

# Lincoln Manor

## Rental Selection Criteria



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5801 16<sup>th</sup> Street

Racine, WI

(262) 634-0489

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This community is an Equal Opportunity Housing Provider and does not discriminate against any person, for any reason whatsoever, including those reasons defined as federal, state, county, and city's protected classes such as: race, color, national origin, religion, sex, handicap, familial status, marital status, sexual orientation, gender identity, age, ancestry, veteran/military, or student status.

This community will comply with state and federal fair housing and antidiscrimination laws, including but not limited to consideration of reasonable accommodations requested to complete the application process.

Reasonable accommodations for persons with disabilities may be requested by an applicant during the application process by contacting the Leasing Office. Applicants are encouraged, but not required to, submit requests in writing. Any request received will be answered within two business days.

**Occupancy Standard** – A maximum of two (2) persons per bedroom is allowed.

**Age**- For households receiving project based HUD assistance, every person living in each unit must be 62 years or older. For all other units, every person in each unit must be 55 years or older.

**Tax Credit and Section 8 Apartments** - Tax credit and Section 8 apartments are income restricted. All sources of earned and unearned income must be verified in writing. Maximum household income amounts for tax credit apartments may be obtained from the Property Manager or Leasing Consultant.

**LeasingDesk Score** –We use a third party screening service, LeasingDesk, to evaluate each applicant.

Screening criteria will be applied uniformly and in a manner consistent with all applicable laws, including the Federal Fair Housing Acts, the Federal Fair Credit Reporting Act, program guidelines.

LeasingDesk assigns a score based on the following factors:

- **Income** – Gross monthly income of household must be 1.5 times monthly resident paid portion of rental amount. For tax credit apartments, gross annual household income may not exceed the maximum income limit per household size.

Section 8 rental assistance is not income for purposes of meeting the minimum income requirement.

- **Rental History** – Applicant must have six (6) months of current consecutive rental or housing history. In a roommate situation, each roommate must have six (6) months of current

consecutive rental history. The property manager will obtain landlord verification on an applicant's previous rental history. Landlord cannot be a family member (parent, aunt, uncle, brother, etc.). Applicants with negative housing history will be denied. Applicants with no housing history will be required to pay an extra security deposit equal to the full standard deposit amount for the unit type.

Negative Housing History is defined as one or more of the following: left a prior residence without giving proper notice, left a prior residence without fulfilling all of the terms of the lease contract, left a prior residence owing money, history of late rental payment(s), history of NSF rental payment(s), history of eviction(s), history of lease violation(s), prior landlord has stated s/he would not re-rent to applicant.

- **Credit Scoring** – The past two years of credit history is evaluated including: collections actions, charge-offs, judgments, open bankruptcies, and foreclosures. Student loan, medical debt and monies owed to cell phone and cable companies are not evaluated. Applicants with unpaid utility accounts or owe money to an apartment community will be denied. Applicants with no credit history will be required to pay an extra security deposit equal to the full standard deposit amount for the unit type.

Negative scores due utility debt may not be cause for denial with proof account was paid in full.

If you believe that any of the information contained in your credit report is inaccurate or incomplete, you may request an investigation of such information by emailing [consumer.dispute@realpage.com](mailto:consumer.dispute@realpage.com).

- **Employment** – Applicant must have six (6) months of current consecutive employment or be retired, a student, or disabled with a verifiable source of income. In a roommate situation, each roommate must be employed or be retired, a student or disabled with a verifiable source of income.

Gift income will not be considered when determining that the household meets the minimum income criteria unless the applicant can demonstrate via bank statements that the gift income is re-occurring.

- **Criminal Background** – Felonies within the past 10 years are cause for rejection. Any misdemeanors within the past 7 years involving assault, burglary, crimes against a person, drugs or weapons are cause for rejection. All sex crimes from any time frame are cause for rejection. Backgrounds for all adult occupants will be checked.

If you believe that any of the information contained in your criminal report is inaccurate or incomplete, you may request an investigation of such information by emailing [Criminal@RealPage.com](mailto:Criminal@RealPage.com).

- **Housing and Credit combined** – If “no housing or rental history” *and* “no credit” exist, the applicant may be approved with a deposit equal to one month’s full rent as long as the applicant meets employment criteria.

**LeasingDesk Score Results** - 0-354 Fail, 355-520 Conditional, 521-1000 Pass

Applicants receiving a “conditional” score may be required to pay an additional security deposit.

**Scoring Applicant Groups** - When scoring groups together, the scoring system will take the lowest individual score and apply it to the group.

**Animals** - A maximum of two (2) domesticated pets are accepted. The following breed and/or mix breeds are prohibited: Akita, American Bull Dog, American Pit Bull Terrier, American or Bull Staffordshire Terrier, Briard, Borzoi Hounds, Bull Mastiff, Bull Terrier, Cane Corso, Chow, Dalmatian, Doberman Pinscher, Dogo, German Shepherd, Great Dane, Great Pyrenees, Husky, Irish Wolf Hound, Komondor, Malamute, Neapolitan Mastiff, Pit Bull, Rottweiler, Scottish Deerhound, Spitz, St. Bernard, Stafford Terrier (sic), Presa Canarios, Shar Pei, Toso Inu and Wolf-Dog Hybrid. Exotic animals and reptiles are not accepted. Additional restrictions may apply. All animals must be photographed by management before approval. A refundable pet deposit of \$300.00 per pet is required. It is our policy not to apply specific animal, breed, number, weight restrictions, pet rules, or pet deposit for support animals. Support animals are not considered pets and are allowed to reasonably accommodate a handicapped leaseholder or occupant.

**Full-Time Students** – If student status changes for any household please inform office staff. Restrictions do apply.

**Rental Rates\*, Deposits, Application Fees:**

APARTMENT TYPE	SQUARE FOOTAGE	STANDARD DEPOSIT
1x1 Tax Credit/Market Units	515	\$200
1x1 Section 8 Units	515	Equal to total tenant portion of rent

**\*Rental Rates are listed on the Community’s Rental Information Schedule, which can be obtained from the Leasing office. Because this is a Tax Credit Community, Rental rates may vary due to verified household income. Rental rates are subject to change without notice.**

**Application Fees** - The cost to process a credit and criminal background screening is \$18.00 for each adult applicant. No cost for Section 8 applicants.

**Persons with disabilities** –Admission will not be denied because an accessible unit is not currently available, nor will persons with disabilities be required to rent a unit already made accessible.

**Violence Against Women Reauthorization Act of 2013** – An applicant may not be denied admission, or be evicted, on the basis that the applicant or tenant is, or has been, a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or tenant otherwise qualified for occupancy.

**Unit Transfer Policy** – Current residents who would like to apply for a transfer to a different unit may refer to the Westlake Housing Waitlist and Transfer Policy and obtain a Transfer Request form from the Leasing Office. Unit transfers may be approved due to change in household composition or medical reason (certified by doctor). Transfers may also be approved for current residents provided rent is current, the unit is in acceptable condition, and the initial lease term has been fulfilled. A new deposit will be required. Current residents will not be re-screened under the prescribed Rental Selection Criteria, but may be required to initially certify annual household income under the current year’s income limits.

**How to apply** - Leave appropriate application fee, deposit, and completed required paperwork with a representative of the Leasing Office. Application paperwork and required payments may also be mailed to the address shown on page 1. Deposit will be required to hold the apartment. Units are assigned in order of receipt of required paperwork and deposit. If a unit is not available, applicants may be placed on the Waiting List (see Waitlist and Transfer Policy). After 72 hours of receipt of required application paperwork and payments, if application is retracted before move-in, deposit will be retained due to taking the unit off of the market. Applicants will be notified of screening results, in writing via mail or email, within 7 days of receipt of required application paperwork and payments. Applicants who do not meet the prescribed criteria may re-apply after 6 months from the date the original application paperwork was completed & signed. After Lease signing, deposit is refundable upon move-out, per Lease requirements.

**I ACKNOWLEDGE THAT I HAVE HAD AN OPPORTUNITY TO REVIEW THE PROPERTY’S QUALIFYING CRITERIA, AND WAITLIST POLICY WHICH INCLUDES REASONS WHY MY APPLICATION MAY BE DENIED, SUCH AS CRIMINAL HISTORY, CREDIT HISTORY, CURRENT INCOME, AND RENTAL HISTORY. I UNDERSTAND THAT IF I DO NOT MEET THE PROPERTY’S RENTAL QUALIFICATIONS OR SELECTION CRITERIA, OR IF I FAIL TO ANSWER ANY QUESTION, OR IF I PROVIDE FALSE OR MISLEADING INFORMATION, THE PROPERTY MAY REJECT MY APPLICATION, RETAIN ALL APPLICATION FEES, AND THE DEPOSIT AS LIQUIDATED DAMAGES FOR ITS TIME AND EXPENSE, AND MAY TERMINATE MY RIGHT OF OCCUPANCY IF I HAVE ALREADY TAKEN POSSESSION OF A RENTAL UNIT AT THE PROPERTY.**

_____	_____	_____	_____
Applicant Signature	Date	Applicant Signature	Date
_____	_____		
Property Representative	Date		