



LAMAR APARTMENTS

TENANT SELECTION CRITERIA

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EQUAL ACCESS STATEMENT

Lamar Apartments is NOT Handicap assessable. No modifications or accommodations are provided, including handicap parking spaces (except in the case of receiving a letter of reasonable accommodation for a Service/Therapy Animal). This document is kept in the office of Lamar Apartments, 708 Mullen Street, Office B5, Lamar, Colorado 81052. The document may be examined from Monday through Friday between the hours of 8:00 AM to Noon and from 1:00 PM to 4:00 PM Excluding Holidays. You must call, email, or fax, written request to make arrangements to examine this document. Please call 719-336-6877 or 719-688-9746
Email: lamar_apartments@hotmail.com or Fax: 719-336-6879

For any disability (Disclosed or non-disclosed to Lamar Apartments) - We want to ensure equal access to this document and to provide this document in a confidential manner and setting. The individual with disabilities is responsible for providing his/her own transportation to and from the location where this document is kept. The individual with disabilities is responsible for providing his/her own individual interpreter, his/her own personal aide, and his/her own personal assistant.

TENANT SELECTION OVERVIEW

Lamar Apartments provides affordable rental units to families who meet the eligibility requirements. Family includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, the following:

1. A single person, who may be an elderly person, displaced person, disabled person, near elderly person, or any other single person; or,
2. A group of persons residing together, and such group includes, but is not limited to:
 - a. A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);
 - b. An elderly family;
 - c. A near elderly family;
 - d. A disabled family;
 - e. A displaced family; and,
 - f. The remaining member of a tenant family.

Lamar Apartments accepts applications from all eligible persons who meet the Tenant Selection Criteria – Established in this Tenant Selection Plan.

ELIGIBILITY

To be considered eligible, the applicant(s) must meet the following requirements:

1. The family's verified annual income
2. Applicants must disclose and provide verification of the complete and accurate Social Security number (SSNs) assigned to each household member; the family must disclose and provide verification of the

SSN within 90 days of the date of admission; a 90 day extension must be granted if delays are due to circumstances beyond the family's control. During this 90 day period the applicant may, at their

discretion, retain their place on the waiting list. After 90 days, if the applicant is unable to disclose and/or verify the SSNs of all household members, the applicant should be determined ineligible and removed from the waiting list.

3. When adding a new household member to an existing household, the tenant must disclose and provide verification of the SSN of the individual to be added within 90 days of adding the new member. An additional 90 day extension must be granted if delays are due to circumstances beyond the family's control.
4. Prior to receiving tenancy all adults (age 18 and older) in each applicant family must sign and date the application. The signed application is an Authorization for Release of Information to certify that all information given is true and correct to authorize the verification of any or all information provided on the application and to include any or all eligibility documentation provided or used as such.
5. Any verification received will be added to the tenant file.
6. Applicants must agree to pay the rent required by (i.e.) Housing Voucher Rent Rate, Fair Market Rent Rate, or Lamar Apartments Set Rent Rates.
7. Only U.S. Citizens or eligible non-citizens may receive tenancy.

CITIZENSHIP REQUIREMENTS

Housing is restricted to the following:

1. U.S. Citizens or Nationals; and
2. Non Citizens who have eligible immigration status.

All applicants are required to submit evidence of citizenship or eligible immigration status at the time of application. All family members, regardless of age, must declare their citizenship or immigration status.

INCOME LIMITS

The income limit schedule required for this property is the Section 8 Very Low Income limit. Very Low Income is defined as 50% of the median income for the area in which this property is located. The property is also required to rent 40% of the apartments that become available for occupancy each year to families that do not exceed the Section 8 Extremely Low Income limit. Extremely Low income families are defined as families whose incomes do not exceed the higher of: Federal Poverty Level or 30% of Area Median income. Both the Low Income and Extremely Low income limits are adjusted for family size. Exceeding the 80% Low Income limits will amount to the Fair Market Rate Rents.

PREFERENCES FOR TENANT SELECTION

It is Lamar Apartments policy that a preference does not guarantee admission. Every applicant must still meet the property's Tenant Selection Standards before being accepted as a resident. Preference is given to applicants who have been displaced by government action or a Presidential Declared Disaster.

APPLICATION INTAKE

Lamar Apartments will accept preliminary applications for open waiting lists from anyone who wishes to apply. Subsequent review will eliminate applications of families that do not qualify. Applications that are incomplete will not be accepted. As applicants approach the top of the waiting list, they will be contacted to update their signed and dated application and to schedule an application interview. Upon completion of the updated application the application interview shall be conducted. The signed and dated application means applicants/tenants consent to the Release of Information – Verification by Owners of information supplied by individuals who apply for Housing. No decisions to accept or reject applicants shall be made until all verifications have been received.

The following items will be verified to determine eligibility and suitability for admission to the property:

1. Eligibility Information;
2. Citizenship Information;
3. Annual Income;
4. Social Security numbers of all family members;
5. Information used in Resident Screening;
6. All Criteria set forth in the following screening procedures.

SCREENING PROCEDURES

All applicants will be screened according to the criteria set forth in this Tenant Selection Plan and relate to the individual behavior of each applicant household. The screening process will include obtaining and reviewing written comments from prior and present landlords, two personal references, and a criminal background check.

The following factors will be considered in the overall screening process, and failure to meet any or all of these criteria will constitute grounds for rejection of the application:

1. Applicant must demonstrate ability to pay rent on time.
2. Applicant must demonstrate good housing history in terms of housekeeping, rent payment, damages, respect for the rights of others, and all terms of the lease agreement.
3. Applicant must be cooperative in providing needed and accurate information to process the application.
4. Any household containing a member who was evicted in the last 3 years from federally assisted housing for drug-related criminal activity will be denied.

5. Any household member who is currently engaged in illegal use of drugs or for which the Owner has reasonable cause to believe that a member's illegal use of pattern(s) of illegal use of drugs will interfere with the health, safety, and right to peaceful enjoyment of the property by other residence will be denied. Owners of federally assisted housing are required to deny admission to any household with a member who the Owner determines is, at the time of application of admission, illegally using a controlled substance. All forms of marijuana use, including the use of "medical marijuana" are illegal under federal law even if permitted under state law.
6. Any household member's behavior, from abuse of a pattern of abuse of alcohol is determined to potentially interfere with the health, safety, and right to peaceful enjoyment by other residence will be denied.
7. All applicants are subject to a criminal background check. Lamar Apartments is prohibited from admitting:
 - a. Any household member who has been convicted in the past 5 years for felonious crimes (felony) that threatens the health, safety, and/or quiet enjoyment of other tenants and/or the property;
 - b. Any household member who has been convicted in the past 5 years for drug manufacturing and/or distribution;
 - c. Any household member who has been convicted in the past 5 years for prostitution or gang activity;
 - d. Any household member who has been convicted in the past 5 years for actions involving violent physical crime;
 - e. Any household member who has been convicted in the past 5 years for crimes against minors;
 - f. Any household member who has been convicted in the past 5 years for domestic violence; and,
 - g. Any household member who has been required to register as a sex offender.[Tenants will be rescreened for this at every annual recertification.]

If, during the course of processing an application, it becomes evident that an applicant has falsified or otherwise misrepresented any facts about his/her current situations, history, or behavior in a manner that would affect eligibility, applicant selection criteria qualification, allowances or rent, the application will be rejected. This provision will not be applied to minor mistakes that in fact produce no benefit to the applicant.

VIOLENCE AGAINST WOMEN ACT

The Violence Against Women Act (VAWA, P.L.113-4) and the Justice Department Reauthorization Act of 2013 protects housing assistance applicants and residence who have been victimized by domestic violence, dating violence, sexual assault, and stalking as follows:

1. Applicants cannot be denied rental assistance solely because they were previously evicted from an assisted site for being victims of domestic violence;
2. Applicants cannot be denied assistance solely for criminal activity or other acts against them that were directly related to domestic violence;
3. Residence cannot be evicted, or have their subsidies terminated solely because they were victims of domestic violence; being a victim of domestic violence does not qualify as a "serious or repeated violation of the lease" or "other good cause" for eviction;

4. The domestic abuser may be evicted and their names removed from the leases. Remaining household members may continue residency as long as they are eligible.

Note: The victim may be required to provide third-party verification if the members of the household dispute which member is the victim of the violence. Only police reports, victim service providers, medical professionals, or attorneys who have counseled a victim can provide third-party verification of the applicant's/resident's status as a domestic violence victim.

STUDENT RULES REGARDING ELIGIBILITY

Student Rules Regarding Eligibility apply to Students who may be full time or part time students and must be 18 years of age or older to sign a lease. If the student cannot demonstrate his/her independence from parents, then the student's parents can apply individually or jointly in the student's behalf; parent's are required to sign the lease in cases where the income is provided by the parents.

For purposes of determining income eligibility for students, any financial assistance (in excess of the amounts received for tuition) that an individual receives under the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.), from private sources, or any institution of higher education (as defined under the Higher Education Act of 1965 (20 U.S.C. 1002)), shall be considered income to that individual, except for a person over the age of 23 with dependent children. Included in income is (a) any assistance the student receives under the Higher Education Act of 1965 including Pell Grants, Federal Supplement Educational Opportunity Grants, Academic Achievement Incentive Scholarships, The Robert G. Byrd Honors Scholarship Program, and Federal Work Study; (b) assistance from private sources, including assistance provided by parents, guardians or other family members; and (c) any financial assistance from an institution of higher education.

Sources of student financial assistance not included in income are (a) loan proceeds from government or private sources such as the Perkins, Stafford and Plus Loans and (b) the portion of financial assistance that is for tuition as defined by the institution of higher education.

In order to comply with Student Rules, all adult household members at initial and annual certification will be required to complete an affidavit disclosing whether or not the individual IS enrolled in at an institution of higher education. Current Student ID cards are mandatory, and must contain the S# on it as legal status and documentation.

The individual must obtain a certification of the amount of financial assistance that will be provided by parents, guardians, or others signed by the individual providing the support. The financial assistance provided by persons not living in the unit is part of annual income that must be verified to determine eligibility and at annual recertification to determine rent.

ACCEPTING & REJECTING APPLICATIONS

An application fee of \$25 by cash or money order to Lamar Apartments must be paid at the time of submission of the application. Applications will not be processed until application fee is paid. No partial application fee will be accepted. Upon completion of the signed and dated application and screening procedures, the applicant will be notified by contact information on the application, as to whether the application was accepted or rejected.

If the application is accepted and no unit is immediately available, the applicant will be notified by application contact information that the household has been placed on the waiting list. The applicant's position on the waiting list is determined by the date their application was accepted. When the appropriate sized unit becomes available, applicants will be notified by application contact information.

If the application is rejected the applicant will be notified by application contact information that the application was rejected and the reasons for rejection will be given. Rejected applications will have the right to respond in writing and request a meeting within 14 days to dispute the rejection. The applicant will be advised by application contact information within 5 business days of the Owner response or meeting as to the final decision on eligibility.

INCOME TARGETING PROCEDURES

The following method will be used to comply with the income-targeting requirements:

Lamar Apartments will alternate between the first extremely low-income applicant on the waiting list and the applicant at the top of the waiting list. Lamar Apartments will select the first extremely low income applicant on the waiting list (which may mean skipping over some applicants with higher incomes) for the available unit, and then Lamar Apartments will select the next eligible applicant currently on the top of the waiting list (regardless of whether Very Low or Extremely Low Income) for the next available unit. This will continue until the 40% target has been met and will be repeated at the beginning of each calendar year.

OCCUPANCY STANDARDS

Occupancy will be limited to no more than two (2) persons per bedroom.

For the purposes of determining the appropriate unit size:

- All persons who will live in the unit must be counted.
- Anticipated children must be counted. Anticipated children will include: Children expected to be born to a pregnant woman, children in the process of being adopted by an adult family member, children whose custody is being obtained by an adult family member, foster children who will reside in the unit, children who are temporarily in a foster home who will return to the family, and children in joint custody arrangements who are present in the household 50% or more of the time.
- Live-in aides must be counted.
- Foster adults must be counted.

HOUSING VOUCHER UNIT TRANSFER POLICIES

In accordance with HUD regulations, unit transfers can be requested for the following reasons:

- A change in family size that results in the family being under-housed or over-housed;
- A change in family composition;
- Medical reasons certified by a doctor; or
- The need for an accessible unit.

When an appropriate requested unit becomes available, current residents will be notified. Residents, who indicate the need to transfer for one or more of the above reasons, will be given the opportunity to transfer to an available unit before consulting the waiting list. Such transfers will be offered based first on verification of need and secondly on length of time residing in the property, and renter's history.

Families who are over housed will not be required to transfer if no appropriate sized unit is available in the property. If an over-housed family declines to relocate when an appropriate sized unit is available, they will be permitted to stay but their assistance will be terminated and they will be required to pay market (contract) rent.

NON-HOUSING VOUCHER UNIT TRANSFER POLICY (IN HOUSE MOVE)

Unit transfers can be requested for the following reasons:

- A change in family size that results in the family being under-housed or over-housed;
- A change in family composition;
- Receiving a Housing Voucher
- Urgent Renovations
- Health/Hazardous Issues
- Need for an accessible unit, reasons certified by a doctor.

Change of apartments is a change of address; a new lease must be approved and signed.

1. Current rent must be a Zero Balance;
2. Good Rental History;
3. Apartment must be vacated and left rent-ready, with no damages upon vacating and moving to a new apartment;
4. Will sign a new lease with current dates;
5. Will pay Rent Rates for chosen/selected available apartment.

FAIR HOUSING COMPLIANCE

It is the policy of Lamar Apartments to comply with Section 504 of the Rehabilitation Act of 1973, The Fair Housing Act Amendments of 1988 and Title VI of the Civil Rights Act of 1964. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial

assistance from HUD. The Fair Housing Act prohibits discrimination in housing and housing related activities based on race, color, sex, national origin, disability and familial status, it applies to housing regardless of the presence of federal financial assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance from HUD.

Lamar Apartments is operated in a manner that protects applicants and residence against discrimination and promotes accessibility for persons with disabilities to enable them to participate fully. Lamar Apartments is not handicap assessable; no modifications, or accommodations are available including no handicap parking.

Lamar Apartments will not make adjustments to their rules, policies, practices, procedures, and everyone has an equal opportunity to use and enjoy the unit and the common areas of the dwelling or to participate in and have access to other activities conducted or sponsored by the property.

WAITING LIST MANAGEMENT

The Lamar Apartments waiting list will always remain open.

Applicants on the waiting list are required to contact management every 6 months to confirm that they desire to remain on the waiting list. Management will update the waiting list by removing names of those who are no longer interested in or no longer qualify for housing.

Lamar Apartments will not remove an applicant's name from a waiting list unless:

1. The applicant requests that the name be removed; or
2. The applicant was clearly advised of the requirement to tell management of his/her continued interest in housing by a particular time and failed to do so; or
3. Management made a reasonable effort to contact the applicant to determine if there is continued interest in housing but has been unsuccessful; or
4. Management has notified the applicant of its intention to remove the applicant's name because the applicant no longer qualifies.

CRITERIA CHECKLIST

_____ Application Fee

\$25 (We Accept Cash or Money Order Only!)

Applications will NOT be processed until the Application Fee is received.

Partial Payments are not acceptable.

Application Fee is NOT refundable.

Application Fees are due Per Application.

_____ Fully Completed Application, signed, and dated by each person 18 yrs. of age or older (Incomplete Applications will not be accepted.)

_____ Income verification

Accepted:

Filed tax return for most recent year

Pay Stubs for 1 full, most recent month

Colorado Financial Aide

Colorado Social Security

Award Letter(s) Signed by Agency

Colorado Housing Voucher

Self-Employment must provide a Form 4506 from the IRS

Notarized Employment Letter: Please include the following...

(Your name, hire date, position, monthly/annual wage, date & signed by employer)

Court Documentation for Child Support/Alimony Received

(All orders of support/modifications must be current and dated)

NOT Accepted:

Bank Statements

Un-notarized documents

Expired/outdated cards or documentation

Falsified Information

Internet personal documentation (IDs or background checks)

Court Orders/Modifications that are time dated over 1 year old

_____ Background Check (Lamar Apartments Administers/Confirms Background Information through our own Private Company)

_____ Citizenship Information

Social Security Card

Current valid Picture ID Card/ Driver's License, State Picture ID

Current valid Student ID Card with S# visible (If Student Discount is applicable)

Current valid Military Identification or documentation (If Military Discount is applicable)

Current valid Passport

Naturalization Certificate

Green Card

Temporary Visa (Work or Student)

USCIS "receipt" or other documents describing status

_____ Pet Policy Lease Criteria

Pet Policy Signed and dated

Pet Registration completed, signed, and dated

Pet fee **\$100** (We Accept Cash or Money Order Only!)

Pet Policy, Pet Registration, & Pet Fee MUST be received and approved prior to pet

entering the apartment

Service Animal (Must provide current license tag #, shot records, & be house broken)

Therapy Animal (Must provide current Medical Documentation, tag #, shot records, & be house broken)

Some restrictions may be applied! (Breed, size, weight, # of pets, etc.)

Visiting pets are included into the pet policy (they must be registered, signed policy needed, pet fee applies)

_____ 1st month's rent in FULL (second month will be prorated IF APPLICABLE)

_____ Vehicle Registration

2 vehicles per apartment

Must be current registration

You cannot register a vehicle that does not belong to you!

PARKING IS BY PERMIT ONLY!

_____ A working vacuum upon move-in

_____ Authentic Bed Bug Mattress covers on all Mattresses & Box Springs upon move in

Covers are to remain un-torn/damaged & intact during tenancy

_____ Signed Lead Base Paint Disclosure

_____ Tenant Inspection Form (Returned no later than 3 days after move in)

_____ Signed Tenant Selection Criteria

LAMAR APARTMENTS

Acknowledgment of Receipt and Understanding of Tenant Selection Criteria

To be signed by all members of applicant household age 18 and older

I/We have received and reviewed the Lamar Apartments Tenant Selection Criteria prior to submitting my completed rental application for verification. I/We certify that the submitted information and documentation is true and complete to the best of my knowledge and belief.

I/We understand that the information provided will be verified from the source. Section 1001 of Title 18 of the United States Code makes it a criminal offense to make willful false statements of misrepresentation to any government entity to any matter within its jurisdiction.

Signature

Date

Signature

Date

Signature

Date

Signature

Date

APT # _____

WHAT YOU WILL MAINTAIN IN YOUR APARTMENT UPON MOVE IN

- *Stove tins
- *Batteries in the smoke detector, thermostat, Air Conditioner remote control
- *Light bulbs- stove hood, oven & fridge; vanity & ceiling vent lights, kitchen light & fan light, hallway & entrance ceiling light bulbs
- *Vacuumed and Shampooed carpets
- *Non-torn Window screens and un-bent frames
- *Apartment Cleaning and cleaning products
- *Bathroom- Shower curtain/rods, trash cans, toilet plunger/brush, toilet seats, etc.
- *Painting of the apartment is not allowed
- *No holes in walls larger than nail size (Do not mount televisions to walls; hang pictures with screws, etc.)
- *Cable holes are predrilled, all Cable necessities and hookups are not provided by Lamar Apartments.
- *A Landline phone wall- jack is provided, phone services/maintenance is NOT provided by Lamar Apartments.

FREQUENTLY ASKED QUESTIONS

- *No Storage is provided & nothing is to be stored or tethered in building hallways or commons areas.
- *Please do NOT store any items in your Apartment Heater Closet! It is a Fire Hazard!
- *Bicycles are to be kept in your Apartment; not on the lawn or tethered outside.
- *Children must be accompanied by an adult at all times. Children 14 years of age or younger, should be attended when outside; this will reduce the risk of property damage to things such as: sprinkler system, fire extinguishers, windows, etc. or the risk of children being injured on playground equipment, BBQ grills, climbing trees, running through/playing in hallways, fighting, and possible child abduction.
- *Please help keep our apartments safe by reporting damages, and those who may be doing any damage.
- *Tenants will be charged for damages to sprinkler system, playground, windows, laundry room, commons areas, hallway walls & carpeting, etc.
- *As a reminder you are responsible for your guests. Guest must be accompanied by a Tenant at all times.
- *No exceptions are granted to one individual, group, tenant(s), guests, pet, on any grounds/circumstances.
- *Laundry room washers & dryers take quarters. Do not add quarters during a wash or dry cycle. We are not responsible for lost, stolen, damaged items, or quarters. The washer lid **locks** once the quarters have been added & the start button has been pushed, and don't force open the lid, you will lose your quarters & laundry room privileges!
- *You are provided a mail key upon renting. Any future questions or needs concerning your Mail box, keys, locks, etc., you will need to address at the Lamar Post Office. Other than issuing a key upon move in, we provide no other assistance of any kind per Federal Law
- *In an effort to keep our grounds clean, make sure trash cans are being used. When throwing trash out, please make sure it goes into the dumpster and not on the ground. Small children may need assistance in assuring that the trash goes into the dumpsters. Please clean out the BBQ station(s) and extinguish the coals, put them into the trash, so that children cannot play with the coals. No furniture and household items are to be

discarded on the ground outside the trash dumpsters. It is the tenant responsibility to haul off/dispose of large items to the Lamar City Landfill (Tenant(s) are liable for the cost from the City if items are placed by the dumpsters.

- *We follow the guidelines of the Colorado Clean Indoor Act of 2006 pertaining to Smoking. Please maintain a 15 ft. distance from any entrance ways, and do not smoke in the commons areas such as hallways, laundry rooms, stair landings, and commons areas. The pavilion in the middle of the apartment grounds is designated for smoking. Please do not throw your cigarette butts on the ground, use personal ashtrays or the containers that are provided. Please do not use the smoke receptacles for trash!!!
- *Lamar Apartments noise ordinance is from 10pm-7am. This will reduce the amount of complaints the management receives and make the apartments a more peaceful place for families, since families with children will most likely be sleeping during these hours. Please be mindful of your T.V. and music volumes, barking pet, etc. Please be respectful.
- *Parking is not assigned parking. It is not handicap assessable. Please be respectful and have visitors park in the back row during the day, and curbside parking is for overnight visitors or guests. IF you have more than one vehicle, please park 1 in the front, and the other in the backside row. Please park pickups and larger size vehicles in the back row. Parking lots are not designed for trailers of any kind; please curb side them! We do not register trailers of any kind for Parking Permits. Vehicles are subject to towing at owners expense if they are not registered with Lamar Apartments.
- *For those tenant(s) with a dog, please be aware of postings in each building giving notice of dog waste fines. When walking your pets please take them to the outskirts of the property, not on the lawn, commons areas, or play ground area. Please do not allow your dog to waste on the sidewalks! Please be respectful and clean up after your dog. Please familiarize yourself with your pet policy. Please report suspected animal abuse to the authorities!
- *In reference to Service Animals & Emotional Support Animals (Therapy Animals): Please notify in writing a "Reasonable Accommodations" letter to the Lamar Apartments. Handlers will be held responsible to the State Laws. You can request a copy of the "Information Guidance & Training on the Americans with Disabilities Act by DBTAC" from Lamar Apartments Management. No Pet is allowed into the apartment prior to receiving all required information by law; service animals, therapy animals, emotional support animals, and an everyday household pet.*

I/We have read and understood what I/We must maintain in our apartment upon Move in.

Tenant(s) Signature/Date

Stana Laughter

Stana Laughter

Lamar Apartments Resident Manager