

# Resident Qualification Acknowledgment (Affordable Housing)

In order to assist you with your decision on your new home, we are providing this list of the requirements we use to qualify applicants for residency in this community. Nothing contained in these requirements shall constitute a representation that all residents and occupants currently residing in our community have met or currently meet these guidelines. Each person age 18 or older who will live in the apartment home must submit an application and satisfy these requirements. In addition, applicants and occupants must meet all of the qualification requirements of the applicable affordable housing program(s) in place at this community. Subject to applicable laws, our requirements include, but are not limited to, the following criteria:

**IDENTIFICATION.** Applicants must present a valid government issued photo identification card for each person age 18 or older.

**INCOME.** Applicants must have verifiable income that meets or exceeds 2 times the resident-paid portion of the rent. Gross income for the household, including unearned income of minors and Adult Dependents, will be verified and combined to determine income eligibility. Annual household income cannot exceed the maximum allowable income as determined by affordable housing program guidelines in effect for this community. Housing Vouchers, such as Section 8, are accepted. The minimum income required for housing voucher or certificate holders must be at least 2 times the resident-paid portion of the rent.

**STUDENT STATUS.** If required by the affordable housing program, households with part-time and/or full-time student(s) must meet applicable program exceptions in order to be considered for residency.

**APPLICATION FEE.** An application fee of \$24.95 will be charged and due once the completed application is submitted for review and income eligibility has been determined. This fee pays for the expense of the credit report and criminal background check.

**CREDIT STANDARD.** We obtain a credit report on each applicant once income eligibility has been determined. Our credit reporting agency evaluates the most recent 24 months of credit (which may include rent payment history) as an indicator of future rent payment performance. Rental collections totaling \$2,000 or more will be basis for denial. Medical and Student Loan debt will not be considered. Applicants are responsible for ensuring their credit history is accurate.

**RENTAL HISTORY.** Our credit reporting agency also reviews eviction and court databases to search for both eviction filings and judgements within the past 24 months. No Fault or Dismissed evictions will not be held against the household. If a household does not meet the rental or credit criteria, they will they have the option of either paying an additional deposit equal to 1 times the monthly rent, or providing a qualified guarantor. If the applicant does not provide either of these options, it could result in the denial of their application. Mitigating Circumstances will be considered on a case basis.

**GUARANTORS.** If a guarantor is needed, he/she must meet the entire qualifying criteria as presented above. All guarantors must have a verifiable source of income in an amount not less than 3 times the rental rate.

**CRIMINAL HISTORY.** We obtain a criminal background check on each applicant who will reside in the apartment. It is possible your application will be denied due to criminal convictions. The criminal background check will not be processed until all other eligibility criteria has been met. Qualified applicants with criminal history will be considered for housing in compliance with Article 49 of the San Francisco Police Code, "The Fair Chance Ordinance."

**OCCUPANCY.** The following occupancy standards apply based on a maximum of two persons per bedroom, plus one per apartment. Children under 6 do not count towards maximum occupancy. Please see your leasing representative for unit types available at this community.

One Bedroom	One to Three Persons
Two Bedroom	Two to Five Persons
Three Bedroom	Three to Seven Persons
Four Bedroom	Four to Nine Persons

**PETS.** The following breeds are restricted from this community:

Pit Bull Terriers/Staffordshire Terriers	Rottweilers
Doberman Pinschers	Chows
Presa Canarios	Akitas
Alaskan Malamutes	Wolf-hybrids

If you have pets, please see your leasing representative for more information. These restrictions and deposit requirements do not apply to qualified service or assistance animals.

**FAIR HOUSING STATEMENT.** We are committed to compliance with all federal, state, and local fair housing laws. We do not discriminate against applicants based on race, color, age, religion, national origin, sex, familial status, disability, sexual orientation, gender identity, marital status or any other legally protected classification or status. All persons involved with the leasing and operation of our communities receive training on fair housing laws. We will consider requests for reasonable accommodations based upon a disability. We will consider reasonable modification of existing premises, which may be at the expense of the person requesting the modification.

**FALSIFICATION OF APPLICATION.** Any false statements or false information included in an application may result in denial of the application.

**ADDITION OF APPLICANT AFTER INITIAL APPLICATION.** The addition of an applicant after initial application for residency may only be completed at annual recertification unless a qualifying exception occurs. Qualifying exceptions include adoption, birth, marriage, and domestic partnership.

**APPLICANT APPROVAL ACKNOWLEDGEMENT.** Applicant acknowledges and agrees that the criteria referenced above will be considered in the qualification process. Applicants who do not meet the requirements referenced above may be declined or be subject to additional requirements, including, but not limited to, an additional deposit equal to one month's rent.

**BMR INCLUSIONARY MANUAL.** Should the terms of the [Resident Qualification Acknowledgment Form](#) conflict with the BMR Inclusionary Manual, the BMR Inclusionary Manual is controlling.

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Signature of Applicant

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Date

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\_\_\_\_\_  
Date

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Signature of Applicant

\_\_\_\_\_  
Date

# Resident Qualification Acknowledgment (Affordable Housing)

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Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative/Agent for Owner

Date

\_\_\_\_\_  
Leasing