

# Cobblestone Farm Community

1 Bed – 5 units total - \$389

2 Bed – 10 units total - \$501

3 Bed - 48 units total - \$579

4 Bed - 26 units total - \$640

89 Units Total

1- and 2-bedrooms are all triplexes

Duplexes are 3-bedrooms

3- and 4-bed single-family homes

8 ADA Units (1 - 1-bed, 1 - 2-bed, 4 - 3-bed, 1 - 4-bed)

## Pet Policy

Cobblestone Farm Community is a pet friendly community. Below is some important information regarding your furry friend.

1. Photo of pet(s) required
2. Maximum of 2 pets per household
3. Pet deposit is \$650 per pet
4. Vaccination records required
5. Pet's must wear ID tags with owner's information
6. Breed restrictions apply, includes but not limited to: German Shepherd, Rhodesian Ridgeback, Chow Chow, Rottweiler, Doberman Pincher, Staffordshire Terrier, Pit Bull Terrier, Japanese Akita, Japanese Tosa, Fila Brasileiro, Dogo Argentino, Wolf Hybrid, Great Dane, Bull Mastiff, Shar-pei, Siberian Husky.
7. Weight limit not to exceed 100 pounds
8. Exotic Animals are prohibited



# Cobblestone Farm Community

As an affordable housing community, we have strict income guidelines set by the state of Arkansas and HUD. Below are the **maximum** incomes allowed for approval. For information on “gross” income, see paragraph at the bottom.

**You must make at least 2 times the monthly rental rate**  
(Section 8 voucher holders: this means 2 x your portion of the rent)  
**Ex. \$640 rent x 2 = \$1,280 minimum monthly income**

Number of Household Members	Maximum Annual Gross Income
1	\$37,260
2	\$42,540
3	\$47,880
4	\$53,160
5	\$57,420
6	\$61,680
7	\$65,940
8	\$70,200

**Gross Income** = your income **before** taxes and deductions (this includes Medicare deductions from social security). All income sources in the home are combined and **the combined income must NOT exceed the above income limits**. Estimate gross income by averaging your last 4-6 paystubs, or by calculating your weekly pay x 52, bi-weekly pay x 26, twice monthly pay x 24, or monthly pay x 12. With income that can vary in payments, such as child support, look at the awarded amount and the total payments made over the last 12 months. Sample for calculating income: add all gross amounts, then divided by the number of payments you calculated – ex: \$450 + \$425 + \$500 + \$375 + \$450 = \$2,200 / 5 checks = \$440 average weekly pay x 52 weeks = \$22,880 annual gross income.





**TENANT SELECTION PLAN POLICY-HOME/NHTF/LIHTC**  
**Cobblestone Farm Community**  
**N Diorite Ave / N Lava Loop**  
**Fayetteville, AR 72704**  
**479-262-6655**

**GENERAL REQUIREMENTS**

The objective of a tenant selection plan (a “Plan”) is to consolidate relevant policies and procedures affecting the selection of tenants for housing units, pursuant to applicable federal and state laws. The Plan sets out a procedure for processing and selecting applicants for housing units, including the establishment of preferences and priorities, occupancy standards, rejection standards, reviews and appeals of rejection decisions, and notice requirements. The Plan may not, however, include all the policies and procedures affecting the selection of tenants.

The Plan is not applicable to the processing of applications or selection of tenants for non- subsidized (or “market”) units.

**Cobblestone Farm Community** is a privately owned affordable housing property that consists of 100 Low Income Housing Tax Credit (LIHTC) and/or HOME rental units.

**FAIR HOUSING AND EQUAL OPPORTUNITY STATEMENTS OF NONDISCRIMINATION**

It is the **Cobblestone Farm Community** Policy to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, Fair Housing Amendments Act of 1988, and any legislation protecting the individual rights of residents, applicants, or staff which may subsequently be enacted.

In accordance with the Fair Housing Amendments Act of 1988 **Cobblestone Farm Community** will not discriminate on the basis of race, color, sex, familial status, religion, handicap, disability, national origin, age, creed, sexual orientation, or gender identify in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

The term “disability” and “persons with disabilities” are used in two contexts-for civil rights protections, and for program eligibility purposes. Each use has specific definitions:

1. When used in context of protection from discrimination or improving the accessibility of housing, the civil rights-related definitions apply.
2. When used in the context of eligibility under multifamily subsidized housing programs, the program eligibility definitions apply.



In accordance with Title VI of the Civil Rights Act of 1964 **Cobblestone Farm Community** will not discriminate on the basis of race, color, or national origin in any program or activity receiving federal finance assistance.

**Cobblestone Farm Community** will seek to identify and eliminate situations or procedures which create a barrier to equal housing opportunity for all. In accordance with Section 504, **Cobblestone Farm Community** will make reasonable accommodations for individuals with handicaps or disabilities (applicants or residents). A reasonable accommodation is a change, exception, or adjustment to a program, service, building, dwelling unit, or workplace that will allow a qualified person with a disability to: participate fully in a program, take advantage of a service, live in a dwelling, or perform a job. Such accommodations may include changes in the method of administering policies, procedures, or services.

In reaching a reasonable accommodation with or performing structural modification for an otherwise qualified individual with disabilities, **Cobblestone Farm Community** is not required to:

- Make structural alterations that require the removal or altering of a load-bearing structure,
- Provide support services that are not already part of its housing programs,
- Take any action that would result in a fundamental alteration in the nature of the program or service, or
- Take any action that would result in an undue financial and administrative burden on **Cobblestone Farm Community**, including structural impracticality as defined in the Uniform Federal Accessibility Standards (UFAS).

### **Marketing**

**Cobblestone Farm Community** will market the units in accordance with the Affirmative Fair Housing Marketing Plan (Form HUD-935.2A) and for those least likely to apply. The Equal Opportunity poster (i.e., Fair Housing Poster) will be displayed.

### **REASONABLE ACCOMMODATION MODIFICATION POLICY**

**Cobblestone Farm Community** is an equal housing opportunity provider and does not discriminate based on disability in the admission or access to, or treatment of, or employment in, its federally assisted programs and activities. It is our policy to provide reasonable accommodations and/or modifications to applicants or residents who have a disability and because of that disability need a change or exception to our usual rules or policies or a structural modification to be able to fully use and enjoy their apartment and the apartment community.

A resident or an applicant for housing makes a reasonable accommodation request whenever it is clear that an exception, change, or adjustment to a rule, policy, practice, or service is needed due to a disability.

An applicant or resident is not entitled to receive a reasonable accommodation unless it is requested. The Fair Housing Act does not require that a request be made in a particular manner or a particular time, but it is helpful if the request is made in writing to prevent misunderstandings regarding what is being requested.



Management will notify you in writing of the determination of your request.

- If you are requesting an assistive or service animal, you will need to sign the lease addendum form that describes your responsibilities concerning the animal, if your request is granted.
- If you need assistance in this process, please contact:

**Cobblestone Farm Community  
N Diorite Ave / N Lava Loop  
Fayetteville, AR 72704**

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

**Dawn M. Cook, President  
Strategic Realty Management Inc  
812 Main Street  
Van Buren, AR 72956  
479-262-6655**

#### **ACCESSIBLE UNIT OCCUPANCY**

Accessible units will be offered first to persons with disabilities who require the accessibility features. Listed herewith is the priority order used to lease accessible units.

1. Leased to a current occupant who requires accessibility features.
2. Leased to the next eligible qualified applicant on the waiting list who requires accessibility features.
3. If an accessible unit is available and there are no applicants on the waiting list who require the features additional outreach will be made and documented by **Cobblestone Farm Community**
4. Last, leased to non-disabled person(s) on waiting list.

#### **PRIVACY POLICY**

It is the policy of **Cobblestone Farm Community** to guard the privacy of individuals conferred by the Federal Privacy Act of 1974 and to ensure the protection of such individuals' records maintained by **Cobblestone Farm Community**. Therefore, neither **Cobblestone Farm Community** nor its agents shall disclose any personal information contained in its records to any person or agency unless the individual about whom the information is requested shall give written consent to such disclosure.

The Privacy Policy in no way limits **Cobblestone Farm Community's** ability to collect such information as it may need to determine eligibility, compute rent, or determine a family's suitability for residency. Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, any information obtained on handicap or disability will be treated in a confidential manner.



## VIOLENCE AGAINST WOMEN ACT (VAWA) PROTECTIONS

**Cobblestone Farm Community** supports victims of domestic violence, dating violence or stalking and protects victims, as well as members of their family, from being denied housing or from losing their HUD assisted housing as a consequence of domestic violence, dating violence or stalking.

- **Cobblestone Farm Community** provides all tenants notice of their rights and obligations under VAWA.
- **Cobblestone Farm Community** provides tenants the option to complete the Certification of Domestic Violence, Dating Violence or Stalking, form HUD-5382. The certification form is available to all families upon their acceptance as a tenant.

## SOCIAL SECURITY NUMBER (SSN) REQUIREMENTS

Arkansas Development Finance Authority (“ADFA”) requires SSN for all household members prior to move-in.

### Timeframe for Providing Social Security Numbers - Applicants

Applicants do not need to disclose or provide verification of SSN for all non-exempt household members at the time of application and for placement on the waiting list. However, applicants must disclose and provide verification of SSN for all non-exempt household members before they can be housed.

If all non-exempt household members have not disclosed and/or provided verification of their SSNs at the time a unit becomes available, the next eligible applicant must be offered the available unit.

### Timeframe for Providing Social Security Numbers - Residents

All residents, (except excluded residents as noted above) and those individuals who do not contend eligible immigration status, must disclose, and provide verification of their SSN at the time of their next annual recertification if:

1. They have not previously disclosed a SSN;
2. Previously disclosed a SSN that HUD or the Social Security Administration (SSA) determined was invalid; or
3. Been issued a new SSN.

### SSN Not Previously Disclosed

The head of household must bring SSN verification, through one or more of the documents to the recertification meeting for any household member who has not disclosed and provided verification of their SSN.

### Assignment of a New SSN

If a resident or any member of a resident's household is or has been assigned a new SSN, the resident must provide the SSN and documentation to verify the SSN to **Cobblestone Farm Community** at:

1. The time of receipt of the new SSN; or
2. The next regularly scheduled recertification; or
3. Such earlier time as specified by **Cobblestone Farm Community**.



### **Adding a Household Member**

When adding new household members SSN are required.

### **Rejection of Documentation - Applicant or Resident**

If an applicant fails to meet the credit and criminal background screening, they will receive an adverse action letter to their email address.

**Cobblestone Farm Community** is required to explain to the applicant or resident the reason(s) why the document(s) is not acceptable and request the individual obtain acceptable documentation of the SSN and submit it to **Cobblestone Farm Community** within a reasonable time frame.

## **ELIGIBILITY**

To be eligible for housing at **Cobblestone Farm Community** you must meet the following eligibility requirements:

### **Income**

You and your household's annual income cannot exceed the current Income guidelines for all funding sources in the project as determined by HUD. These income limits are adjusted periodically. For more information about current income requirements, please speak with a **Cobblestone Farm Community** representative.

### **Live-in Aide/Attendant**

A person who lives with an elderly or disabled individual and is essential to that individual's care and well-being, not obligated for the individual's support and not living in the unit except to provide support services may be eligible for occupancy as a live-in aide/attendant. A live-in aide/attendant qualifies for occupancy only as long as the individual needing supportive services qualifies and may not qualify for continued occupancy as a remaining family member.

### **Student Status—HOME/NHTF (or Section 8)**

To be eligible for occupancy in a HOME/NHTF unit, ANY household member who attends an institute of *higher learning* (full-time OR part-time) must meet at least one of the following qualifiers. They must be:

- A dependent of the household living with a parent
- Over age 23
- A veteran
- Married
- A parent with a dependent child
- A disabled individual who was receiving Section 8 assistance prior to November 30, 2005

If they do not meet one of the above, the student must be either:

- Independent from parents -OR-
- Have parents who are income-eligible



Student status eligibility will be verified at Move-in (MI), Annual Recertification (AR), and Initial Certification (IC)

**Student Status –LIHTC**

The IRS Code prohibits tax credit units being used as dormitories. Generally, households made up entirely of full-time students do not qualify.

A full-time student is defined as any individual of any age who:

- Attends a school with facilities and regular student body (including online-based learning).
- Attends all or parts of any 5 months out of the calendar year (not necessarily consecutively).
- Is considered full-time by the school that they attend, based on that school’s definition of a full-time student.

There are five exceptions to the student rule prohibiting households made up entirely of full- time students. Full-time student households must meet one of the exceptions continually to live in a LIHTC unit for the period of time that everyone is a full-time student.

- All adults are married and entitled to file a joint tax return.
- An adult member is a single parent with a minor child in the unit, the adult is not a tax dependent of any third party, and the children are not claimed as a tax dependent by anyone other than one of their parents (even if the other parent is not in the unit).
- The household includes a member who receives welfare assistance in the form of Temporary Assistance to Needy Families (TANF).
- The household includes a member who formerly received foster care assistance (that means they were a foster child or adult).
- The household contains a member who gets assistance from the Job Training Partnership Act (JTPA) or similar programs. (NOTE: The “Workforce Investment Act” has replaced JTPA).

**Student Status –LIHTC and HOME/NHTF or Section 8**

For households applying for a unit that is both a LIHTC and HOME/NHTF and/or Section 8 unit, both student status standards must be applied separately, and the household member must qualify under both programs.

**Criminal Background Check**

**Criminal History:**

A history of disturbance of neighbors, destruction of property or living or housekeeping habits which adversely affect the health, safety or welfare of other residents. And/or if Applicant has been charged and/or convicted of an offense (from date of final disposition, a felony criminal conviction or currently serving felony deferred adjudication, or serving misdemeanor deferred adjudication, or a case pending) will be denied if within the time frame listed below:

- Theft of Property
  - a) Felony: Always Denied
  - b) Misdemeanor: 15 Years
- Violence
  - a) Felony: 15 Years





- b) Misdemeanor 15 Years
- Drug Related (this includes, but is not limited to, the manufacturing, possession, sale, or use of illegal substances.)
  - a) Felony: Always Denied
  - b) Misdemeanor: Always Denied
- Injury to persons
  - a) Felony: 15 Years
  - b) Misdemeanor 15 Years
- Destruction of property
  - a) Felony: 15 years
  - b) Misdemeanor 5 Years
- Sexual Offenses
  - a) Felony: Always Denied
  - b) Misdemeanor: Always Denied

*\*This is not a complete list of Criminal offense reasons or time frame for denial. For specific offenses not listed above, please contact the Property Manager for further clarification.*

## HOUSING OCCUPANCY, WAITING LIST, AND PREFERENTIAL SELECTION

### Automatic Denial:

- An incomplete application that was not made complete in the time frame required.
- A household that consists of all full-time students, that does not meet an approved exception (Student Status Affidavit) (TAX CREDIT HOUSEHOLDS ONLY)
- Unpaid civil judgments
- Does not meet Minimum Income requirements. Total gross household income must meet a minimum of two times the rental fee per month, except when the household has verifiable assets meeting the income requirement, or the applicant has housing assistance.
- False statements, either orally, or in writing.
- A history of nonpayment or unpaid financial obligations:
  - a) \$500+ Court judgment within last 3 years
  - b) \$500+ Collection within last 1 year
  - c) \$500+ Currently Past Due
  - d) \$100+ Still owed on any Residential Rental Agreement
  - e) 5+ Collection accounts total within last 1 year
- Unpaid Tax Liens
- Unpaid Utilities

### Other Items Required:

- Proof of identification is required on all applicants
- Copy of Social Security Card(s)
- Copy of divorce decree (TAX CREDIT HOUSEHOLDS ONLY)
- Copy of Birth Certificate(s) for persons under age 18 (TAX CREDIT HOUSEHOLDS ONLY)



**CO-SIGNERS**

Co-signers will be permitted **only** for applicants who do not meet the minimum credit requirements and/or do not have prior residential history. (Co-signers will not be accepted for applicants that fail to meet the minimum income/or good rental history requirements). The co-signer must complete a rental application, pay the required fee and have perfect credit and rental history. If approved, the co-signer will sign only the Lease Addendum for Guarantors indicating that they are a co-signer. As such, they are a financial guarantor only and do not have any rights to the unit.

**GENERAL REGULATIONS AND RESTRICTIONS**

Any individual whose tenancy is perceived by management to constitute a direct threat to the health or safety of others or to the property of others will be denied tenancy.

Incomplete, inaccurate, falsified information or inability for landlord to verify any information on the Sworn Statement or Rental Application or information requested from landlord not provided by applicant in a timely fashion **will be** grounds for denial of the application or subsequent termination of tenancy upon later discovery of information being falsified. **Deposit monies will be forfeited for falsified or inaccurate information.**

**Applicants have 72 hours from the date of application to cancel and receive a refund of their deposit monies. After the 72 hours, it will ONLY be refunded if denied (so long as no paperwork has been falsified or applicant has refused to provide additional documents or information).**

All applications will be judged on the basis of the above screening criteria without regard to the applicant’s race, color, religion, national origin, sex, handicap, or familial status.

Applicant hereby agrees to the above screening policies.

***Rental History and Landlord References: To be eligible for Cobblestone Farm Community housing you and your household must be able to demonstrate a history of:***

**Rental History:**

Applicants should have:

- No history of nonpayment of rent or Eviction(s).
- No more than one: Filing/Unlawful Detainers, Monetary Judgement Possession/Forcible Detainers with in the past twenty-four (24) months.
- No more than two (2) NSF’s within the past twelve (12) months.
- No more than three (3) late payments within past twelve (12) months.
  - a) Rental history from a family member or friend is not considered established rental history, unless proper documentation is provided.

**OCCUPANCY STANDARDS –MAXIMUM # PERSONS PER UNIT**

**Number of Occupants:** Recommended Number of Occupants per unit size

- One Bedroom – 3 persons
- Two Bedroom – 5 persons
- Three Bedroom – 7 persons
- Four Bedroom – 8 persons



### Unit Transfer

A current resident unit transfer may occur for one of the following reasons:

A current Resident Transfer Waiting List (SRM416) will be maintained for each property with the date of request, household name, current bedroom size, current unit number, circumstances requiring the transfer, dates resident was notified, and the disposition of the request. The household name will be placed on the list the date the property became aware of the household composition change or other circumstances requiring a change. When a Resident requests to be transferred from their current unit to a different unit. The circumstances requiring the transfer will be placed in the tenant memos on the Resident Page in Yardi Voyager.

The reasons for authorized transfer are:

- Resident(s) that have had a change in their household composition, causing them to be over-housed or under-housed.
- A household that requests a move as a reasonable accommodation.
- A household that is eligible for two different size units in accordance with the Occupancy Standards of the property, and they request to move to a different size.

The priority for transfers is:

- A Resident(s) needing special consideration because of handicap or disability shall have priority for a transfer before under housed or over housed families, whenever possible.
- A Resident(s) living in a unit too small for its need shall be given preference over a family living in too large a unit.

Residents are **not** eligible for a transfer for the following reasons:

- Resident(s) in a LIHTC/HOME property whose income increased since move-in and is over the LIHTC/HOME income limited at the date of requested transfer.
- A Resident owing damages, rents and/or security deposits.
- A Resident(s) that has given indication they intend to move within three (3) months will not be transferred.
- A Resident with repeated lease violations and/or warnings will not be eligible for transfer.

When a unit is offered, the transfer acceptance must be made within 48 hours. If an offer to transfer is refused, but the Resident wishes to remain on the Transfer List (SRM416), their name will be moved to the bottom of the list using the date refused as the date of request.

An approved transfer to a LIHTC/HOME unit requires all new paperwork with the exception of the following items:

- Credit Check
- Resident Screening – Prior Landlord reference (SRM110)



An approved transfer to a Market Rate unit requires all new move in paperwork with the exception of the following items:

- Application
- Credit Check
- Resident Screening – Prior Landlord reference (SRM110)

A Statement of Deposit Accounting will be prepared as if it were a move out and forwarded to the Corporate Office. Security deposits will be transferred “in full”. Any amounts owed will be billed to the resident on a Bill Resident acknowledgment (SRM401). On the Statement of Deposit Accounting, it will be noted that this is a transfer.

A Transfer Fee of \$275 will be charged to the current unit and paid prior to the move out.

**All monies must be paid, proof of utility account established, Apartment Lease Contract has been fully executed, prior to keys being released to new unit.**

Any decision to transfer a Resident will be documented and the Resident notified in writing by Letter of Eligibility for Transfer (SRM423).

Any decision not to transfer a Resident will be documented and the Resident notified in writing by Letter of Ineligibility for Transfer (SRM413).

#### ACCEPTANCE FOR AN AVAILABLE UNIT

##### SECURITY DEPOSITS

Once an application has been approved, the applicant will receive an e-mail providing them with information to set up their on-line Rent Café Resident portal. See Security Deposit Agreement (SRM106) They will have 48 hours to set up their portal and pay their security deposit. Keys will not be released until the Security Deposit is paid.

If the applicant fails to set up and/or pay their security deposit within this timeframe, their application will be cancelled.

If the applicant cancels the application or fails to occupy the unit after the security deposit has been paid, it will be forfeited and non-refundable.



## TERMINATION OF RESIDENCY

**Cobblestone Farm Community** is a landlord like any other. Your residency may terminate upon violation of any of the following conditions, subject to the Uniform Landlord and Resident Act contained in the Arkansas Code:

### **18-17-601. Tenant to maintain dwelling unit.**

A tenant shall:

1. Comply with all obligations primarily imposed upon tenants by applicable provisions of building and housing codes materially affecting health and safety;
2. Keep the dwelling unit and that part of the premises that he or she uses reasonably safe and reasonably clean;
3. Dispose from his or her dwelling unit all ashes, garbage, rubbish, and other waste in a reasonably clean and safe manner;
4. Keep all plumbing fixtures in the dwelling unit or used by the tenant reasonably clean;
5. Use in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other facilities and appliances, including elevators in the premises;
6. Not deliberately or negligently destroy, deface, damage, impair, or remove any part of the premises or knowingly permit any person to do so who is on the premises with the tenant's permission or who is allowed access to the premises by the tenant;
7. Conduct himself or herself and require other persons on the premises with the tenant's permission or who are allowed access to the premises by the tenant to conduct themselves in a manner that will not disturb other tenant's peaceful enjoyment of the premises; and
8. Comply with the lease and rules that are enforceable pursuant to this subchapter.

### **18-17-602. Access.**

- (a) A tenant shall not unreasonably withhold consent to the landlord to enter into the dwelling unit in order to inspect the premises, make necessary or agreed repairs, decorations, alterations, or improvements, supply necessary or agreed services, investigate possible rule or lease violations, investigate possible criminal activity, or exhibit the dwelling unit to prospective or actual purchasers, mortgagees, tenants, workers, or contractors.
- (b) A tenant shall not change locks on the dwelling unit without the permission of the landlord.



**18-17-603. Tenant to use and occupy.**

Unless otherwise agreed, a tenant shall occupy his or her dwelling unit only as a dwelling unit and shall not conduct or permit any illegal activities thereon.

**18-17-401. Terms and conditions of rental agreement.**

- (a) A landlord and a tenant may include in a rental agreement terms and conditions not prohibited by this chapter or other rule of law, including, but not limited to, rent, term of the agreement, and other provisions governing the rights and obligations of the parties.
- (b)
- (1) Rent is payable without demand or notice at the time and place agreed upon by the parties.
- (2) Unless the tenant is otherwise notified in writing, rent is payable at the dwelling unit and periodic rent is payable at the beginning of any term of one (1) month or less and otherwise in equal monthly installments at the beginning of each month.
- (c) Unless the rental agreement fixes a definite term, the tenancy is week to week in case of a roomer who pays weekly rent and in all other cases month to month.

**Cobblestone Farm Community** will not discriminate against any person regarding the application of its policies and procedures for housing. This means that no resident or applicant will receive any significant and unreasonable difference in treatment, including segregation, because of age, race, religion, creed, color, sex, sexual orientation, national origin, ancestry, disability, familial status or because of their association with another person of a different age, race, religion, creed, color, sex, sexual orientation, national origin, ancestry, disability, familial status, or gender identify.

**REMOVAL FROM THE WAITING LIST**

Applicants will be removed from the Waiting List for failing to respond to requests for additional information in the time frame allotted. However, the applicant will be reinstated to the Waiting List if their name was removed due to management error or a disability prevented the applicant from responding in a timely manner.

**OPENING AND CLOSING THE WAITING LIST**

**Cobblestone Farm Community** may occasionally close the waiting list for various reasons as approved by **Strategic Realty Management Inc.** Closing the waiting list means **Cobblestone Farm Community** will temporarily not accept any more applications for housing. The waiting list will be re-opened as approved by **Strategic Realty Management Inc.** When either of these events occurs, we will advertise this fact by posting flyers around the **Cobblestone Farm Community** and in accordance with the Affirmative Fair Housing Marketing Plan which will include the Limited English Proficiency (“LEP”) population.

**Rejection Process** - When rejecting an application, management will:

- Provide notification in writing of reasons for rejection;
- Inform the applicant they have 14 days to request in writing a meeting to discuss the rejection;
- Participate through a representative in an informal meeting;
- Provide a written determination to the applicant within 5 business days of the meeting.



### RECORD KEEPING

- Owner must retain current applications as long as their status on the waiting list is active.
  - Once the application is taken off the waiting list, the owner must retain the application, initial rejection notice, applicant reply, copy of the owner’s final response and all documentation supporting the reason for removal from the list for three years.
  - When an applicant moves in and begins to receive assistance, the application must be maintained for three years after the tenant leaves the **Cobblestone Farm Community**.

### ADDITIONAL OWNER POLICIES AND PROCEDURES

1. Strategic Realty Management LLC supports The Fair Housing Act as amended, prohibiting discrimination in housing on race, creed, color, religion, sex, national origin, handicap, familial status, or sexual orientation. The following qualification standards will be required from every prospective resident.
2. Applicant must be a minimum of 18 years of age or an emancipated minor to enter into a Residential Rental Agreement. The Application Fee is currently \$14.00 per application.
3. All applicants must complete, date and sign a separate application form provided by Strategic Realty Management LLC.

#### Income:

Must be verified by one or more of the following:

- By employer
- By six most recent paycheck stubs
- By court documents
- By six most recent bank statements, CPA, or last 3 year’s tax return if self-employed

And

- Verifiable gross monthly income must be two times the Resident portion of scheduled rent.

#### Employment:

Applicants should:

- Have verifiable income resources
- If self-employed, must have three (3) consecutive months of employment (tax credit only)

#### Credit History:

Credit check should show positive history:

- Applicants must demonstrate favorable credit history with total monthly debt obligations not excessive to family income and passing current rental scoring method per property vendor. Each application must be reviewed by the Property Manager, submitted to the Regional Manager with specific recommendation for the reason for the override with final approval from the Regional Manager. Management reserves the right to deny an individual, require a co-signer, or increase the security deposit if credit history shows two (2) or more accounts with poor payment history, or if there is little or no credit history. ALL adult applicants must have a valid Social Security Number or ITIN (Individual Tax Payer Identification Number) – may require larger deposit than the standard.



I HAVE BEEN GIVEN THE OPPORTUNITY TO ASK ANY QUESTIONS THAT PERTAIN TO THE RESIDENT SELECTION POLICY. I/WE BY SIGNING BELOW CERTIFY THAT WE HAVE READ AND RECEIVED A COPY OF THESE GUIDELINES.

# READ ONLY

We at the **Cobblestone Farm Community** thank you for reading this Tenant Selection Policy. We now refer you to the **Cobblestone Farm Community** Rules and Regulations for a better understanding of what activities are sufficiently inappropriate to warrant termination of your Apartment Lease Contract and potential eviction as a resident. Be aware that **Cobblestone Farm Community** requires STRICT COMPLIANCE with its Rules and Regulations. We hope you will find **Cobblestone Farm Community** the perfect place for you and your household.