

RESIDENT SELECTION POLICY



This plan supersedes any and all other plans and policy statements previously issued.

Enacted: 09/13

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**RESIDENT SELECTION POLICY
FOR ADMISSION AND OCCUPANCY**

Under Federal Law it is illegal to discriminate against any person or group of persons because of race, creed, national origin, sex, handicap, familial status, or other protected classes recognized by the state or local community.

Local laws may include other groups in which Glisson Inc must be familiar with state and local requirement.

Glisson Inc has developed this policy, which requires all persons to be treated equally.

Note: If you need assistance or other reasonable accommodations to read and/or understand these contents, please inform us.

TABLE OF CONTENTS

OVERVIEW

NONDISCRIMINATION & EQUAL HOUSING OPPORTUNITY REQUIREMENTS

PROCEDURES FOR RECEIVING APPLICATIONS

OCCUPANCY STANDARDS

PROCESSING APPLICATIONS & SCREENING PROCEDURES

NOTIFY APPLICANT OF APPROVAL OR DENIAL

OFFERING AND ACCEPTANCE OF A UNIT

REASONS FOR REJECTION OF AN APPLICANT

TRANSFER POLICY & PROCEDURES

Glisson Inc

RESIDENT SELECTION POLICY OVERVIEW

This policy is written to comply with the Title VI & VIII of the Civil Rights Act of 1964 & 1968, Fair Housing Amendments Act of 1988, Section 504 Regulations, Americans with Disabilities Act of 1990, and the Consumer Credit Reporting Reform Act of 1996.

In keeping with the guidelines contained in our Resident Selection Policy, the objective is to select residents who respect the rights of their neighbors, will not cause damage to the property, and will pay rent when it is due.

Included in the following pages is the Resident Selection Criteria for Glisson, Inc. in its entirety.

All applicants and residents reserve the right to obtain a copy of this policy upon request.

RESIDENT SELECTION CRITERIA

A. NONDISCRIMINATION AND EQUAL HOUSING OPPORTUNITY REQUIREMENTS

Glisson, Inc. is an Equal Housing Opportunity Management Company. As such, this Management Company adheres to all Federal Fair Housing and Civil Rights laws, and all state and local regulations concerning nondiscrimination in housing.

1. This management company does not discriminate on the basis of:
 - Race, color, religion, sex, national origin, familial status or handicap,
 - Any particular socioeconomic classes (e.g. single parent households) or against individuals who are not members of any sponsoring organization of the community.

2. The above non-discrimination practices apply to:
 - Accepting applications
 - Processing applications
 - Informing applicants of the outcome of the application i.e. acceptance or denial
 - Assigning units
 - All other aspects of continued occupancy

3. To file a complaint alleging violations with regard to Fair Housing Laws or suspected discrimination, contact the Office of Fair Housing and Equal Opportunity at the office of the Department of Housing and Urban Development. (HUD)

B. PROCEDURES FOR RECEIVING APPLICATIONS

1. A separate rental application must be completed, signed and dated by all household members 18 years of age or older.

2. All applicants if students of Southern Illinois University, must meet the qualifications to live off of campus.

3. The eligibility for a specific unit type and location will be based on household composition and unit size as follows:

Unit Type	Min. Number of Occupants	Max. Number of Occupants
2300 – 1 Bedroom	1	2
Grand – 1 Bedroom	1	1
Park – 1 Bedroom	1	2
2300 – 2 Bedroom	1	3
Park - 2 Bedroom	1	3
Grand – Townhouse	1	2
Park – Townhouse	1	3

4. The unit must be the applicants’ only place of residence.

5. If a new adult member(s) join the household or when member(s) of the household become 18 years of age, they must also sign all relevant forms. Failure to sign this or any required consent forms may result in denial for the rental unit. For this reason, the notification procedures will be followed.

C. PROCESSING APPLICATIONS AND SCREENING PROCERURES FOR PRE-QUALIFYING APPLICANTS FOR PLACEMENT

At the time an applicant submits an application for housing, all applicants must meet all qualifications listed below before the application is considered approved.

The following procedures will be followed to pre-qualify an applicant:

1. ADDIQUATE CREDIT STANDING

A credit check will be conducted for each adult applicant. The purpose of obtaining the credit report is to verify that any credit that is established, is in good standing with the credit bureaus. If there is any credit established, a minimum score of 600 is required.

If an applicant’s credit report contains outstanding collections or judgments, these balances must be paid 100% in full in order to continue the leasing process. We understand that in many cases collection companies will often make a deal in order to collect some of what is owed by a debtor. Such deals do not constitute a 100% in full payment, and therefore the leasing process still will not be continued.

The credit report will also be used to verify previous and current places of residency listed on the application and the accuracy of Social Security Numbers.

2. LANDLORD REFERENCES

References will be obtained from the landlord(s) listed on the application, that are not family members of the applicant. An applicant may be denied if these reports indicate, but are not limited to, any of the following:

- Failure to pay rent when due
- Disturbances which jeopardize the safety, peaceful enjoyment, and/or rights of other residents on the premises
- Poor housekeeping habits which posed a threat to health, safety, and welfare of other residents in the community
- Legal eviction actions or proceedings have previously been filed on the applicant for non-payment of rent, material non-compliance of the lease agreement, drug-related activity, or other good cause
- Damages to the current or previous place of residence beyond normal wear and tear
- Unwillingness or inability to abide by lease provisions and/or house rules

Lack of sufficient Landlord References alone is not considered as a reason for denial.

3. PERSONAL REFERENCES

Personal References are obtained in order to verify character, and ability to relate well with other people. Family members and co-applicants do not qualify as a Personal Reference, and will not be accepted.

4. CRIMINAL BACKGROUND SEARCH

Glisson Inc will obtain a criminal background report on each applicant. If it is documented by a criminal record search that the applicant is engaged in or has been convicted of criminal activity to include, but not limited to, felonies, drug-related criminal activity, possession of drugs, acts of violence, gang related activity, theft or robbery, the application will be denied. If it is documented by a criminal record search that the applicant has ever been convicted of a sexual related crime, the application will be denied.

5. INCOME REQUIREMENTS

In cases when the applicant(s) is/are not full time students the combination of income among all residents in the rental unit must be no less than 3 times the rent amount. And have established employment of 6 months or more.

6. INTERNATIONAL STUDENTS WITHOUT SOCIAL SECURITY NUMBER

In such case as the applicant is an international student without a social security number the following provisions must be met to obtain approval.

1. A co-signer who has a social security number is required at the time the application is turned in.
2. The co-signer must also guarantee that they will be a resident in The United States past the expiration date of the contract the applicant would be signing.
3. If an appropriate co-signer is not provided with the application, then the full contract must be paid at the time the lease is signed.
4. A copy of the applicant's Visa / Passport must be given to the Landlord at the time the application is received.

D. PROCEDURES FOR NOTIFYING APPLICANT OF APPROVAL OR DENIAL

1. Once the application has been processed under the pre-qualification procedures, the decision will be given to the applicant. In cases when results are available immediately, the applicant will be informed at the time the application is turned in. In cases when the results are not available immediately, a phone call will be placed to the applicant.
2. In case of denial, a formal letter will be mailed to the applicant, stating the reason for denial.

E. OFFERING AND ACCEPTING OF A UNIT

1. Glisson Inc will notify the pre-qualified applicant as soon as it knows of an available unit, meeting the specifications on the application.
2. Once the applicant is informed of an available unit, the security deposit is required in order to hold that unit until the lease is signed.
3. The lease is to be signed within 30 days of the day the security deposit is put down. If the lease is not signed within this 30 day period, all rights to the unit will be forfeited, as well as all monies given to Glisson Inc for the Security Deposit. The last month's rent is due upon lease signing, and the first month's rent is due no later than 30 days before the first day of the lease.

F. REASONS FOR REJECTION OF AN APPLICANT

1. Applications are rejected if they do not meet the property owner's screening criteria. Reasons to reject an application include, but are not limited to the following reasons:

- A history of violence, as evidenced by previous or current landlord's verification(s)
- A record of arrest or conviction
- Poor housekeeping as evidence by previous or current landlord's verification(s) or other references listed in the application
- Refusal to occupy apartment without pets
- History of the sale, use, distribution, manufacture, or possession of an illegal drug or abuse of alcohol
- History of rent arrears or poor rental background as evidenced by previous or current landlord verifications and credit reports
- Refusal to occupy unit type in accordance with the occupancy unit size standards established for the property
- This community will not be the applicant's only place of residence
- History of property damage to, and/or unpaid charges for damages to the apartment, townhouse, house or common areas as evidenced by previous landlords' verification(s)
- History of lease violations as evidenced by previous or current landlords' verification(s)
- History of violence against family members, neighbors, and/or interference with management's duties and responsibilities as evidenced by previous landlord's verification(s), government social agencies' verification(s), and/or police reports
- If a household fails to move into the unit on the agreed upon date, the application can be rejected and the unit will be offered to the next qualified applicant on the waiting list.

G. TRANSFER POLICY AND PROCEDURES

A. Transfer Policy

Residents requesting transfers must meet all criteria of the transfer policy and the Resident Selection Plan.

1. In house transfers due to under-utilization or over utilization for current resident households will have priority
2. Residents must comply with the Transfer Procedures in order to be considered for a unit transfer

3. A transfer request may not be granted by Glisson Inc if:

- The resident or a household member does not meet our current Resident Selection criteria
- The resident refuses to complete and sign the Transfer Request Form and provide the necessary information to process the transfer request
- Outstanding balances are contained on the resident's account for rent and/or damages. Or there are 3 or more instances of late rental payments during residency at the current unit.
- The resident has two or more infractions on file during current residency
- At the time of the current unit inspection, damages were found which would exceed what is considered as normal wear and tear
- The resident, and/or other household member(s), have been in violation of lease provisions and/or community rules, at any time, during the current residency
- The requested transfer is between like units (from 2 bedroom 1 bathroom apartment to a different 2 bedroom 1 bathroom apartment)

B. Transfer Procedures

1. A Unit Transfer Request Form must be completed by the resident at the time the request is made. The form will be provided by the management office. Transfers will be processed in the order received

2. Glisson Inc company will verify the resident's account for any outstanding balances currently due

3. When the request is received, the manager will complete a unit inspection of the resident's current unit. The results of the inspection must be satisfactory (no resident related damages; maintained in a safe and sanitary condition, etc.). If the inspection is unsatisfactory, the request for transfer will be denied

4. Glisson Inc will then notify the Resident if their Transfer Request has been approved or denied. If approved, the new unit will be picked out and the Resident will put down a security deposit on the new unit. Terms of the first and last month's rent payments for the new unit will then be negotiated between the Tenant and Glisson Inc