



RESIDENT SELECTION CRITERIA

Thank you for applying to live at our community. These criteria explain the process we use to select our residents. Printworks Ventures, LLC (dba Printworks Mill Apartments)/The Alexander Company, Inc. is an Equal Housing Opportunity provider and our policy is 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 1964, 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 is not age restricted.
- 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. The voucher plus the tenant-paid portion of rent must meet the current rent charged for the unit.
- Several apartments in this community have income restrictions. This property consists of 217 units, 143 of which must be rented to households at 60% of median income or below. Please see limits posted in the rental office or website at <https://printworksmill.com> for additional information.
- This is a non-smoking property.

PREFERENCES

The property contains 22 apartments designed to accommodate persons with mobility impairments. Preferences for occupancy of these units will be given to disabled individuals or families who require the accessibility features provided in the units. The need for the accessibility features must be confirmed by a health professional. Applicants who do not require the accessibility features will be offered these units after all eligible disabled applicants or current residents have been considered. Such applicants must agree to transfer to a non-accessible unit at a later date if a person with a disability requiring the unit applies for housing and is determined eligible. Existing residents that qualify for a unit with accessibility features and are approved for transfer to an accessible unit will be given preference over qualified applicants.

KEY PROGRAM UNITS

The property participates in the Key Program; 22 units are set aside as they become available to house eligible applicants receiving a referral from the North Carolina Department of Health and Human Services. Until that number of units is reached, those applicants will be offered units ahead of anyone else on the waiting list.

Applicants are eligible for the Targeting Program preference if the property has received a Targeting Program Letter of Referral from DHHS for the applicant.

THE APPLICATION PROCESS

Applications are taken in the order received, subject to set-asides outlined above. All applications must be completed in full, dated and signed by the applicant(s). The on-site manager will note the date and time the completed application is received on the application. 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. A non-refundable application fee of \$35 will be charged to each applicant who is 18 years of age or older to cover the actual cost of the credit and criminal background check. Targeting Program applicants are not charged a fee. Once the application is approved, applicant 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. The waiting list is never closed. Applications will be processed in the order received with application fee. Applicants will be contacted when a unit becomes available. Applicants no longer interested are removed from the waitlist. Failure to respond to attempted contacts within three business days will result in removal from the waiting list.

Pet Policy: The property allows dogs and cats, up to two pets per household. There are no weight limits or breed restrictions. The pet fee is \$400 (non-refundable), and pet rent is \$25 per pet. There is no pet fee or pet rent for service and assistance animals. Applicants must provide documentation from a health professional certifying their need for a service or assistance animal.

Credit Screening: A report will be obtained through a commercial credit-reporting agency for all applicant household members who are 18 years of age or older. 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. An applicant will be denied if the credit report shows unpaid balance(s) owed to current or previous landlord(s). This will not be held against applicants participating in programs or receiving assistance which provides the landlord with the ability to recover losses, such as the Housing Choice Voucher program or Key rent subsidy administered by DHHS.

An applicant will be denied if the credit report shows outstanding debt to a utility company that would prohibit the applicant from establishing utility service in his/her name prior to move-in. Applicants may be re-considered if they provide evidence the debt has been paid and the utility company will provide service.

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 a lack of rental history.

Criminal Record Checks: All applicants and household members over 18 years of age will be screened for criminal history.

- I. If a member of an applicant household has been convicted of a felony offense involving the sale or manufacture of a controlled substance, the management:
 - **Will** deny admission if the conviction occurred within 5 years of application;
 - **May** deny admission if the conviction occurred more than 5 years but within 10 years of application; and
 - **Will not** deny admission if the conviction occurred more than 10 years before application.
- II. If a member of an applicant household has been convicted of a violent felony offense, the management:
 - **Will** deny admission if the conviction occurred within 5 years of application; and
 - **May** deny admission if the conviction occurred more than 5 years before application.
- III. If a member of an applicant household has been convicted of a nonviolent felony offense, the management:
 - **May** deny admission if the conviction occurred within 7 years of application; and
 - **Will** not deny admission if the conviction occurred more than 7 years before application.
- IV. If a member of an applicant household has been convicted of a violent misdemeanor, the management:
 - **Will** deny admission if the conviction occurred within 2 years of application; and
 - **May** deny admission if the conviction occurred more than 2 years before application.
- V. If a member of an applicant household has been convicted of a nonviolent misdemeanor offense, the management:
 - **May** deny admission if the conviction occurred within 5 years of application; and
 - **Will** not deny admission if the conviction occurred more than 5 years before application.

A violent felony is a Class A, B, C, D, E, F, or G felony or any felony requiring registration on the sex offender registry. A nonviolent felony is a Class H or I felony.

A violent misdemeanor is a Class A1 misdemeanor or a misdemeanor requiring registration on the sex offender registry. A nonviolent misdemeanor is a Class 1, 2, or 3 misdemeanor.

The management company will not consider an arrestor charge that was resolved without conviction. In addition, the management company will not consider expunged or sealed convictions.

Where management “may deny” admission to a household based on a criminal conviction, an individualized assessment of the criminal record and its impact on the household’s suitability for admission will be conducted before making a determination.

The individualized assessment will consider the following: (1) the seriousness of the criminal offense; (2) the relationship between the criminal offense and the safety and security of residents, staff, or property; (3) the length of time since the offense; (4) the age of the household member at the time of the offense; (5) the number and nature of any other criminal convictions; (6) evidence or rehabilitation, such as employment, participation in a job training program, education, participation in a drug or alcohol treatment program, or recommendations from a parole or probation officer, employer, teacher, social worker, or community leader; and (7) tenancy supports or other risk mitigation services the applicant will be receiving or have access to during tenancy.

An arrest with pending charges against the applicant will be considered. If management cannot determine the specifics of the pending charges, admission may be denied until the charges are resolved. If the applicant has a disability and requests a reasonable accommodation, management will determine whether the request is appropriate while criminal charges are pending.

If the applicant’s criminal conviction was related to his or her disability, management will consider a reasonable accommodation.

REASONABLE ACCOMMODATION PROCESS

Applicants must demonstrate that the request for a reasonable accommodation is necessary to allow the applicant to have an equal opportunity to use and enjoy their housing. Upon receiving the request, management will provide a Reasonable Accommodation form to the applicant. The form is not required. Management will respond to the request within ten business days of receipt. The available unit will be held for the applicant requesting the accommodation until management decides whether to approve or deny the request. If the request is denied, the applicant will be notified in writing and given eight business days to appeal management's decision, during which time the available unit will not be rented to another qualified applicant.

APPEAL PROCESS

Applicants have the right to appeal denials within 8 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 POLICY

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. There is no fee for unit transfers.

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 Laurel Hill Apartments LLC 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 Laurel Hill Apartments LLC's 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.

