



## TENANT SELECTION PLAN

Property Name: Janice Brooks Bay Apartment Homes

Resident Screening & Selection Process

Thank you for applying to live at our community. This criteria is provided to you to define the process we use to select our residents. Southern Nevada Regional Housing Authority is an Equal Housing Opportunity provider, and seeks to process all applications in a fair and consistent manner. **If you are seeking housing with a pet, PLEASE SEE ATTACHED PET POLICY.**

### OCCUPANCY POLICY

- 1.) SNRHA has established standards on occupancy to permit the tenant to select the apartment size they deem appropriate to their needs while preventing overcrowding and underutilization of the apartment. Occupancy is based on number of bedrooms in an apartment. 2 persons are allowed per bedroom.
- 2.) In the event an applicant family member, or someone associated with the household, has a physical or mental handicap which requires an apartment larger than the size allowed above, SNRHA will allow the applicant to apply for an apartment of the required size if available.

### PROJECT-SPECIFIC REQUIREMENTS

JBB Apartment Homes are designated a family affordable housing community. Applications must certify income eligibility at move in.

### APPLICATION PROCESS

- 1.) Complete the Rental Application (one for each adult). An application cannot be accepted unless it is complete. You must designate the number of bedrooms being requested and the application must be signed and dated. Applications are accepted at the apartment community's rental office, by mail to the property's mailing address, or by fax the property's fax number.
- 2.) Your application will be screened and verified when an apartment is available. Screening fee is \$ 40.00 per adult application, and must be paid at the time of application submission.

### TRANSFER PROCESS

After tenancy commences, if a household wishes to transfer to a different apartment due to change in family composition or other reason, they must complete an application and be placed on an in house wait list as a new applicant. The household must meet occupancy requirements for the unit. If a resident requests a transfer for a medical reason certified by qualified individual, based on the need for an accessible unit or due to a request for a reasonable accommodation, the transfer will be granted when the appropriate unit becomes available. These transfers will take priority.

### GENERAL REQUIREMENTS

- 1.) Positive identification with a picture will be required (photocopy may be kept on file).
- 2.) All applicants must disclose social security numbers for all household members upon move in.
- 3.) Primary applicants must be of legal age to enter into a legal contract under state and local laws.
- 4.) An applicant must execute a lease agreement, meet eligibility and income requirements, and agree to pay the rent.

### INCOME REQUIREMENTS

Southern Nevada Regional Housing Authority's Affordable Housing's mission is to serve low income families. The gross annual income of a new applicant shall not exceed the HUD income limits of 80% of AMI which is as follows: **1 person household- \$ 36,500; 2 person household- \$41,700; 3 person household-\$46,900; 4 person household - \$52,100; 5 person household- \$ 56,300; 6 person household - \$60,450; 7 person household - \$64,650; and 8 person household - \$68,880.**

### RENTAL/CREDIT REQUIREMENTS

- 1.) Eviction history in the last 18 months, or any eviction for drug related criminal activity will result in a denial.
  - a. That an applicant is or is perceived to be, or has been or has been perceived to be, a victim of domestic violence, dating violence, or stalking, or has a prior eviction on his/her record due to being the victim of domestic violence is not an appropriate basis for denial of tenancy. Landlord may request that an individual certify that the individual is a victim of domestic violence, dating violence, sexual assault, or stalking, and that the incident or incidents in question are bona fide incidents of actual or threatened

abuse. The individual shall provide a copy of such certification within 14 days after an owner, manager or affordable housing provider requests such certification. An individual may satisfy the certification requirement by providing the requesting owner, manager, or affordable housing provider with documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, a member of the clergy, a medical professional or any other professional, from whom the victim has sought assistance while addressing domestic violence, dating violence, sexual assault, or stalking or the effects of the abuse. All information provided an owner, manager, affordable housing provider, including the fact that an individual is a victim of domestic violence, dating violence, sexual assault, or stalking, shall be retained in the strictest confidence by such owner, manager, or affordable housing provider, and shall neither be entered into any shared database, nor provided to any related entity, except to the extent the disclosure is requested or consented by the individual in writing or otherwise required by applicable law.

- 2.) A credit report will be obtained, when evaluating your credit report the following will be considered:
  - a. Bill payment history
  - b. The number and type of accounts that you may have
  - c. Late payments
  - d. Collection actions
  - e. Outstanding debt
  - f. Age of accounts
  - g. Monetary Judgments

**NOTE: An applicant may qualify with an additional deposit required, in lieu of denial or co-signer.**

#### **LIVE IN CARE ATTENDANT/AIDE**

A qualified care attendant/aide will be subject only to criminal background search. Credit and income verifications do not apply.

#### **CRIMINAL CRITERIA**

- 1.) A conviction, guilty plea or no-contest plea for any Felony ever involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offense (sale, manufacture, delivery or possession with intent to sell) class A/Felony Burglary or class A/Felony Robbery shall be grounds for denial of rental application.
- 2.) A conviction, guilty pleas or no-contest pleas for any other Felony (other than listed above) where the date of disposition, release of parole occurred within the last two (2) years shall be grounds for denial of the rental application.
- 3.) One misdemeanor will not result in a denial. Two or more Class A/Misdemeanors in the last three (3) years will result in denial. Two or more class B/C misdemeanors in last two (2) years will result in denial.
- 4.) Pending charges will result in denial of application.
- 5.) Any applicant, who has a member of household that is subject to state sex offender lifetime registration requirement, shall be denied.
- 6.) Any applicant who has a member of the household that is currently engaged in illegal use of drugs or for which the owner has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug or abuse of alcohol may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents, shall be denied.

#### **DISABLED ACCESSIBILITY**

- 1.) Southern Nevada Regional Housing Authority is committed to making the apartment community readily accessible and usable by individuals with handicaps. SNRHA will consider any request by or on behalf of a handicapped resident or applicant for a.) reasonable accommodation relating to a change in its rules and/or policies or b.) a reasonable modification relating to alterations of the common areas or individual unit. Any such request should be made in writing to the manager/504 coordinator located at 1001 Linden Avenue # a, Las Vegas, NV 89101. If it is not possible to make the request in writing, SNRHA will assist the person in making the request provide the necessary information.
- 2.) In most instances, SNRHA will allow a handicapped person to have an assistance animal which is related to and necessary for the handicapped person to enjoy the benefits of the housing. A particular assistance animal may be rejected if:
  - a. The animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by reasonable accommodation.
  - b. The animal would cause substantial physical damage to the property of others
  - c. The presence of an animal would pose an undue financial and administrative burden to the apartment community owner or SNRHA.
  - d. The presence of an animal would fundamentally alter the nature of the services provided by the apartment community owner or SNRHA. No fees or additional security deposit will be imposed as a condition of allowing an assistance animal.

## REJECTION POLICY

You have the right to dispute the accuracy of any information provided to the landlord by a screening service or credit reporting agency. If your application is rejected due to unfavorable information received during the screening process, you will be notified in writing. You may:

- 1.) In writing, contact the screening company that supplied the information to obtain a copy of your screening results. The screening company that processes your application is Worldwide Landlord, LLC (702) 522-2200- 3777 Peos-McLeod # 104, Las Vegas, NV 89121. Their contact information and the reference number for your file will be printed on the acceptance or denial letter.
- 2.) Contact the credit reporting agency to identify whom is reporting unfavorable information.
- 3.) Correct any incorrect information through the credit reporting agency as per their policy.
- 4.) Request the credit reporting agency to submit a corrected check to the appropriate screening company.
- 5.) Upon receipt of the corrected and satisfactory information, your application will be evaluated again for the next available apartment. Be advised:
  - a. Incomplete, inaccurate or falsified information will be grounds for denial.
  - b. Any applicant that is a current illegal drug user or addicted to a controlled substance or has been convicted by any court of competent jurisdiction of the illegal manufacture or distribution of a controlled substance shall be denied.
  - c. Any individual whose tenancy may constitute a direct threat to the health or safety of an individual, or whose tenancy would result in physical damage to the property of other will be denied.

If your application has been denied and you feel that you qualify as a resident under the criteria set out above, you should do the following:

Write to: Southern Nevada Regional Housing Authority (Att: Affordable Housing Director) 5390 E Flamingo Drive, Las Vegas, NV 89122. Please be sure to note the name of the property where you applied to in your appeal. Within 10 days of receipt of your appeal, your application will be reviewed, and you will be notified in writing of the outcome of the review.





EQUAL HOUSING  
OPPORTUNITY