



## Community Information and Resident Selection Criteria

Thank you for applying to live at 2500 Rimrock Apartments! These criteria explain the process we use to select our residents. 2500 Rimrock, LLC/AlexanderRE, LLC is an Equal Housing Opportunity provider and it is our policy to treat all residents and visitors fairly and consistently without regard to race, color, religion, sex, national origin, disability or familial status. This community and its employees comply with the provisions of Title VIII of the Civil Rights Act of 1968, the Fair Housing Amendments Act of 1988 ("Fair Housing Act") and, to the extent applicable, the Americans with Disabilities Act. Furthermore, this community complies with the state and local fair housing regulations of the jurisdictions in which it is located.

This community will not discriminate against any person or persons on any basis prohibited by law including but not limited to race, color, religion, national origin, sex, disability, source of income, sexual orientation, age or familial status. In addition, AlexanderRE, LLC has a Section 504 Policy that addresses all reasonable accommodation requests. For more information on reasonable accommodation requests, contact the Community Manager.

<b>Lease Term</b>	1 year
<b>Security Deposit</b>	1/2 month's rent
<b>Holding Deposit</b>	1 month's rent due at lease signing
<b>Tenant Utilities</b>	Electric, Gas, Hot Water, Flat Rate for Water /Sewer: 1 bed: \$15 per mo. /2 beds: \$25 per mo.
<b>Provided Utilities</b>	Trash
<b>Occupancy Standards</b>	2 persons per bedroom/ no more than 2 unrelated adults per apartment Children under 3 are excluded from occupancy limits
<b>Parking</b>	Underground (\$60 per stall per mo.) or surface parking available. See the Leasing Agent for availability, terms and rates.
<b>Pet Policy</b>	Dogs and cats are welcome at 2500 Rimrock, LLC, up to two pets per apartment (70 lb. weight limit total for dogs). Refundable deposit of ½ months' rent. Monthly pet fees are \$50 per dog and \$20 per cat. Fish tanks are permitted up to 20 gallons. Other caged animals will be considered. No ferrets, rabbits or birds. All pets must be approved by management and covered under a pet addendum. Pet owners are required to clean up after their pets. Pets must be covered under tenant's renter's insurance policy. Having a pet is a privilege that will be revoked if policies are not followed.

### BASIC ELIGIBILITY REQUIREMENTS

- Valid photo identification for all residents over the age of 18.
- A valid SSN card issued by the Social Security Administration for head of household. If a SSN card is not available, the community will accept a letter from the Social Security Administration stating that a new card has been applied for. Where applicable an assigned Federal Identification Number may be used. Applicants must disclose social security numbers (SSN) for all family members.
- Proof of all income and assets will be required for units in the New Market Tax Credit Program. ALL forms of household income must be disclosed.

**THE APPLICATION PROCESS**

After reviewing the resident selection criteria, prospective tenants must submit an application form and a non-refundable \$30.00 criminal/credit background check fee. Each adult occupant must complete and sign a separate application. An application cannot be processed unless it is fully complete. Applicants must list all members who will reside in the apartment. Once the application is approved and the available apartment is accepted, the applicant will sign a lease agreement and pay the security deposit. If an apartment is not available for occupancy when the application is submitted, the applicant will be put on the waiting list. The waiting list is organized by unit size and individuals remain on it for 3 months or failure to reply to 3 attempted contacts. If a unit becomes available during that time, all individuals on the wait list who have expressed interest in that size unit will be contacted. Once the application is approved and the available apartment is accepted, the applicant will sign a lease agreement in which the applicant agrees to abide by all the rules and regulations.

**Minimum Income:** The household's gross monthly income must equal 1 1/2 times the monthly rent. If applicants do not meet this requirement, they may use a cosigner. Cosigner must complete a separate application and is subject to credit/background screening and the minimum income requirement.

**Credit Screening.** A report will be obtained through a commercial credit-reporting agency and will yield one of three decisions: Accept, Accept with Conditions, and Denied. Applicants whose credit decision is "accept with conditions" will be required to obtain a co-signer and pay a security deposit equal to a full month's rent, pending background, criminal and rental history checks.

**Background and criminal record checks.** All applicants and household members over 18 years of age will be screened for criminal history. All applicants shall disclose in their application if any household member(s) have criminal charges pending at the time of application and if so, where and what the pending criminal charges are. A history of any of the following by any household member is cause for rejection of an application for housing:

- I. A felony conviction or adjudication other than an acquittal of sex offenses (including but not limited to forcible rape, child molestation, and aggravated sexual battery), arson, crimes involving explosives, and the illegal manufacture of controlled substances or manufacture of illegal drugs.
- II. Within 10 years from the completion of any sentence, probation, or parole for a felony that involved damage to or destruction of property, bodily harm against a person, including but not limited to: murder, homicide, manslaughter, armed robbery, aggravated assault, or any felony of violence that may establish that the applicant constitutes a direct threat to the health or safety of other individuals or to the property.
- III. Within 5 years from the completion of any sentence, probation, or parole for a felony that involved stalking, weapon offenses, burglary, theft, auto theft, buying receiving or possession of stolen property, or sales or trafficking in an illegal drug or controlled substance.
- IV. Within 3 years from the completion of any sentence, probation, or parole for any other felony for a crime involving the illegal personal use of a controlled substance (other than sales, trafficking, or manufacture), illegal gambling, prostitution, commercialized vice, embezzlement, or forgery.
- V. Within 3 years from the completion of any sentence, probation, or parole for any misdemeanor or ordinance violation for a crime of violence that may establish that the applicant constitutes a direct threat to the health or safety of other individuals or the property.
- VI. Within 3 years from the completion of any sentence, probation, or parole for any felony or any misdemeanor involving trespass.
- VII. Except, the following shall be excluded from consideration: Juvenile adjudications that do not qualify as convictions under state law; and expunged, purged, or sealed convictions.

**Rental History.** Rental history for the past 3 years must indicate the ability to care for the property without damage and pay rent on time. Applicant must be able to establish the necessary utilities with the appropriate utility provider. Previous evictions and/or judgments for rent are grounds for denial of the application. If the applicant has lived with relatives within the last two years, the relatives will be contacted for a landlord reference check.

**Security Deposit.** Security deposit must be paid in full upon signing lease.

**Rejection Procedures.** If an applicant is denied, a letter of denial will be sent to the current address listed on the application. If an applicant disputes the accuracy of any information provided to 2500 Rimrock, LLC/AlexanderRE, LLC 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 screening results. The name and address of the screening company and a reference number will be provided in the denial letter. Denied applicants may reapply to the community after six months.

#### **INCOME AND ASSETS**

A portion of the 1-bedroom units at 2500 Rimrock Lofts are part of the New Market Tax Credit Program (NMTC), which has income and student status restrictions. The income maximums listed in this section only apply to these specific units.

Income from most assets is computed using actual income received or .06% interest, whichever is greater. Homes are considered an asset but are treated differently than other assets; deductions for unpaid principal and closing costs (10%) will be used before imputing future income which is calculated at .06% interest.

What counts as income? ALL sources of a household's income (such as wages, housing vouchers, recurring gifts from family members, public assistance, Food Share, student financial aid, etc.) will count towards the minimum income requirement. Certain kinds of income do not count towards the maximum income limit; see management for details.

Below are tables that contain the minimum and maximum income requirements and restrictions. *Example:* For a household of 2 to qualify for a 1 BR NMTC unit, the household's total annual income must be at least \$16,560 and may not be more than \$52,600.

**Table A: Rental Rates, Minimum Income Requirements, and Maximum Occupancy Limits**

<b>Floor Plan</b>	<b>Rent</b>	<b>MINIMUM Annual Income</b>	<b>Maximum Number of Occupants</b>
<b>1BR 1 BA NMTC (Income Restricted)</b>	\$935.00	\$16,830	2
<b>1BR 1 BA (Market Rate)</b>	\$900-1,015	\$16,200-\$18,270	2
<b>2BR 1 BATH (Market Rate)</b>	\$1,250	\$22,500	4
<b>2BR / 2 BA (Market Rate)</b>	\$1,475	\$26,500	2

\*Children under 3 are excluded from occupancy limits

**Table B: Maximum Income Restrictions by Household Size (Dane County 2015)**

Household Size	NMTC Program (Only)
1 person	\$46,000
2 persons	\$52,600

\*Children under 3 are excluded from occupancy limits

**ADDITIONAL REQUIREMENTS**

- If the applicant has filed bankruptcy and it has not been discharged, the application will automatically be denied.
- Anyone who applies for residency at an AlexanderRE, LLC managed property and owes AlexanderRE, LLC money from a previous apartment with AlexanderRE, LLC, will be denied housing if the balance is not paid in full. If balance is paid in full, they will be able to apply and the Resident Selection Criteria would be used to determine eligibility for residency.
- Prior to being denied, all applications that do not meet the criteria set forth by the Resident Selection Criteria will be reviewed by both the Property Manager and the Regional Property Supervisor. The Regional Property Supervisor has final say over all application denials.

By signing below I/We acknowledge that we were given and have received a copy of the Resident Selection Criteria for 2500 Rimrock, LLC.

\_\_\_\_\_  
**Applicant Signature**

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

\_\_\_\_\_  
**Applicant Signature**

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





2500 Rimrock Rd, Madison, WI 53713

Return application to: \_\_\_\_\_

**APPLICANT INFORMATION**

**COSIGNER REQUIRED**

Full Legal Name \_\_\_\_\_

Date of Birth (for credit report access only) \_\_\_\_\_ SSN \_\_\_\_\_

Driver's License \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

*Other Occupants (all occupants 18 years or older must fill out a separate application)*

(1) \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
Full Legal Name Relationship to Applicant Date of Birth

(2) \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
Full Legal Name Relationship to Applicant Date of Birth

(3) \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
Full Legal Name Relationship to Applicant Date of Birth

Pet(s) Name/Type: \_\_\_\_\_

**HOUSING INFORMATION – LAST TWO YEARS**

Has applicant ever been evicted from a leased premise: \_\_\_No \_\_\_Yes (attach explanation)

<i>PRESENT</i>	<i>PREVIOUS</i>
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Dates Occupied _____ to _____	Dates Occupied _____ to _____
___ Rent ___ Own Monthly Payment \$ _____	___ Rent ___ Own Monthly Payment \$ _____
Landlord Name _____	Landlord Name _____
Landlord Phone _____	Landlord Phone _____
Landlord Fax _____	Landlord Fax _____

THIS IS AN APPLICATION FOR HOUSING. THIS IS NOT A LEASE OR RENTAL AGREEMENT.

**INCOME INFORMATION – LAST TWO YEARS**

*Present Employer* \_\_\_\_\_ *Position* \_\_\_\_\_  
 Address \_\_\_\_\_

*Supervisor* \_\_\_\_\_ *Phone* \_\_\_\_\_ *Fax* \_\_\_\_\_

*Employed Since* \_\_\_\_\_ *Gross Monthly Income* \_\_\_\_\_

*Previous Employer* \_\_\_\_\_ *Position* \_\_\_\_\_

*Address* \_\_\_\_\_

*Supervisor* \_\_\_\_\_ *Phone* \_\_\_\_\_ *Fax* \_\_\_\_\_

*Employment Dates* \_\_\_\_\_ *Gross Monthly Income \$* \_\_\_\_\_

Has applicant ever filed Bankruptcy? \_\_\_ No \_\_\_ Yes

If "Yes", in what year? \_\_\_\_\_ Has it been discharged? \_\_\_ No \_\_\_ Yes (provide documentation of discharge)

*Other Monthly Income (optional):* \$ \_\_\_\_\_

*Source/Explain:* \_\_\_\_\_

**OTHER INFORMATION**

*Vehicle Make:* \_\_\_\_\_ *Color:* \_\_\_\_\_ *Year:* \_\_\_\_\_ *License:* \_\_\_\_\_

*Vehicle Make:* \_\_\_\_\_ *Color:* \_\_\_\_\_ *Year:* \_\_\_\_\_ *License:* \_\_\_\_\_

Have you ever been convicted of a felony or Misdemeanor? \_\_\_ No \_\_\_ Yes (attach explanation)

*Emergency Contact* \_\_\_\_\_ *Relationship* \_\_\_\_\_

*Address/Phone* \_\_\_\_\_

**UNIT INFORMATION – FOR OFFICE USE**

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Unit Number \_\_\_\_\_ Rent \_\_\_\_\_ Pets \_\_\_\_\_

Parking \_\_\_\_\_ Storage \_\_\_\_\_

Desired move in date \_\_\_\_\_ Source: \_\_\_\_\_ Application fee paid? Y N

Notes:

**AUTHORIZATION TO RELEASE INFORMATION**

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I hereby grant my full permission for 2500 Rimrock, c/o AlexanderRE, LLC, 345 W. Washington Ave. Suite 301, Madison, WI 53703 to seek and obtain and any applicable individual, company, or organization to release all pertinent information or documentation required regarding but not limited to: income, assets from financial institutions, court records, rental/mortgage history (both current and past), credit and criminal history.

I understand that falsification, inaccurate representation, or omission of any provided or relevant information is grounds for immediate denial of my application for residency at 2500 Rimrock.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_