

MINNESOTA RESIDENT SELECTION PLAN

Bella Grove Apartments

Pedcor Management Corporation does not discriminate against any person based on race, color, religion, gender, national origin, familial status, source of income, sexual orientation, disability, marital status, gender identity, domestic violence and additionally those described by local municipalities. The Rental criteria listed below explains the policies of this community with regard to standards that must be met by each applicant to be approved for residency.

AGE

All applicants must be 18 years of age (except as otherwise provided by law). All adult applicants are required to complete an application.

LIHTC RULES and INCOME LIMITS

The Low Income Housing Tax Credit Program or Section 42 is designed to assist low to moderate income individuals and families. Full time student households do not qualify unless (1) of the (5) Student Exceptions are met. There is a maximum allowable income limit based on the number of persons residing in the apartment. This maximum income limit may not be exceeded and must be third party verified. All requested documentation must be provided prior to move in to verify household income.

THIRD PARTY SUBSIDY ASSISTANCE

The rental rates of 50% will be reserved for persons qualifying without third party subsidy. Applicants who receive third party rental assistance may only rent at the 60% rent rate.

CREDIT HISTORY

Credit history will be verified by Screening Reports, a third party verification service. Statistical data including late payments, number and type of accounts outstanding debt and age of accounts will be considered when determining acceptance, acceptance with conditions or denial. Medical accounts are not factored into this process. For questions regarding your report, you may contact Screening Reports at 1-866-389-4042 or at screeningreports.com, or by mail to 220 Gerry Dr., Wood Dale, IL 60191.

Possible Screening Results Are:

***Accepted.** Applicant will be accepted with the standard refundable deposit.

***Conditional.** Applicants will either pay an additional refundable security deposit or a Deposit Choice Bond. The level of deposit or bond is determined by the credit score or provide an in-state qualified guarantor/co-signer. Applicants with no established credit history will score conditional.

***Denied.** Application will not be accepted. Applicant will be provided contact information for the consumer reporting agency who provided the consumer information.

All Applicants must provide proof to afford the monthly rental payment in conjunction with rental history as outlined on the property Point Sheet.

CRIMINAL BACKGROUND CHECK

A criminal background check, including State Sex Offender status, will be completed on all applicants ages 18 years of age. Convictions relating to a felony and/or certain misdemeanors for crimes against persons, property or society, including but not limited to the manufacture and/or distribution of illegal controlled substances, will result in automatic denial of an application. In the event that a record comes back with "adjudication withheld", "nolle prosequi" or "adjudication deferred" the report will be evaluated for recurring offenses and specifically; distribution, manufacture of a controlled substance; bodily harm; damage to property; sexual offense. The applicant may still be denied, at the sole discretion of Pedcor Management Corporation, based on those results. More than 3 criminal convictions within 60 months of application will result in a Denial.

AUTOMATIC DENIAL

Applicants will be automatically denied residency as follows:

*Negative rental history.

*Conviction of a felony or misdemeanor as outlined above.

*Falsification of any information entered on the application or certification or documentation forms.

* Unpaid utilities for Community specific providers must be paid in FULL or denied.

DENIED APPLICATION POLICY

If an application is denied, Pedcor Management will allow 90 days from the date of the original application to reapply without re-paying the \$13.00 application fee. In addition, an application may be denied for failure to provide documentation needed to finalize the application. The applicant will be notified via telephone if their application was denied and a letter of explanation for the denial will be mailed to them within 7 days. The denial letter will provide contact information for the screening company that should be contacted if the applicant feels the need to appeal. The applicant will also be provided the HUD forms 5380 & 5382 under the Violence Against Women Act.

INCOME VERIFICATION

If the applicant is accepted or accepted with conditions, verification of all sources of income will be required. Third party written documentation of all sources is the requirement.

ASSETS

If the applicant is accepted or accepted with conditions, verifications of all assets will be required. Third party written verification of all sources is the requirement.

Current 60% Median Income Limits:

Maximum Income

1 person \$ 39,420	5 people \$ 60,840
2 people \$ 45,060	6 people \$ 65,340
3 people \$ 50,700	7 people \$ 69,840
4 people \$ 56,280	

RENTAL VERIFICATION

Pedcor Management Corporation requires a rental verification on any rental in the last 2 years. If there is no verifiable rental history in the prior 2 years the rental will score condition. Rental verifications indicating the unit was not maintained in a safe and sanitary manner, those with lease violations impacting core business and those resulting in an eviction due to conduct will result in a denial. Family members and friends will not be able to provide rental verification.

MAXIMUM INITIAL MOVE-IN OCCUPANCY STANDARDS

One bedroom = 2 persons; Two bedroom = 4 persons; Three bedroom = 6 persons

RENEWAL OCCUPANCY STANDARDS

One bedroom= 3 persons; Two bedroom= 5 persons; Three bedroom= 7 persons

APPLICATION COSTS

The application fee is \$14.95 per application when applying online and \$13.00 per application when submitting the application via email, mail or in person.

WAIT LIST - A waiting list is not offered at this community.

REASONABLE ACCOMODATIONS/MODIFICATIONS

Requests for a reasonable accommodation or modification must be made to the leasing office. These requests may be verbal or written. The initial request does not have to be on approved PMC form. The resident/applicant or site staff member may complete the approved PMC form based upon the information received verbally or on some other written document.

POSSESSION

Once approved, possession of the apartment must occur within 30 days of the approval date for vacant units or 30 days of the vacated date for occupied units. If possession/ lease signing is not executed during this time frame management may select another apartment or cancel the application, if no apartments are available. If there are apartments available but you choose not to accept one of the available units, the application will be cancelled.

UNIT TRANSFER POLICY

If a resident requests to transfer to a different apartment, a "Transfer Request" form is completed. The current lease must be completed or within 90 days of completion, unless it is a reasonable accommodation request. If the request is approved, but no appropriate units are available, the request will be provided preference based on status as an existing resident. A new deposit is not charged unless the resident owes money for damages above normal wear and tear. A courtesy period, not to exceed 72 hours, will

be granted for possession of both units. Transfers to a different building must be treated as a “New Move-In”, and current income limits apply.

SECTION 8 HOUSING CHOICE VOUCHERS

Section 8 Housing Choice Vouchers are accepted at our community. All Section 8 Housing Choice Voucher Participant applicants will be provided with the same consideration as applicants that do not participate in the program. There is no minimum income standard for households receiving a Housing Choice Voucher.

NON-US CITIZENS

If an applicant does not have a social security number, the ‘Non-U.S. Citizen Supplemental Application’ will be supplied in conjunction with the application to rent. The application is processed like all other files if the underwriting criteria are met and proper documentation of non-citizen status is in the file. Acceptable forms of documentation include: pending or current U.S. Citizenship and Immigration Services (USCIS) documents, valid Passport, Visa, or IRS Form W-7 (Individual Taxpayer Identification Number, I-TIN). It is Pedcor’s policy to not accept for residency, individuals who are illegal aliens.

VAWA

Pedcor Management provides the broadest of protections to victims of domestic violence, and greater consideration must be given to an applicant or tenant when past history may otherwise affect the person’s ability to qualify for housing or remain at our community. Victims of domestic violence may need further consideration, as provided by an Area Manager or higher, on a case by case basis during renewal, prior to an eviction or lease termination, or prior to issuing a lease violation notice or notice to quit. In the event that the occupant (non-lease signer) is the only remaining person in the household he or she will be offered a chance to qualify independently. This qualifying has nothing to do with their domestic violence status and everything to do with their ability to qualify to enter into a lease.

Application and Approval Process for Bella Grove

Thank you for applying at Bella Grove. This page has information that will outline our process for approving applications and lease signing. Please acknowledge your understanding of this process by signing below. Thank you for your patience as we work to approve your application.

Community Commitment: PMC will accept 256 applications from persons interested in calling Bella Grove their home. There are 128 number of apartments available at the community. All applications will be qualified on the Community Point Sheet, in adherence with applicable Tax Credit and Fair Housing Regulations and by the dated order in which they were received. The initial processing of your application is based on unit availability. After the community is 100% occupied all remaining applications will be cancelled.

Applicant Commitment: Complete the application in full with all requested information. Return the application to the leasing office with the application fee, as required. Expect to spend a few minutes talking through your application, signing some additional forms and receiving a checklist of possible items we will need from you for your application.

Community Commitment: We will enter your information into our background Screening System and wait for the screening response. A response is typically received within 2 business days. We will notify you of an approval or denial when it is received. If your screening is approved, you will be offered a unit based on availability. If none of the available units meet your needs and you do not choose one of them your application will be cancelled.

Applicant Commitment: Supply the leasing office with all requested documentation with-in 7 days. The Tax Credit Program requires all paperwork be current and dated no more than 120 days prior to lease signing.

Community Commitment: During this time we will be sending out all 3rd party verifications that are required for your file. We will work your file daily but we will not contact you unless we need your assistance in getting a 3rd party to respond or if we have found a reason your file will not qualify. At this stage a denial would be due to a negative landlord reference, insufficient income to support the rental rate or Affordable Housing qualifications, i.e full-time student household, over income.

Applicant Commitment: Once approved, you will have 30 days* from the date of the approval or 30 days* from the date we receive keys from construction to sign your lease agreement. If you are unable to sign a lease within that time frame you could be placed on another apartment or cancelled if no apartments are available. If there are apartments available but you choose not to accept one of the available units your application will be cancelled.

*The number of days may be lessened based on Tax Credit initiation commitment.

All deposits and pro-rated rent are due the day of lease signing. All applicants must be present the day of lease signing. I acknowledge the Application and Approval process for Bella Grove.

Printed Name

Date

Signature

Printed Name

Date

Signature

