Management cannot guarantee that housing will be available in this time frame. The Waiting List is organized according to unit size and will be maintained in chronological order based upon the date and time the application is received in the Management Office.

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO NOTIFY MANAGEMENT OF ANY CHANGES IN ADDRESS, TELEPHONE NUMBER, or FAMILY COMPOSITION.** Failure to do so may result in removal from the Waiting list.

**ADMISSION TO THE WAITING LIST DOES NOT GUARANTEE AN APPLICANT'S ELIGIBILITY OR ACCEPTANCE FOR HOUSING.**

If you have any questions regarding these policies, please contact the Management Office. Please understand that it is Management's policy not to release information regarding standing on the Waiting List to any applicant.

I HEREBY ACKNOWLEDGE RECEIPT OF THIS NOTICE OF SCREENING CRITERIA AND REQUIREMENTS OF TENANCY. Applicant Signature:

\_\_\_\_\_  
Applicant Name / Applicant Signature /Date

Signature of Person Accepting Application: \_\_\_\_\_ Date: \_\_\_\_\_

