

Garrettland, Inc.
Selection Criteria

Project Name: **ALL GARRETTLAND, INC. PROPERTIES**

Effective Date: **JUNE 1, 2014**

General Information:

In order to be a resident at the Garrettland, Inc. managed apartments, an eligible person must be able to provide proof of citizenship/immigration, pass a credit and criminal background check, be able to fulfill the lease requirements including the ability to pay rent in a timely fashion and adhere to the house rules as outlined in the Occupancy Guidelines. Additionally, the applicant must be able to successfully live at the Garrettland managed units with or without supportive services or assisted living. No care is promised to applicants as a condition of tenancy at the Apartments.

Garrettland managed Apartments is a smoke-free campus and residents are prohibited from smoking in their apartment. This rule will be strictly enforced and violations will include verbal and written warnings leading to eviction after a second offense. This tobacco-free policy applies to all residents, guests, vendors, visitors and service personnel at the Apartments. For the purposes of this policy, the term "smoking" means inhaling, exhaling, breathing, or carrying any lighted cigar, cigarette, pipe or other tobacco product.

Although the Apartments intend to strictly enforce this non-smoking policy, it cannot and does not warrant or promise that any apartment or common areas of the buildings will be smoke-free, and makes no warranty or guarantee as to the health of any resident or other person. Residents with respiratory ailments, allergies, or any other physical or mental condition relating to smoke are hereby put on notice that the Apartments does not assume any higher duty of care to enforce this policy than any other landlord obligation under the terms of the resident's lease.

Application Process:

- Applicant(s) must complete the application in full including signature and date.
- Applicant(s) must meet certain credit/criminal report standards. Garrettland managed Apartments require a credit/criminal report on all applicants, family members and/or live-in aides, age 18 years or older, who may occupy the unit.
- Applicants must demonstrate the ability to meet financial obligations in a satisfactory manner, including timely payment of rent.
- Applicants must show that the ability to fulfill all the lease requirements (with or without support services) where applicable.
- Applicants must agree to live according to the house rules as outlined in the Occupancy Guidelines as a condition of their lease.
- Applicants must demonstrate satisfactory housekeeping habits that will not jeopardize the health, security or welfare of themselves or other residents.

- Applicants must disclose social security numbers for all family members and provide proof of the numbers reported. Applicant must provide a copy of their Driver's License or Identification Card upon application submission. If no SSN has been assigned to a particular family member, the applicant must, at a minimum, bring proof that an application to Social Security has been completed. Acceptable forms of proof include: Original Social Security Card, driver's license with SSN, ID card issued by a federal, state or local agency, a 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, or court records.

F. CATEGORIES OF DISAPPROVAL. If any member of the family who is expected to reside in the apartment is determined to fall within any one of the following categories, the family may be disapproved for admission. However, before such determination is made, consideration shall be given to favorable changes in the family's pattern of behavior, a lapse of years since occurrence of an offense and to other extenuating circumstances.

1. History of Criminal Activity – Includes cases in which a member of the family who is expected to reside in the household was engaged in any criminal activity which involved crimes of physical violence to persons or property or the nature of which would be detrimental to the safety or welfare of other tenants or their peaceful occupancy of the premises.
2. Violent Behavior – Includes evidence of acts or violence or any other conduct which would constitute a danger or disruption of the peaceful occupancy of neighbors.
3. Confirmed Drug or Alcohol Addiction or Abuse – Includes evidence of confirmed drug addiction or alcohol abuse, such as a record of conviction for possession, trafficking, or use of heroin or other narcotics or controlled substances, a record of conviction of activity relating to the misuse of alcohol, or written reports from a probation office, a social agency, or the family itself to the effect that the individual is addicted to or is misusing drugs or alcohol. In cases where the individuals are undergoing follow-up treatment by a professional agency after discharge from an institution, he shall not be considered ineligible if such agency confirms in writing that he/she is rehabilitated.
4. Rape, Prostitution or Sexual Deviation – Includes convictions for the offenses of rape, prostitution, indecent exposure, sodomy, carnal abuse, impairing the morals of a minor or similar crimes indicating sexual deviation. This includes any member subject to a lifetime sex offender registration in any state.
5. Grossly Unsanitary or Hazardous Housekeeping – Includes generally creating any health and/or safety hazard through acts or neglect and causing or permitting any damage to or misuse of premises and equipment if the family is responsible for such hazard, damage or misuse; causing or permitting infestation, foul odors or other problems injurious to other person's health, welfare or enjoyment of the premises; depositing garbage improperly; failing to use in a reasonable and property manner all utilities, facilities, services, appliances and equipment within a dwelling unit or failing to maintain them in a good and clean condition;

or any other conduct or neglect which could result in health or safety problems or in damage to the premises. In case where a qualified agency is working with the family to improve housekeeping and the agency reports that the family shows potential for improvement, decisions as to eligibility shall be reached after referral to and recommendation by such agency. This category does not include families whose housekeeping is found to be superficially unclean or who lack orderliness where such conditions do not create a health and safety problem, do not do damage or deterioration of the premises and do not adversely affect the peaceful occupancy of neighbors.

6. Records of disturbance of neighbors, destruction of property or other disruptive or dangerous behavior – includes behavior or conduct which adversely affects the safety or welfare of other persons by physical violence, gross negligence or irresponsibility which damages the equipment or premises in which the family resides which is disturbing or dangerous to neighbors or disrupts family and community life.
7. Non-compliance with Rental Agreements – Includes evidence of any failure to comply with the terms of rental agreements on prior residences, such as providing shelter to unauthorized persons, keeping of pets or other acts in violation of rules and regulations and painting or decorating without permission of owner.
8. Former Tenants with a Debit Balance – Former residents who owe the owner of any development a balance from prior occupancy will not be considered for admission until the account is paid in full and reasonable assurance is obtained that contributing causes for nonpayment of rent during the prior occupancy have been sufficiently changed to enable the family to pay, when due, rent and other expenses relation to the occupancy of the apartment. The spouse will not be required to pay the balance before admission if his/her spouse was the former lessee, provided there is legal documentation evidencing a divorce or separation. In any event, the former lessee with unpaid balance will not be added to the lease until the amount is paid in full.
9. Tenancy or Credit Records – A consistent, sever or recent history of deficiencies in overall credit or in rent payment which indicates that the family would be unable or would otherwise fail to pay when due rent for the apartment and other expenses relating to occupancy of the apartment; or the absence of any history of timely payment of rent and other obligations, unless the family can show good cause for such absence.
10. Misrepresentation – Willful or serious misrepresentation in the application procedure for the apartment for any other governmental assisted dwelling unit.