

# Crestwood Manor Resident Selection Criteria

*For Housing Programs Effective February 2024*

Humphrey Management, LLC, the managing agent for this community, has established the following Resident Selection Criteria to explain the requirements and policies used to process and select applications for residency. Everyone who applies will have their application evaluated in a fair, equal, and consistent manner that complies with federal, state, and local fair housing requirements.

These criteria were implemented to improve housing opportunities by ensuring that quality housing is available to qualified families; and to create a welcoming, thriving community through effective Resident Selection. All procedures were implemented in conjunction with IRS Section 42 regulations, as amended, and other applicable federal statutes and regulations, including but not limited to the following:

- Federal Register Notices/Final Rules
- Code of Federal Regulations (CFR)
- The Fair Housing Act of 1988 ("The Fair Housing Act")
- Title VIII of the Civil Rights Act of 1968
- Americans with Disabilities Act of 1990
- The Federal Fair Credit Reporting Act and state/local credit reporting laws

## Civil Rights Protections

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### Fair Housing

Humphrey Management, LLC will follow and abide by the Fair Housing and Equal Opportunity Laws and any other Fair Housing and Civil Rights Laws in effect in the intake and processing of applications and selecting residents.

We will not discriminate against any person on the basis of the following protected classes:

Federal: Color, Disability, Familial Status, National Origin, Race, Religion, Sex

Maryland: Includes all federal protected classes listed above plus: Marital Status, Sexual Orientation, Gender Identity and Source of Income.

## Community Information

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Crestwood Manor is a family community consisting of 120 units (Crestwood Manor 4- 60 units; Crestwood Manor 9- 60 units) serving qualified market and low-income households.

## Project Eligibility

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The following requirements must be met for an applicant household to be eligible for admission to the community:

Applicants must provide a valid identification with a picture (copy will be retained with permanent file). All household members must disclose social security numbers (SSN) for members of the household. A valid social security card issued by the Social Security Administration is the required documentation. If a household member lacks this documentation, a letter from the Social Security Administration confirming a new card has been applied for will be acceptable documentation to continue in the application process.

### Income Requirement

Occupancy is restricted to households with income at or below the targeted published area median income (AMI) layers as adjusted for family size at the time of move-in and the initial 12 months of occupancy. The homes within this community are reserved for households in the following income layers:

- **Crestwood Manor 4-** 60 units at or below 60% AMI.
- **Crestwood Manor 9-** 31 units at or below 30% AMI; 18 units at or below 50% AMI; 1 unit at or below 60%; 10 market rate units. 10 of the 30% AMI restricted units are reserved for persons with disabilities.

**Income Limits**

- The household's annual income must not exceed the applicable income limit for the Low Income Housing Tax Credit Program as established by HUD and/or the IRS. Current income limits are attached.

**Demonstrated Ability to Pay Requirement**

- Verified either with an Income Calculation or with Voucher or other rental assistance payment standards as follows:

**Income Calculation (not applicable to Applicants with Vouchers or other rental assistance)**

- Rent should not exceed 40% of the applicant household's gross income; therefore, the minimum qualifying income will be at least 2 times the rent.
- Applicants who do not meet the above criteria but whose income is such that the rent will not exceed 50% may still be considered qualified if they provide proof of available assets equal to or greater than six (6) months' rent.
- In lieu of income, management will consider applicants who own available assets with a cash value of at least five times the rent to meet the ability to pay requirement.
- Applicants using assets to meet the ability to pay requirement will need to provide proof of (1) ownership; (2) access to the asset; and (3) the cash value must be based on at least a six-month average balance or proof of a lump sum receipt within the last six months.

**Vouchers and other rental assistance**

Housing Choice Vouchers and other types of rental assistance are accepted. No applicant will be denied on the basis they receive rental assistance. All applicants, including those receiving rental assistance, must meet all other eligibility standards outlined in this document.

Participation in a rental assistance program will be verified as part of the eligibility process. The payment standard of the rental assistance must meet or exceed the current contract rent of the apartment for which the applicant is applying.

**Student Eligibility Requirement**

Households made up entirely of full-time students are not eligible to live in units receiving housing credits. However, five exceptions to the full-time student restriction would make such households eligible. For additional information regarding Student exceptions, please contact the Community Manager.

**Occupancy Standards**

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Number of Bedroom(s)	Number of Occupants	
	Minimum	Maximum
1	1	3
2	1	5
3	1	7

Occupancy standards shall be used in determining the appropriate size at move-in and shall apply during residency in determining unit transfers.

**Application Process**

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Applicants must be at least 18 years old or be an emancipated minor to submit an application. Applicant households must submit a single application executed by all adults or emancipated minors in the household. Management will verify this information in compliance with the Housing Credit Program and funding programs, as applicable. Only completed application packets can be accepted and processed to determine eligibility for housing or screened for our waiting list.

Once the application is approved for occupancy and the available unit accepted, the applicant will be required to place a \$150 reservation fee to hold the apartment home within 72 hours. Failure to do so will result in management engaging the next qualified household on the waiting list. If a household requires assistance to pursue the application process, please contact the Community Manager and arrangements will be made to provide assistance during this process. Information provided during this process will be verified by third party verifications, reviewing of source documents and verbal

verification. If at any time, it is determined information provided by the applicant is untrue and provided with the intent to commit fraud, this would be considered grounds to deny the application.

## **Applicant Screening Criteria**

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### **Credit History Criteria**

This community evaluates each person applying to live in its community for demonstrated ability to pay the rent and to have utilities in the name of the leaseholder(s) per requirements of the lease.

This data includes; but is not limited to: (1) rental payment history and (2) utility payment history within the last two (2) years. Medical collections and student loans are excluded from eligibility consideration.

No credit or not enough credit will receive a further review.

Money due to any previous landlord or utility company necessary to have utilities in the name of the leaseholder(s) can result in an automatic rejection of the application if the applicant(s) cannot show the balances are resolved or can be resolved by lease signing.

If the application is denied based on the criteria, the applicant will be advised what factors adversely affected eligibility, and the applicant will be given the name, address, and telephone number of the consumer reporting agency that provided the information to the property. An applicant who is denied may initiate an investigation to correct any erroneous information in such reports. The consumer-reporting agency will advise the applicant of the actions they may take to do so. Available units will not be held open during any such investigation by the applicant. The absence of credit history by itself will not be a reason to deny an applicant's household.

### **Residential History Criteria**

An application may be rejected for one (1) of the following reported on any adult applicant:

1. One (1) eviction from a previous housing unit within the last three (3) years and unresolved balances still owed to a landlord.
2. Three (3) or more late payments of rent within the last six (6) month period.
3. Landlord references are verified for the previous three (3) years (36 months). If any Landlord reference is returned to us wherein the previous landlord has signed that the applicant exhibited the following behavior:
  - a. Housekeeping issues
  - b. Records of disturbance of neighbors, destruction of property, or other disruptive or dangerous behavior - include 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.
  - c. Non-compliance with Lease Agreements - includes but is not limited to evidence of any failure to comply with the terms of lease agreements on prior residences, such as providing shelter to unauthorized persons, failure to comply with recertification process, keeping of pets, or other acts in violation of rules and regulations, painting or decorating without permission of the owner, etc.
4. Consideration will be given to the applicant if it is proved (documentation may be required) that the aforementioned rental history was beyond the control of the applicant. Examples would be a reduction in the labor force, illness, extremely high medical bills, divorce, etc.

### **Criminal History Criteria**

Every adult applicant is required to sign a consent form allowing all relevant criminal information to be released. Applications will be rejected for any history found that could affect the health or safety of any resident or if any of the following is reported:

1. Any household member(s) subject to a state sex offender lifetime registration requirement (if allowable by State).
2. Any household member(s) convicted of misdemeanor criminal activity, based on the severity of the crime, screened one to seven years.
  - Property related, animal related, computer / tele-communication related, public justice related, alcohol related, victimless related and other criminal activity unclassified (high).
  - Family relations, drug related, organized crime, sex related (low and high).
3. Any household member(s) convicted of any felony violent related crime.
  - Assault, battery, deadly conduct, kidnapping, manslaughter, murder, and robbery.
4. Any household member(s) convicted of any felony related criminal activity, screened one to seven years.
  - Property related, animal related, fraud related, computer / telecommunication related, family relations, public justice, public order, gambling related, weapons related, organized crime, drug related, sex related, alcohol related, victimless related and other criminal activity unclassified as felony crime.
5. Any household member(s) has one conviction of a felony or misdemeanor against persons that have occurred in

- the past seven (7) years or in which the scheduled end of sentence occurred within the past seven (7) years.
6. Destruction of property or any other offenses that pose a threat to the well-being and safety of our residents, employees, or community.

If the application is denied based on this criminal background search, the applicant will be given the name, address, and telephone number of the consumer-reporting agency that provided the criminal background report. An applicant who is denied based on a criminal background search may obtain a copy of the report and initiate an investigation to correct any erroneous information in the report. The consumer-reporting agency will advise the applicant of the actions that they may take in order to do so. Available units will not be held open during any such investigation by the applicant.

## **Rejection of Applications**

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If an applicant disputes the accuracy of any information provided to the management office by a screening service or credit reporting agency, the applicant may contact the screening company that supplied the information within 60 days of the denial to obtain a copy of the screening results. The name and address of the screening company and a reference number will be provided in the denial letter.

Applicants who are denied must wait 90 days before reapplying to the community. No apartments will be held during the appeal process with a screening company or credit reporting agency. If the screening company or credit reporting agency determines the denial was incorrect due to missing or incorrect information, the 90-day waiting period will be waived.

If the applicant disputes the denial of an application due to income qualifications, they may submit an appeal. This Appeal must be submitted in writing within 14 days of notice that the application has been declined to the assigned Director of Operations for Humphrey Management, LLC. Contact information and instructions for how to submit appeals will be contained in the denial letter. A decision will be returned in writing within 14 days of receipt of the Appeal.

### **Accessible Units**

This community features 8 units designed to meet the Uniform Federal Accessibility Standards (UFAS) and 4 units designed for hearing and vision impairment (HVI). Priority will be given to households that need the features.

UFAS and HVI units will be held open for households who need the unit features for 60 days, then filled with households who do not need the features.

### **VAWA Protections for Victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault**

The Violence Against Women Act (VAWA) provides that criminal activity directly relating to domestic violence, dating violence, stalking, or sexual assault engaged in by a member of a resident's household or any guest or other person under the resident's control shall not be cause for being denied housing, termination of assistance, or occupancy rights if the resident or an immediate member of the resident's family is the victim or the threatened victim of that abuse. VAWA also provides that an incident(s) of actual or threatened domestic violence, dating violence, stalking, or sexual assault will not be construed as serious or repeated violations of the lease by the victim (or threatened victim) and will not be "good cause" for the termination of the assistance, tenancy, or occupancy rights of a victim of such violence.

### **Limited English Proficiency**

Management utilizes Tele language Interpretation Services to provide access to services for those individuals with Limited English Proficiency.

## **Modification of Resident Selection Criteria**

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These criteria will be posted in the management office and made available for applicants. It will be updated periodically in accordance with changes implemented in federal and State guides. Any questions pertaining to these selection criteria should be directed to the Property Manager. Please see the Property Manager for further information.

**I have received a copy of the Resident Selection Criteria for Crestwood Manor:**

\_\_\_\_\_  
*Head of Household's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Other Adult Member's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Other Adult Member's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Other Adult Member's Signature*

\_\_\_\_\_  
*Date*

## Income and Rent Limits

### Tax Credit Rents

Bedroom	1 BR Max Rent	2 BR Max Rent	3 BR Max Rent
30%	\$847	\$1,017	\$1,175
50%	\$1,413	\$1,696	\$1,959
60%	\$1,695	\$2,035	\$2,351

### Frederick County, MD Income Limit Table

HH #	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person
30%	\$31,650	\$36,180	\$40,710	\$45,210	\$48,840	\$52,470	\$56,070
50%	\$52,750	\$60,300	\$67,850	\$75,350	\$81,400	\$87,450	\$93,450
60%	\$63,300	\$72,360	\$81,420	\$90,420	\$97,680	\$104,940	\$112,140

Income limits published 5/15/2023.

### Utility Allowances

Utility Allowances	1 BR	2 BR	3 BR
	\$82	\$106	\$130

Income and rent limits are subject to change.

#### Crestwood Manor

Crestwood Manor 4- 5624 New Design Road, Frederick, MD 21703  
Crestwood Manor 9- 5610 & 5614 New Design Road, Frederick, MD 21703



We do business in accordance with the Federal, State, and Local Fair Housing Law



We do business in accordance with the Federal Fair Housing Law