

RESIDENT SELECTION CRITERIA*

Thank you for applying to Trillium Landing. Trillium Landing is a mixed income community with 49 affordable apartments, 8 of which are market, for seniors ages 55+. All households applying for affordable units must meet the income and age requirements per the Alaska Housing Finance Corporation in place at time of application.

All applicants, 55+ years of age, are encouraged to apply. It is the policy of Quantum Management Services, Inc. to comply with Title VIII of the Civil Rights Act of 1968, as amended, commonly known as the Fair Housing Act, by ensuring that applications are available to all persons without regard to race, color, creed, religion, national origin, sex, disability, ancestry, use of a service animal, ethnicity, gender, marital status, sexual orientation, and status with regard to public assistance, or retaliation.

This policy means that, among other things, Quantum Management Services, Inc., all its agents and employees with the responsibility of showing, renting or managing any dwelling units must not discriminate in any aspect of the rental of dwellings against qualified applicants or tenants.

Incomplete, inaccurate or falsified information may be grounds for a denial of your rental application or termination of your tenancy if discovered after the tenancy commences.

OCCUPANCY POLICY

Occupancy is based on the number of bedrooms in an apartment. 2 persons per bedroom plus one more person is allowed in each household (2 residents in a studio; up to 3 residents in a 1-Bedroom; and up to 5 residents in a two bedroom).

APPLICATION PROCESS

Complete the screening application (one for each person 18 years of age and older) and submit the application to Management. You will then be called based on the order of the interest list and asked to pay a non-refundable screening fee of \$40.00. Please note, the application process can take up to 7 business days – longer, if the application is incomplete and/or if information provided is difficult to verify.

All verification forms including, but not limited to, Income Verifications, Employment Verifications and Asset Verifications must be completed by qualified third parties before your application can be approved.

GENERAL REQUIREMENTS

Due to funding requirements, ALL applicants must be at least 55 years of age and meet the income guidelines set forth by HUD for the 50% and 60% of the median income for the Juneau area.

SCREENING CRITERIA

IDENTITY VERIFICATION: Government issued photo identification will need to be presented by all applicants. Information from such identification will be required to appear on the application and will be used to complete the screening process.

Student Status: Households comprised entirely of full-time students are not eligible for tenancy at Trillium Landing per IRS Section 42 guidelines. Some exceptions may apply – see management for more information.

OCCUPANCY PREFERENCE

Due to funding commitments, Trillium Landing provides preference to mobility and sensory impaired applicants, formerly homeless persons, veterans and Section 8 Voucher holders.

CREDIT AND INCOME

Management uses an empirically derived, statistically sound credit report to evaluate your consumer credit. Credit scoring is based on real data and statistics, so it treats all applicants objectively. The consumer credit report contains information about each applicant’s credit experiences, such as your bill-payment history, the number and type of past and current accounts, late payments, collection actions, outstanding debt, and the age of each account. Based upon each applicant’s credit score, the application will either be accepted, rejected or accepted with exceptions. If an applicant has questions regarding a rejection for unsatisfactory credit or an application accepted with exceptions, the applicant is encouraged to obtain a copy of the credit report from the screening reporting agency. Furthermore, the applicant may contact the designated credit bureau(s) to correct any erroneous information that may be on the report and submit a new application to this community for further consideration. Specific areas of review include:

- Minimum Income of 2x’s the rent amount
- Credit History – i.e. collections, judgements, rental collections, bankruptcies, etc.
- Any Eviction or Judgment in the last 7 years
- A total of \$5,000 or more in unpaid collections in the last 7 years (excluding medical and student loans).

2017 Income Restrictions (subject to change annually):

	1 Person	2 People	3 People	4 People	5 People
60%	\$ 42,660	\$ 48,720	\$ 54,840	\$ 60,900	\$ 65,820
50%	\$ 35,550	\$ 40,600	\$ 45,700	\$ 50,750	\$ 54,850

CRIMINAL BACKGROUND SEARCH

Trillium Landing does not automatically deny rental applicants based on criminal history specifically, they may not:

- Refuse to rent, refuse to negotiate for the rental of, or otherwise make unavailable or deny, a dwelling to any person based on criminal history without considering:
 - a. When the conviction occurred;
 - b. What the underlying conduct entailed;
 - c. What the convicted person has done since the conviction;
- Individual or household member who has been convicted of illegal manufacture or distribution of a controlled substance as defined in Section 102 of the Controlled Substance Abuse Act (21 USC 802).
- Individual or household with a member who is subject to a State or Federal lifetime sex offender registration.

Determinations as to criminal screening will be made on a case by case basis and will be based on several factors and information. There will be no automatic denials based on crime without an analysis of the facts.



LANDLORD REFERENCE

An applicant will be declined if they have an eviction (that has not been dismissed) within four (4) years. Other areas of review include:

- 12 months of positive, verifiable rental history.
- Any rental reference with more than 2 late payments.
- Any instance of unauthorized pets or persons occupying a unit rented to the applicant or not cooperating with management.
- Any instance of being an unauthorized tenant.
- Any instance of improper or lack of Intent to Vacate notice and/or a lease broken by the applicant.
- Any current Legal Notice served (3 Day, 10 Day, Termination of Tenancy).
- Any instance of Smoking in or on a “Non-Smoking” unit or property.
- Any instance of security deposit not refunded due to damage to rental unit (beyond normal cleaning/wear & tear).
- Must pass Quantum’s rental verification, including information supplied from sources other than prior landlords.

REJECTION POLICY

You have the right to dispute the accuracy of any information provided to the landlord by a screening service. If your application is denied due to unfavorable information received during the screening process you will be notified in writing along with any applicable information.

To appeal the rejection of an application, you may appeal the decision within 14 calendar days by:

1. Contact the community manager of Trillium Landing for information on how to obtain a copy of your screening report. Due to Federal Credit Reporting Act requirements, we will not release your credit information to you. You will need to contact the credit reporting agency to obtain a copy of your credit report.
2. Contact the credit bureau or service providing this information.
3. Correct any incorrect information through the credit reporting agent as per their policy.
4. Request the credit reporting agency submit a corrected credit check to the appropriate screening company.
5. If the denial is criminal related, provide information to management of Trillium Landing:
 - i. When the conviction occurred;
 - ii. What the underlying conduct entailed;
 - iii. What the convicted person has done since the conviction;
6. If the denial is landlord related, provide written documentation on how your resolved your issue with your current/prior landlord.
5. Upon receipt of the corrected and satisfactory information, your application will be evaluated again for the next available apartment.

***THE INFORMATION IN THIS DOCUMENT IS SUBJECT TO CHANGE WITHOUT NOTICE.**