



Tanglewood Apartments
Resident Qualification Guidelines



It is the policy of Tanglewood Apartments to accept completed applications on a first come, first serve basis when deposit is received. After receiving a fully completed application with application fee, the Site Manager will process it in accordance with the following policy.

Applicant Screening Criteria – Applicants must have:

- Good references from previous landlord(s). These include:
 - a. No history of drugs or excessive drunkenness.
 - b. No history of property destruction, vandalism, or littering.
 - c. No history of rowdy conduct or loud parties.
 - d. Must have demonstrated an ability to get along with neighbors.
 - e. Must have history of good housekeeping habits.
 - f. No history of undesirable visitors or having anyone occupy the apartment that was not previously approved by management, before tenant moved in.
 - g. If applicant is unable to provide references by previous landlord(s), besides a family member, management may require that a housekeeping inspection be made where applicant presently lives.

- **References from a previous landlord whereby confirmed domestic violence contributes to lease violations will not be grounds, on its own merit, for denial of housing with respect to the Violence Against Women’s Act (see below).**

Applicants will not be admitted for the following:

- Family’s annual income is not three times the amount of rent.
- Any criminal offense less than one year old, **except whereby a confirmed violent act is involved as protected under the Violence Against Women Act (see below).**
- Any felony offense (with the exception of those listed below) or domestic battery less than three years old.
- Any aggravated assault, aggravated battery, felony battery, stalking or fraud less than seven years old.
- The possession, sale, manufacture, or delivery of controlled substances less than 15 years old.
- Sexual Battery, Murder, Kidnapping, Trafficking, any felony offense with use of a weapon any offense under Chap. 800 F.S. including: Unnatural and Lascivious Act, Exposure of Sexual Organs, Lewd or Lascivious Offenses – any age conviction.
- Any household containing a member who was evicted in the last three years for drug-related criminal activity unless 1) The evicted household member has successfully completed an approved, supervised drug rehabilitation program; or 2) The circumstances leading to the eviction no longer exist (e.g., the household member no longer resides with the applicant household).
- Any household in which any member is a current illegal drug user for which the owner has reasonable cause to believe that a member’s illegal use or pattern of illegal use of a drug may

interfere with the health, safety and right to peaceful enjoyment of the property by other residents.

- Any household member, if there is a reasonable cause to believe that member's behavior from abuse or pattern of abuse of alcohol, may interfere with the health, safety and right to peaceful enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.
- Any household member who is subject to a state sex offender lifetime registration requirement.
- Incarceration in a penal institution in the past five years.

If the disposition of an arrest does not appear on the criminal report, then further information will be required. The disposition of the case can be confirmed by obtaining a certified true copy of the "Judgment of Sentence" or "Disposition." If the disposition status is recent enough and/or serious enough that it would be a basis for denial according to offense classification, then the application shall be considered incomplete until such time as the disposition of the case can be confirmed.

Credit Criteria – Applicants are allowed no more than 4 delinquents on their credit report in the last three years, no more than 2 open charges offs in the last 2 years and no more than one open judgment in the last year. Subsequent positive history, following excessive delinquent accounts within three years may be considered evidence of current credit worthiness. Bankruptcy will be accepted on credit report one year after discharge date and must have re-established good credit. Medical and school loans will not be reason for denial unless personal history is also unsatisfactory. If an applicant has no credit this will be considered good credit.

Occupancy Standards - Number of people allowed in a one bedroom is two heart beats, two bedroom apartments will allow up to four heart beats, three bedroom apartments will allow up to six heart beats and four bedroom apartments will allow up to eight beats.

Unit Transfers – A resident must reside in their apartment one year before they are eligible for a unit transfer unless as a reasonable accommodation. In house transfers will take priority over waiting list applicants. To qualify for a unit transfer, it must be medically necessary i.e., a ground floor is required, a larger unit for medical equipment, or a live-in attendant. Transfers, which are needed as a reasonable accommodation, are made on a priority basis, or 1) a transfer for a medical reason certified by a physician, 2) Change in family size or composition, 3) the need for an accessible unit, or 4) deeper subsidy.

A resident who resides in a handicapped accessible unit and does not require the modification of that unit will be asked to transfer within 30 days if that unit is needed to accommodate another resident or applicant.

Policies to comply with Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act and other relevant civil Rights laws and statues.

- Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance from HUD.
- The Fair Housing Act prohibits discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability, and familial status. It applies to housing, regardless of the presence of federal financial assistance.
- Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in any program or activity receiving federal financial assistance from HUD.

- Accessible units are assigned in the following order:
 1. Current Tenants who require the features of the unit.
 2. Applicants with Disabilities who require the features of the unit.
 3. When neither a current resident or applicant require the features of the accessible unit, the unit may be offered to another tenant or applicant provided an addendum to the lease is signed stating the tenant will move to a non-accessible unit of the proper size when one becomes available.
- When a resident no longer requires the needs of the features offered in an accessible unit, the resident will move to a non-accessible unit when one becomes available.

Violence Against Women’s Act

VAWA protects victims of domestic violence, dating violence and stalking as well as their immediate family members, from being evicted or denied Section 8 subsidy due to a confirmed violent act. Confirmed victims may not be denied housing due to their status if they otherwise qualify for housing.

Violence Against Women Act Protections

The Landlord may not consider incidents of domestic violence, dating violence or stalking 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.

AND;

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.

PROVIDED;

That the victim, or a family member on the victim’s behalf, certify in writing that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking Form, or other documentation as requested, 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.

APPLICANT SIGNATURE _____

SPOUSE/CO HEAD SIGNATURE _____

DATE _____

The U.S. Department of Housing & Urban Development (HUD) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual’s income is derived from

any public assistance program. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) Any tenant or prospective tenant seeking occupancy or use of facilities who believes he/she has been discriminated against because of age, race, color, religion, sex, marital or familial status, handicap or national origin may file a complaint in person with, or by mail to the Office of Fair Housing and Equal Opportunity, Department of Housing and Urban Development (HUD), Washington, DC, 20410, or any HUD office.