



Queens Manor Apartments

4704 27th Street

Mt. Rainier MD 20712

Management Office # (301) 842-4228 TTY 711

Community e-mail address: queensmanor@res1.net

RESIDENT SELECTION CRITERIA

Updated 1/1/2025

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The Policy of Residential One (Management Agent) and the Owner 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 (if applicable) and Affirmative Fair Housing Marketing Requirements as set for individually for each property. No applicant will be denied based on Color, Familial Status, Nation Origin, Physical or Mental Disability, Race, Religion, Sex, Marital Status, Sexual Orientation, Gender Identity, Source of Income, Age, Ancestry, Creed, and Family Responsibility, nor any other protected classes for the city and/or county in which the community is located.

LOW-INCOME HOUSING TAX CREDIT/BONDS

The Low-Income Housing Tax Credit (LIHTC) program was created by the Tax Reform Act of 1986 and it gives State and local LIHTC-allocating agencies a budget to issue tax credits for the acquisition, rehabilitation or new Construction of rental housing targeted to lower-income households.

Affirmative Fair Housing Marketing

The property will utilize their Affirmative Fair Housing Marketing plan to strategize how they will target outreach in their local community to attract qualified prospective renters that are least likely to apply for housing opportunities.

Application(s)

Applications may be picked up and returned in person at the rental office, and can also be requested by email, fax, or regular mail. The contact information is on the first page.

All persons/families interested in applying for housing must comply with the following requirements to be considered for housing:

- Applicant(s) must list all persons who will reside in the unit.
- Applicant(s) must meet certain credit/criminal report standards. The Management Company requires a credit/criminal report on the applicant(s), household members, and/or live-in aides that are 18 years of age or older who may occupy the unit.
- Applicant(s) must demonstrate the ability to meet financial obligations in a satisfactory manner, including timely payment of rent.
- Applicant(s) must list monthly obligations, including current utilities.
- Applicants must provide good/acceptable references from all landlords within the last 36 months.
- Applicant(s) must show that they have the ability to fulfill all the lease requirements.
- Applicant(s) must demonstrate satisfactory housekeeping habits that will not jeopardize the health, security or welfare of other residents.

- Applicant must provide a government issued picture ID, and proof of Social Security Number or Tax Identification Number. Birth Certificates are required for those applicants under age 18.

Government Issued Picture ID verification items:

- Driver's License
- State Issued ID card.
- Passport
- Visa
- Employment Authorization Card
- Permanent Resident Card
- Military ID Card

Other forms that can be submitted as proof of Social Security Number or Tax Identification Number if the entire Social Security Number is on the form:

- Original Social Security card
- Identification card issued by a federal, state, or local agency, and medical insurance provider, or an employer or trade union
- Earnings statements on payroll stubs
- Bank statement
- Form 1099
- Benefit award letter
- Retirement benefit letter
- Life insurance policy
- Court records

All applicants will be required to sign appropriate forms authorizing management to verify any and all factors that affect the applicant's eligibility or the rent that the applicant will pay.

In the event the applicant is personally unable to complete the form, the applicant must be present to provide the information to someone assisting in completing the form. The person assisting the applicant must sign and date the application, indicating that it was completed at the direction of the named applicant, and provide identification to management.

Reasonable Accommodation Policy

The purpose of a reasonable accommodation or a reasonable modification is to give an applicant or resident with a disability an equal opportunity to use and enjoy a dwelling. Applicants or residents that need a reasonable accommodation or modification can notify Management. The request will be written on the

Reasonable Accommodation/Modification Request Form and then submitted to the corporate office Fair Housing Officer for Residential ONE.

Application Fee

The application fee is \$15.00 per adult.

Section 8 Vouchers

The property welcomes Housing Choice Voucher holders to apply. Prospective Tenants with Housing Choice Vouchers or similar rental assistance, including, but not limited to, VASH, Shelter Plus Care, Bridge Subsidy and Continuum of care, or project-based vouchers must meet all requirements in this Tenant Selection Plan except for:

- Minimum Income Requirement
- Minimum Credit Score Requirement

Security Deposit

Security deposits are required at the time of move in with certified funds or cashier's check. Security deposits are based on credit score.

Student Eligibility

Under Section 42, many student households are not eligible. Verification of student eligibility is required.

A household cannot be comprised of all full-time students (kindergarten through 12th grade and institutions of higher education) unless they meet one of the following exceptions.

- A student receiving assistance under Title IV of the Social Security Act (TANF): or
- A student who was previously in the foster care program: or
- A student enrolled in a job training program receiving assistance under the Job Training Partnership Act or under other Federal, State, or local laws: or
- The household is comprised of single parents and their children, and such parents are not dependents of another individual and such children are not dependents of another individual other than a parent of such children. In the case of a single parent with children, the legislative history explains that none of the tenants (parent or children) can be dependent of a third party: or
- The household contains a married couple entitled to file joint tax returns.

Note that for the LIHTC program, a student who is a full-time student for 5 months out of the current calendar year is considered a full-time student for the entire calendar year. The months do not need to be consecutive.

The HOME program does not allow students who are enrolled in an institution of higher education unless they meet one of the exceptions below:

- 24 years old, or older
- A United States Military Veteran
- Married
- A dependent child living with the student
- A person with disabilities receiving Section 8 assistance as of November 30, 2005
- The student or the student's parents (individually or jointly) are eligible to receive Section 8 Assistance
- If the student is able to prove independence from parents who are not eligible for Section 8 Assistance.

Waiting List

All applications are placed on the waiting list in the order in which they are received. Only completed applications are eligible for the waiting list based on the time and date they are completed and received.

Applicants must list all persons who will reside in the unit.

All adult applicants must complete the application in full as instructed.

In the event the applicant is personally unable to complete the form, the applicant must be present to provide the information to someone assisting in completing the form. The person assisting the applicant must sign and date the application indicating that it was completed at the direction of the named applicant and provide identification to management.

If an application is returned incomplete, the owner/agent will attempt to contact the applicant to inform him/her of the information needed. The applicant must provide the missing information within ten (10) business days of the initial contact. If the applicant fails to provide the missing information within this time period, the owner/agent will return the incomplete application to the applicant.

Selection

Applicants will be selected based on eligibility. The applicant must demonstrate the ability to afford and pay their portion of any rent. The policy of the Management Agent is to consider all income and assets.

When an apartment comes available and the applicants' name is at the top of the waiting list for that type of unit, an interview for preliminary determination of

eligibility will be scheduled. The interview will be for the purpose of reviewing the application for completeness and updating it if it is over 120 days old, to make sure that the application is legible, to ensure that there are no obvious factors that would render the household ineligible, and to determine, based on the financial information provided, whether or not it appears that the applicant(s) qualify.

There is a limited number of units that do not have Low-Income Housing Tax Credit restrictions. Those units will be subject to all requirements except the student requirement, and the maximum income limit requirement.

A final determination of eligibility will be made only after all eligibility criteria are verified.

Those who have indicated the need for and requested the features of wheelchair adapted or other handicap unit, have priority for those units. Any applicant who requests modifications or accommodations to non-adapted units will have consideration on those requests when selected, but with no priority for selection. In order to be eligible for selection, an applicant must meet Program income eligibility based on per person income limits. Applicants who meet all Program eligibility must then meet occupancy standards set for each individual property and bedroom size.

A handicapped/disabled applicant who would need a larger unit due to accommodation requests would be given such consideration. For specifically designed units (i.e., barrier free) applicants needing those features would be given priority.

In addition to Program income and occupancy policy requirements applicants must also meet application, interview and reference criteria. In completing the application, all applicants must sign a release form allowing the rental office to verify all income, assets and allowances along with credit, criminal, personal and landlord references. Applicants who wish to be a tenant or co-tenant must possess the legal capacity to sign all documents, (unless an accommodation determination for the handicapped to allow guardian signature if otherwise eligible is made), and would have to agree to complete the tenant certification process annually, enter into a one- year lease agreement, pay a security deposit, if applicable, and participate in a unit inspection prior to physical occupancy of the unit.

Number Of Occupants

The number of occupants listed on the application must be in accordance with occupancy standards as set forth by Management based upon local codes and ordinances.

Residential ONE may change the occupancy limit during the lease term if changes in laws, ordinances or regulations make such change necessary. The minimum occupancy limit will correspond to the number of bedrooms. The maximum occupancy limit will depend on local ordinances and regulations and the square footage of useable sleeping areas as defined by codes and any other suggested regulations. Unless otherwise stated the occupancy limit will be no more than 2 (two) persons per bedroom.

Live-In Care Attendant

A Live-In Care Attendant is a person who resides with an elderly or handicapped person who:

- is determined essential to the care and well-being of the person;
- is not obligated for the support of the person;
- would not be living in the unit except to provide the necessary supportive services.

A relative may be a Live-In Care Attendant but must meet all of the above requirements. A Live-In Care Attendant qualifies for occupancy only as long as the individual needs the support services and may not qualify for continued occupancy as a remaining family member. If a Live-In Care Attendant is needed a Reasonable Accommodation will be submitted to the Fair Housing Officer for Residential ONE for approval.

Landlord Reference Criteria

One or more of the following findings during the landlord verification process will result in rejection of the application:

- Failure to pay rent on time
- Failure to maintain the unit in a safe and sanitary manner
- Consistent problems with neighbors
- Tenant caused damages
- Unauthorized occupants living in the apartment
- Eviction proceedings were begun against the household

Landlord references will be sought from all residences up to three (3) years prior to the date of application. Lack of rental history is not grounds for denial.

Credit/Criminal Criteria

Applicants can expect a response regarding credit approval in 72 hours, but may not receive Tax Credit Compliance approval and criminal approval for an additional 30 to 60 days.

Applications will be declined for the following reasons:

- Application is missing information.
- A bankruptcy in the past 3 years.
- Civil judgment(s) in the past 3 years.
- Collection(s) for utilities on credit report in the past 2 years.
- Eviction Filings in the past 2 years.
- Eviction judgement(s) within the past 5 years.
- Eviction(s) in the past 5 years.
- FACT Act Fraud Alert.
- False Social Security Number (SSN).
- Foreclosure(s) within the past 3 years.
- Housing debt(s) withing the past 3 years.
- Rent to income ratio (Applicants Reported Income).
- Tax lien(s) within the last 3 years.
- Criminal – National Sex Offender.
- Criminal – Manufacture or production of methamphetamine on the premises of federally assisted housing.
- Criminal – Felony conviction(s):
 - Felony drug record convictions for Possession, Sale, Manufacture, Distribution, Fraud Possession Controlled substance/Prescription, Maintaining Vehicle/Dwelling/Place for use/selling of Controlled substance. Excluding possession of marijuana and paraphernalia, 7 years
 - Felony property record convictions for Arson, Burglary, obtaining a property under false pretenses, Breaking and Entering, 7 years
 - Felony Sex Record convictions and pending cases for Rape, Child Molestation, Sexual Assault, No Time Limit
 - Registered Sex Offender (active registration on Sex Offender registry), No Time Limit
 - Felony theft record convictions for Theft Convictions over \$1500, Fraud, Forgery, Embezzlement, 7 years
 - Felony theft by check record convictions for Worthless Checks over \$150 (FL), Forgery of a check, Securing an executive document by deceit, 3 years
 - Felony violent crime record convictions for Aggravated Assault, Child Abuse, Murder/Attempted, Vehicular Homicide, 7 years
 - Felony weapons record convictions for Distribution & Sale of Weapons, Felon in possession of a weapon, Discharge Firearm into Occupied Property, 7 years

- Criminal – Misdemeanor conviction(s)
 - Misdemeanor drug record convictions excluding possession of marijuana and paraphernalia, 2 years
 - Misdemeanor property record convictions for Vandalism, Trespassing, Criminal Mischief less than \$1000, 2 years
 - Misdemeanor Sex Record convictions and pending cases for Prostitution, Solicitation, Indecent Exposure, 2 years
 - Registered Sex Offender (active registration on Sex Offender registry), No Time Limit
 - Misdemeanor violent crime record convictions for Simple Battery/Assault, Terrorist Threats, 2 years

If the criminal background report includes information that can be considered based on the Admissions Criteria, the Management Company will conduct an individualized assessment of the criminal record and its impact on the household's suitability for admission. The Management Company will notify the applicant in writing that they will conduct an individualized assessment. The notice will include the name, address, and telephone number of the agency that composed the criminal record report and inform the applicant of his or her right to dispute the accuracy of the criminal record report as well as his or her right to a free copy of the criminal record report.

The following items will be considered when doing the individualized assessment:

- The seriousness of the offense and how it would affect other residents;
- The effects that denial of admission may have on other members of the family who were not involved in the action or failure;
- The age of the household member at the time of the offense;
- The extent of participation or culpability of individual family members, including whether the culpable family member is a minor or a person with disabilities, or a victim of domestic violence, dating violence, sexual assault or stalking;
- The length of time since the offense, with particular weight being given to significant periods of good behavior, as well as the family's recent history and the likelihood of favorable conduct in the future;
- The number and nature of any other criminal convictions;
- Whether the offense has a direct and specific negative impact on the safety of other individuals or property;
- Whether the offense occurred on or was connected to a rental property that was rented or leased by the applicant;

- Evidence of the applicant's family's participation in or willingness to participate in social service or other appropriate counseling service programs;
- Evidence of rehabilitation, such as employment, participating 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
- Tenant supports or other risk mitigation services the applicant will be receiving during tenancy:

According to the Admissions Criteria, the following may not be considered in the determination of whether to accept or deny an applicant household:

- Juvenile records, or any expunged, vacated, pardoned, or sealed records;
- Convictions for crimes that are no longer illegal in the state of Maryland; and
- Charges that are pending for eligible crimes at the time of screening may be considered, subject to the individualized assessment. If a member of an applicant household has been convicted of a felony offense or violent misdemeanor offense during the applicable "further review period" (dated from the day of conviction), the housing provider may choose to consider that record in determining whether to accept or deny an applicant household based on an individual assessment.

Misrepresentation

Any information provided by the applicant that is confirmed to be inaccurate based on verification efforts may be used as a basis to deny the applicant due to misrepresentation or attempted fraud. The owner will not take any adverse action due to inaccurate or inconsistent information until the owner has investigated the information. Unintentional errors that do not cause preferential treatment will not be used as a basis to deny applicants.

Rejection

Any application which is incomplete will not be processed. An applicant who refuses to sign a release to allow verification of program and Company eligibility, references, etc. will be rejected. Applicants who do not meet income limits for each program will be rejected. Applicants who fail to pass the credit and criminal background criteria will be rejected. Applicants found to have provided false information on the application or at any time during the application process will also be rejected. Rejection may also occur should there be a chronic history of late payment or non-

payment of rent, history of eviction, non-payment of other financial obligations, intentional damage, violation of the terms of current or previous lease agreements inclusive of failure to maintain a unit in sanitary condition, current use of illegal drugs or a conviction for drug manufacture, sale or distribution or anyone who would pose a direct threat to the health and safety of others or property. Applicants would never be rejected arbitrarily such as on the basis of race, color, religion, sex, handicapped status, age, familial status or national origin. All tenants and/or co-tenants must be of legal age or legally emancipated by state law.

As of September 30, 1997, all landlords are required to comply with the new Fair Credit Reporting Act. Failure to do so can result in serious penalties. A landlord can request a consumer report (this may be a report from a credit agency, a report from a tenant screening company, or a similar report) to determine an applicant's suitability for leasing.

If a landlord takes an adverse action (denying an application, adjusting terms of lease, requiring a co-signer, increasing rent or deposit amounts, etc.) based upon information contained in the consumer report, Residential ONE must provide the following:

- written, or electronic notice of the adverse action to the consumer
- provide the consumer with written or electronic disclosure of a numerical credit score used by Residential ONE in taking the adverse action, the range of possible credit scores under the model used, all key factors that adversely affected the consumer's credit score (not to exceed 4 key factors), the date the credit score was created, and the name of the person or entity that provided the credit score or filed upon which the credit score was created
- Provide the consumer with written or electronic notice of the name, address, and telephone number of the credit reporting agency that furnished the consumer report to Residential ONE
- Provide the consumer with written or electronic notice of the consumer's right to obtain a free copy of the consumer report from the reporting agency indicating that the consumer has 60 days from the day they received the notice to request such free report
- Provide the consumer written or electronic notice of consumer's right to dispute the accuracy or completeness of any information contained in the consumer report

If the application is denied any holding deposit collected from the applicant will be returned.

You have the right, if there is an adverse decision on your credit report, to ask for a free copy of your full credit report by contacting MRI Screening located at: 7900

W 78th St Suite 400, Edina, MN 55439 or by calling 1-800-491-2580 or Email:
rcsupport@mrisoftware.com.

Please also note that local jurisdictions may have rules, laws, and processes that create additional or different obligations than those created by the Fair Credit Reporting Act.

Applicant's Right To Appeal

In the event an application for residency is declined the applicant may appeal that decision within 14 days of receiving the denial letter.

In the event an application for residency is declined for reasons related to criminal history, the applicant has the right to appeal the decision in writing, and present to Management as part of the written appeal any and all information or mitigating circumstances they wish to have considered in the decision-making process.

Applicants may provide evidence demonstrating inaccuracies within the applicant's criminal record or evidence of rehabilitation or other mitigating factors. Such information may include, but is not limited to: length of time since a conviction occurred, severity and relevance of a conviction, circumstances surrounding the offense, employment and rental history established since a conviction, etc. Written appeals must be submitted to the Manager on-site and mailed to:

Residential ONE
8975 Guilford Road, Suite 100
Columbia, MD 21046
Attention: Fair Housing Officer

Subletting

Subletting is prohibited.

Apartment Transfers

Once a household is placed in the unit size requested, approval to move to another size unit will not be granted unless there is:

- A change in household size and/or composition that deems the current unit size too small or too large for the household based on the Occupancy Standards, or
- A Reasonable Accommodation.

Once approved for transfer by the management, a current resident will be placed above the applicants on the waiting list. Approved requests based on a need for a reasonable accommodation will be given priority. VAWA Emergency Transfer requests are placed at the top of the waiting list, in chronological order as received. Due to the Low-Income programs at the property each unit may have different

eligibility requirements, therefore, a new application may need to be done and the resident must qualify for the new unit.

Violence Against Women Act (VAWA)

The following definitions are provided as assistance in understanding and implementing the VAWA protections. The definitions for domestic violence, dating violence, stalking and immediate family member have been incorporated into the United States Housing Act.

Domestic Violence includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who –

- Is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;
- Is cohabiting, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

Economic Abuse The term “economic abuse”, in the context of domestic violence, dating violence, and abuse in later life, means behavior that is coercive, deceptive, or unreasonably controls or restrains a person’s ability to acquire, use, or maintain economic resources to which they are entitled, including using coercion, fraud, or manipulation to (A) restrict a person’s access to money, assets, credit or financial information; (B) unfairly use a person’s personal economic resources including money, assets, and credit, for one’s own advantage; or (C) exert undue influence over a person’s financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty.

Technological Abuse The term “technological abuse” means an act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence or stalking and is intended to harm, threaten, intimidate, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law,

another person, that occurs using any form of technology, including but not limited to: internet enabled devices, online spaces and platforms, computers, mobile devices, cameras and imaging programs, apps, location tracking devices, or communication technologies, or any other emerging technologies.

Dating Violence means violence committed by a person (A) who is or who has been in a social relationship of a romantic or intimate nature with victim, and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors (1) the length of the relationship (II) the type of relationship; and (III) the frequency of interaction between the persons involved in the relationship.

Stalking means (A) (I) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate or (II) to place under surveillance with the intent to kill, injure, harass, or intimidate another person; and (B) in the course of, or as a result of, such following pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (I) that person (ii) a member of the immediate family of that person or (iii) the spouse or intimate partner of that person.

Sexual Assault The term “sexual assault” is statutorily defined as “Any Nonconsensual Sexual Act.”

Affiliated Individual means, with respect to an individual: (a) a spouse, parent, brother, or sister, or child of that individual to whom that individual stands in place of a parent to a child (for example, the affiliated individual); or (B); or any individual, tenant, or lawful occupant living in the household of that individual.

- The Landlord may not consider incidents of domestic violence, dating violence, stalking, or sexual assault as serious or repeated violations of the lease or other “good cause” for termination of assistance, tenancy or occupancy rights of the victim of abuse.
- The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of that abuse.
- The Landlord may request in writing that the victim, or a family member on the victim’s behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-5382, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the

VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

- VAWA 2013 provides that existing residents in HUD covered programs receive HUD's Notice of Occupancy Rights and accompanying certification form no later than one year after this rule takes effect.
- Owners/Agents must provide the Notification of Occupancy Rights and Certification to: Applicants when assistance is being denied; any notification of eviction or termination of assistance; or at the time the new household moves into the property.
- Victims of sexual assault may qualify for an emergency transfer if they either reasonably believe there is a threat of imminent harm from further violence if they remain in their dwelling unit, or the sexual assault occurred on the premises during the 90-calendar day period preceding the date of the request for the transfer.

Non-retaliation requirement

No public housing agency, owner, or manager of housing assisted under a covered housing program shall discriminate against any person because that person has opposed any act or practice made unlawful by this part, or because that person testified, assisted, or participated in any matter related to this subpart.

Prohibition on coercion

No public housing agency, owner, or manager of housing assisted under a covered housing program shall coerce, intimidate, threaten, or interfere with, or retaliate against, any person in the exercise or enjoyment of, on account of the person having exercised or enjoyed, or on account of the person having aided or encouraged any other person in the exercise or enjoyment of, any rights or protections under this subpart, including--

- Intimidating or threatening any person because that person is assisting or encouraging a person entitled to claim the rights or protections under this subpart: and
- Retaliating against any person because that person has participated in any investigation or action to enforce this subpart.

Right to Report Crime and Emergencies

Landlords, homeowners, tenants, residents, occupants, and guests of, and applicants for, housing shall have the right to seek law enforcement or emergency assistance on their own behalf or on behalf of another person in need of assistance. This section also prohibits penalizing or threatening to penalize persons because they request assistance or report criminal activity of which they are a victim or otherwise not at fault under the laws or policies adopted or enforced by "covered governmental entities."

Total # of Units: 331

Unit Sizes:

166	1 Bedroom
148	2 Bedroom
17	3 Bedroom

Specific Programs by units.

300 units @ 60% Area Median Income
31 units @ Market Rate

Household Income Requirements

The Area Median Income (AMI) is determined each year by the US Department of Housing and Urban Development (HUD). Income Limits are published by HUD and are subject to change without notice. Applicants can call the property manager at the number above to inquire about current income limits.

Income limits used are for the County/Area: Washington-Arlington-Alexandria
DC-VA-MD HUD Metro Area