



MEADOWBRIDGE APARTMENTS

500 Findley Way, Unit 101
Seaford, DE 19973

Phone 302-536-1325 Fax 302-536-1358

App#: _____ - _____

Pre-Application for Housing

1. Personal Information: Head of Household: Please Print Clearly

Last Name		First name		Middle Initial	
Street Address		Unit #	City	State	Zip
/ /			()	---	
Social Security Number			Area Code & Phone number		
/ /		YES / NO	\$		
Date of Birth (mm/dd/yy)		Full Time Student	Total Household Gross Income		

2. List all others who will live with you. Include any unborn children. (Only persons listed below will be permitted to reside in the unit)

Name	Date of Birth	Sex M/F	Relationship To You	Social Security Number	Student Yes/No	Annual Income

3. Name of Employer: _____ Length of Employment: _____

4. Other Income Sources (SSI, SSD, Child Support, Business, Pension etc.)
Received From: _____

5. Name of Community or Landlord _____ Phone Number () _____

6. Are you currently in Lease? _____ Number of Days for Lease Termination Notice? _____

7. How many bedrooms are you applying for _____

8. Do you have a Section-8 Voucher or Certificate: _____

9. Special Needs Unit (if any): _____ How did you hear about us? _____

Please circle

Head of Household:

- 1 = Amer. Indian/Alaskan Native
- 2 = Asian
- 3 = Black or African American
- 4 = Native Hawaiian or Pacific Islander
- 5 = White

Head of Household Ethnicity:

- A= Hispanic
- B= Non Hispanic

Signature of Head of Household

Date

MANAGEMENT USE ONLY

Date and Time Received: _____ Received By: _____ Put on Wait List : _____
 Appointment Scheduled: _____ Date: _____ Time: _____ By: _____
 Comments, Special Needs, etc. _____

FAIRVILLE MANAGEMENT COMPANY, LLC

Resident Selection and Screening Criteria – Release

I/We, _____ acknowledge by my signature below that I/We have received a copy of the Fairville Management Company, LLC, Resident Selection and Screening Criteria and a copy of the VAWA Form 5380. I further acknowledge by my/our signature below that Management has reviewed this policy with all applicants 18 years or older.

I/We will seek clarification on any and all questions regarding these procedures from the property manager.

_____	_____
Applicant	Date
_____	_____
Applicant	Date
_____	_____
Applicant	Date
_____	_____
Resident Manager	Date

Effective 4/01/2015 *Subject to Change

of

Persons in Household

	1	2	3	4	5	6	7	8
Very Low	22,200.00	25,350.00	28,500.00	31,650.00	34,200.00	36,750.00	39,250.00	41,800.00
Low	35,450.00	40,500.00	45,600.00	50,650.00	54,700.00	58,750.00	62,800.00	66,850.00
Moderate	40,950.00	46,000.00	51,100.00	56,150.00	60,200.00	64,250.00	68,300.00	72,350.00

"This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email [at program.intake@usda.gov](mailto:program.intake@usda.gov)."



Proudly Managed By: Fairville Management Company, LLC





**FAIRVILLE MANAGEMENT COMPANY, LLC
Resident Screening & Selection Policy**



Meadowbridge Apartments

The objective of the Resident Selection process is to select residents who:

- Pay their rent in a timely manner.
- Are willing and able to conform to the rules and regulations of the development.
- Live drug free and non-violently.
- Enjoy living at the development.

Fairville Management Company, LLC firmly believes that consistency of approach in the resident selection process is essential. Fairville Management Company, LLC will not discriminate based on race, color, religion, creed, national origin, sex, age handicap, familial status or marital status.

To qualify for occupancy, applicant must first complete the application, along with authorization for Release of Information. Applicant must also submit required documentation on all household members such as Social Security Cards, proof of US citizenship and/or eligible immigration status and proof of all household income and assets.

All potential occupants of the unit must submit to the following screening criteria. Requested documents must be received within 14 days of request or application will be denied.

A. Basic Screening

Occupancy Limits:

- Minimum of 1 person per bedroom
- Maximum of 2 persons per bedroom

Income:

Rental Assistance through Rural Development, USDA utilizes the Section 8 program income limits. The family's annual income must not exceed Section 8 program income limits based on type of subsidy and family size as published annually by HUD. Current published Section 8 program income limits will be used at time of processing pre-applications and application.

Credit History:

Credit reports must show applicants are paying their creditors in a timely manner. Bankruptcy must be over 5 years. All landlord or Civil Judgments must be satisfied. Medical Accounts will be reviewed by Fairville Management Company, LLC. Student loan accounts will be reviewed by Fairville Management Company, LLC.

Criminal History:

1. Criminal Background checks will be done on all applicants 18 years of age or over.
2. Applicants must have a clear criminal record for the past 10 years on any felony convictions, arrest or convictions for controlled substances and convictions related to physical crime, violent act against person or property of any kind.
3. Convictions for any drug related activity in the last 10 years.
4. Anyone listed in the sex offender's registry or lifetime registrant will be denied.
5. Admission will be denied if Management has reasonable cause to suspect that any household member's behavior from the abuse of alcohol or drugs will interfere with the health, safety and right to peaceful enjoyment.

Personal References:

2 personal references from person other than family will be required.

B. Wait List

The following waiting lists will be maintained for each bedroom size in a property binder in chronological order. The waiting list will remain open unless the wait time exceeds 1 year and 6 months. At that time the Rural Development Specialist will be contacted for approval to close the waiting list for that bedroom size. Notification of closing will be sent to all agencies on the advertising list. The waiting list will continue to be monitored and publication of re-opening the waiting list will be sent to all agencies on the advertising list. The waiting list will be reopened when the wait time decreases to 9 months.

1. Applications in the 811-program referred by DSHA.
2. Applications for program-required internal transfers.
3. Applications meeting income eligibility requirements.

The order of placement on these waiting lists shall be:

- A. For internal transfers, by date letter received by office, which required the transfer. Placement shall be chronological.
- B. Applicant's placement shall be chronological by date of application.
 - (1) Mobility impaired applicants are given priority only for those units that are specifically designed to accommodate wheelchairs.

Waiting lists will be updated semi-annually by filling out a Waiting List Update form in the office. Applicants are informed at the time they fill out an application that it is their responsibility to update every January and July of each year. It is also included with each application. Those not updating will be closed from the list without further notice, and their applications will be stored for three (3) years.

Management Company, LLC will review all documentation and notify the applicant by mail within 5 days with the appeal results of the appeal meeting.

All appeals must be submitted to Fairville Management Company, LLC in writing within 14 days of receipt of their denial. Applicant will be given the opportunity to present documentation to have the rejection reversed. All meetings will be conducted in person by the Fairville Management Company, LLC. All meeting findings are final.

Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process.

E. Unit Occupancy

The unit being applied for must be the only place of residency. Only those persons approved in the application process may occupy the unit.

F. Rent Collection Policy

Rents are due and payable on the 1st day of the month. Rents not paid in full at the close of business on the 5th day are considered late. A 5-day demand notice is to be sent via certificate of mailing. This notice gives the resident 5 days to pay the full amount due plus late charges or court action will be taken. Failure of the resident to pay all monies owed by demand date will result in court action being taken. As stated in Section 4 of the Resident Lease, if the resident does not pay the full amount of the rent by the end of the 5th day of the month, a five (5%) late fee will be assessed on the tenant rent portion.

G. Eviction Procedures

Eviction will be executed in accordance with lease agreement, state, local and federal laws, LIHTC and Rural Development guidelines and as mandated by the State's Landlord Tenant Code. Eviction procedures for non-payment of Rent will be filed on all residents who do not respond to the 5-day late notice. Eviction procedures for other lease violations will be filed if resident, after proper legal notice, fails to correct said violation.

H. Transfers

Transfer requests will be processed in order of priority. These priorities being, reasonable accommodations, medical, change in family composition and lastly personal preference. Transfer approvals for the tax credit units are based on household eligibility within the restriction of the LIHTC and Rural Development program guidelines. Residents requesting a unit transfer must do so in writing. All requests will be submitted to the Property Manager for approval. Only those residents who pay their rent in a timely manner, maintain their unit and comply with the Lease and Resident Handbook will be considered for a transfer.

I. Reasonable Accommodation Policy

Fairville Management Company, LLC is an equal opportunity housing provider. It is our policy to make reasonable accommodations so our residents and/or applicants may use and enjoy

MEADOWBRIDGE APARTMENTS

Notice of Occupancy Rights under the Violence Against Women Act¹

To all Tenants and Applicants

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.² The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that **Section 8/ Tax Credit** is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.”

Protections for Applicants

If you otherwise qualify for assistance under **Section 8/ Tax Credit**, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

¹ Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

² Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

In removing the abuser or perpetrator from the household, HP must follow Federal, State, and local eviction procedures. In order to divide a lease, HP may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

Moving to Another Unit

Upon your request, HP may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, HP may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

- (1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.
- (2) You expressly request the emergency transfer.** Your housing provider may choose to require that you submit a form, or may accept another written or oral request.
- (3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

You can provide one of the following to HP as documentation. It is your choice which of the following to submit if HP asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- A complete HUD-approved certification form given to you by HP with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, “professional”) from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- Any other statement or evidence that HP has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, HP does not have to provide you with the protections contained in this notice.

VAWA does not limit HP's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, HP cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if HP can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- 1) Would occur within an immediate time frame, and
- 2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If HP can demonstrate the above, HP should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

Other Laws

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to

Victims of stalking seeking help may contact the National Center for Victims of Crime's Stalking Resource Center at 202-467-8700 or the Delaware Coalition Against Domestic Violence, phone number listed above.

Attachment: Certification form HUD-5382