

PINEWOOD LODGE APARTMENTS

RESIDENT SELECTION CRITERIA

The Low Income Housing Tax Credit Program is an affordable housing program for individuals and families on fixed or lower incomes. The Program was created by Congress in 1986 as part of the Tax Reform Act and is administered by the Internal Revenue Service. The program is not a subsidized housing program. Each resident is responsible for the full amount of rent each month. The rental amount is NOT based on income, but rather on the pre-set income limits for the area. Pinewood Lodge, an independent living community, was developed for persons 62-years of age and older.

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FAIR HOUSING STATEMENT

The policy of The Ross Management Group and the Pinewood Lodge Apartments is one of equal opportunity and non-discrimination in compliance with all Civil Rights legislation (1964, 1968, 1988), Section 504 of the Rehabilitation Act of 1973, and the Affirmative Fair Housing Marketing requirements established for the property. No applicant will be denied housing on the basis of race, color, national origin, ancestry, creed, religion, sex, physical or mental disability, marital status, familial status, or sexual orientation. Applicants must meet the resident selection criteria of Pinewood Lodge Apartments in order to gain admission.

APPLICATION

All persons interested in renting at the Pinewood Lodge Apartments may request a Rental Application either in person at 10710 E. Alameda Avenue, Aurora, CO 80012. FAX requests for applications may be sent to 303-341-1265. TDD telecommunication is available by calling the TDD Relay Service at 800/ 659-2656.

When a completed application is received, or the requested information which is necessary to make the application complete is received, the application will then be logged by date and time received.

Applicants may request assistance in completing the application if necessary. It is the policy of The Ross Management Group and Pinewood Lodge Apartments to assist wherever possible especially in the accommodation requests by persons with disabilities or handicaps.

Applicants represent that they are able to live in the apartment independently, which means that you are capable, without assistance, of:

- a) Safe mobility within the apartment, including the ability to evacuate the apartment in the event of fire or other emergency.**
- b) Securing food and preparing food sufficiently to maintain your health.**

- c) Dressing, bathing and feeding yourself.**
- d) Keeping the apartment clean and safe from hazards to your health and mobility, and from fire.**
- e) Securing and administering all of your prescribed medications.**
- f) Orienting yourself as to physical and social functions, and to location.**
- g) Respecting other residents' rights of quiet enjoyment and maintaining civil relations with neighbors, and Pinewood staff and visitors.**
- h) Refraining from the unauthorized use or possession of any controlled substances, excessive alcohol consumption which endangers or disturbs other residents, and any illegal activity on the premises.**

You may qualify to meet these standards of performance for Independent Living, subject to our prior written approval, if you use a cane, a walker, or a wheelchair. You may also receive assistance from a qualified co-resident, and employed live-in companion, contracted home services.

Pinewood Lodge may evaluate continued qualifications for Independent Living at any time. This may include asking for information from the primary care physician or other health care worker. Pinewood does not provide any service to assist you to be able to live independently nor will any responsibility be given to provide you with such services.

Other criteria used to determine eligibility or denial:

1. Past performance in meeting financial obligations, especially rent;
2. A record of disturbing neighbors, destruction of property, housekeeping habits at prior residences which adversely affect the health, safety, welfare of household members, or other residents, or cause damage to the unit or premises;
3. Housing will be denied if any household member has been involved, or is engaged in, or has been evicted for involvement in any drug-

related criminal activity; violent criminal activity; or other criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or household members: Or criminal activity that would threaten the health or safety to the owner or any employee, contractor, subcontractor or agent of the owner who is involved in the housing operations; or if any member of the household is subject to a lifetime registration requirement program under a State sex offender registration program; or a household member abuses or has a pattern of abuse of alcohol that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents;

4. A record of eviction from housing;
5. An applicant's ability and willingness to comply with the terms of the Property's lease;
6. An applicant's misrepresentation of any information related to eligibility, allowances, family composition, assets, or rent;
7. Applicants whose previous history indicates they have negligently damaged property or disrupted the tranquility of other residents or the staff.

1. **Income Requirements:** The apartments are reserved for households whose income and assets are at 40%, 50% and 60% of Medium Income. Income limits are published annually by the Colorado Housing & Finance Authority.
2. **Rent:** Rental amounts and Income Limits are subject to change when HUD changes the Income Limits and Rent Schedules. These changes usually take place in January of each year.
3. All households must provide positive identifications of all persons who will be part of the household.

4. If any of the required information provided by the applicant on the Rental Application is found to be false or incorrect, this will be grounds for rejecting the applicant for occupancy.

REJECTION/RIGHT TO APPEAL

All rejected applicants have the right to appeal.

Applicants who are ineligible will be notified in writing within 5 business days of the reasons for the rejection.

The Applicant will have 14 days from the date of the rejection notice to submit a request for an appeal. The request for an appeal must be either in writing to the property's office specified in the rejection notice, or orally to the person listed in said rejection notification. At the discretion of the applicant, the appeal may be in written form or in the form of a meeting to discuss the reasons for rejection and circumstances to be considered.

If the Applicant appeals the rejection, the Agent will set a date for the appeal meeting within 5 business days of receipt of the notification of appeal and will notify the applicant in writing of said appeal date. The meeting will be for the purpose of reviewing the written appeal of the applicant or to hear the verbal appeal of the applicant.

The appeal meeting will be held within 10 business days of notification of the applicant of said meeting. The Agent will provide a staff person, who was not involved in the processing of the rental application or the original decision to reject the application, to hear or review such an appeal.

The Agent will give the applicant a final decision of the appeal in writing within five (5) days of the appeal review or hearing.

OCCUPANCY STANDARDS

In determining occupancy standards, the intent of Pinewood Lodge Apartments policy is to neither overcrowd nor under utilize space. Qualified Applicants may move in, if a housing unit of acceptable size is available.

Acceptable occupancy standards are defined as a maximum of two (2) persons per bedroom.

Transfers to the same size units are prohibited. However, if a resident needs to move to a unit with accessible features they should contact management for transfer consideration.

WAITING LIST

All applicants who submit a complete application (or when an application becomes complete) will be notified in writing of waiting list status or subsequent tenant selection or rejection.

All completed applications are listed on the waiting list by date and time received. This date/time is based on when the completed application or subsequent information to make the application complete is received. While the Pinewood Lodge Apartments office will track all applications and requests for additional information, no application will be placed on the waiting list until it is complete.

The waiting list is maintained by size of unit requested, type of Unit, and Low Income Housing Tax Credit (LIHTC) eligibility. Applicants are selected chronologically based on date and time.

Those who have indicated the need for and requested the features of handicap accessible unit have priority for those units. Should no one apply who would benefit from features of a handicap unit, another applicant could occupy the unit with a written lease agreement to transfer to a different unit when available and should an applicant exist on the waiting list for the special unit.

When Pinewood Lodge Apartments has an existing waiting list and no current or known upcoming vacancies, preliminary eligibility will be satisfied by using information on the application. Placement of an applicant on the waiting list does not denote final tenant selection. That can and will occur only after complete processing.

If a vacancy at Pinewood Lodge Apartments exists, or is expected within the next ninety (90) days, the selection and eligibility certification process will begin immediately.

If an applicant's name has remained on the waiting list for 90 days or longer, Management will obtain another current credit report and Landlord's history to ascertain that the Applicant's history is still satisfactory and is still eligible for occupancy. This information will be obtained prior to awarding an available unit. Subsequently, an applicant who was approved for initial placement on the waiting list and remained there for longer than 90 days could in effect jeopardize his/her ability to remain on the list if at such time as a unit was available it was found that the credit or rental history no longer met the eligibility criteria of this Selection Plan.

PETS AND SERVICE ANIMALS

Pets and Service animals are allowed. If you have a pet or require a service animal, please notify the manager at the time of application. All animals must comply at all times with the standards and pet rules established.

APPLICATION FEE

Applicants are required to pay a non-refundable application fee at the time the application is submitted to the Rental Office for processing.

New residents will be required to pay an \$8.00 utility transfer fee at the time of move-in.

All amounts due (security deposit and rent) must be paid at the time of move-in. For residents moving in on the 25th of the month or later, the pro-rated rent plus the first full month's rent must be paid prior to move-in.

Revisions to this Selection Criteria may be implemented by Pinewood Lodge Apartments from time to time. A copy of the selection criteria currently in use at the property will be posted in the Rental Office, and a copy will also be given to each applicant as part of the application packet.

Pinewood Lodge Apartments will adhere to the following ADA/504 criteria:

1. Disabled/handicapped residents of the property who need unit accessible features will be given priority over a qualified disabled person on a waiting list who needs the accessible features.

2. Should an applicant be moved into an accessible unit due to the fact that no other units were available at the time of move-in, this household would be required by means of written 30 day notice from management to transfer to a non-accessible unit when one becomes available.

3. Reasonable accommodations will be provided to any resident or applicant requesting them, as long as they do not fall under the definition of structural impracticability or financial duress.