



schoolhouse

YARDS

Resident Selection Criteria

Thank you for applying to live at our community. These criteria explain the process we use to select our residents. Schoolhouse Yards/The Alexander Company Inc. is an Equal Housing Opportunity provider, and it is our policy 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"), the Violence Against Women Act (VAWA) 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

- This property rents to families.
- 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. This property consists of 100 units. Eleven units are designated for veterans referred by Dane County Veteran's Service Office (CVSO). Tax credit restrictions require that 5 units are rented at 50% of the median income or below and 95 units are rented at 60% of the median income or below. Please see posted limits for additional information.
- This is a non-smoking property.

THE APPLICATION PROCESS

Applications are taken in order received, subject to set-asides outlined above. All applications must be completed in full, dated and signed by the applicant(s). Applications may be submitted on-line, delivered in person, or via mail, fax, or email. Prospective tenants must submit one application and a non-refundable application fee per applicant over the age of 18. Once the application is approved the applicant(s) will be notified via email or letter. Applicants must respond within three business days, failure to respond will result in removal from the application list. Falsification of any information on the application is basis for automatic denial. If the applicant is denied the notification will be sent via letter stating the reasons for the denial. If the denial is based on information received from a third party, contact information for the third party will be provided so the rejected applicant can investigate and challenge the adverse information.

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 within three business days will result in removal from the waiting list.

Credit Screening: A report will be obtained through a commercial credit-reporting agency. The credit report must demonstrate that the applicant has paid financial obligations as agreed. 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. Should the applicant be rejected based on credit, the Landlord will provide the applicant with the name and contact information of the credit reporting agency.

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. Applicants will not be rejected for lack of rental history.

Criminal Record Checks: All applicants and household members over 18 years of age will be screened for criminal history. All applicants shall disclose in their application if any household member(s) have criminal charges pending at the time of application and if so, where and what the pending criminal charges are. 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.

APPEAL PROCESS

Applicants have the right to appeal denials within eight business days of notification. Applicants have the right to request a reasonable accommodation. Management will respond to such requests within ten business days. If a reasonable accommodation request is submitted the unit will be held until the request determination is finalized and communicated in writing to the applicant. In the event a denial of a request for reasonable accommodation the applicant will have eight business days to challenge the decision before the unit can be rented to another qualified applicant.

UNIT TRANSFER POLICIES

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

1. Need for Accessible Unit
2. Reasonable Accommodation Requests
3. Change in Household Composition
4. Medical reason
5. HUD/Tax Credit Compliance
6. Households residing in an accessible unit that do not need the accessibility features.

OCCUPANCY POLICY

Minimum of one person in either 1- or 2- bedroom. No more than 2 persons per bedroom size, with an exception for children under the age of 3.

STUDENT STATUS ELIGIBILITY –LIHTC

Student status must be verified for tax credit units. A household of all full-time students is ineligible for a tax credit unit unless one of the exceptions apply:

- All members are married and entitled to file a joint tax return.
- The household is comprised of a single parent(s) with minor children where neither the parent nor at least one child is claimed as a dependent on someone else's tax return other than the absent parent of the children.
- The household receives Temporary Assistance to Needy Families (TANF).
- The student participates in a program receiving assistance under the Job Training Partnership Act, Workforce Investment Act, or similar federal, state, or local program.
- The student was previously in foster care.

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 Schoolhouse Yards 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 Schoolhouse Yards' 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.

