



Southeast Raleigh Promise Housing Raleigh, North Carolina Wake County

Southeast Raleigh Promise Housing is a twenty-five (25) unit multifamily rental development developed by Southeast Raleigh Promise Housing, LLC to provide affordable housing for residents of Raleigh, NC. Southeast Raleigh Promise, LLC, the Management Agent, First Rate Property Management, and their respective employees are committed to Equal Housing Opportunities for all eligible persons regardless of race, color, sex, religion, handicap, national origin, familial status, sexual orientation, gender identity, or marital status and to compliance with the Fair Housing Act, the 1988 Fair Housing Amendments Act, Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Violence Against Women Act (VAWA), and any legislation protecting the individual rights of residents, applicants, or staff which may subsequently be enacted.

In an effort to protect the health and wellness of all residents, guests, and employees, the Owner adopted a smoke-free policy for this development. Smoking will not be allowed inside the units.

Eligibility for Admission/Waiting List:

A. Family Housing:

Consisting of twenty five (25) rental homes including , a single-family home, duplexes, and Accessory Dwelling Units (ADUs). The Southeast Raleigh development is not age-restricted and provides affordable housing for individuals and families meeting income eligibility guidelines outlined below.

B. Units Designed for Special Needs of the Physically Disabled:

The property contains zero (0) units which are specifically designed to accommodate persons with mobility, hearing, or visual impairments.

C. Units Held for Wake County's Rapid Rehousing Program:

Three (3) units will be set aside for Wake County's Rapid Rehousing Program.



D. Income Restrictions:

Applicant(s) for occupancy must have a gross annual income of less than the following percentages of median income, adjusted for family size, as published annually by the U. S. Department of Housing and Urban Development.

- Nine (9) units are reserved for households at or below 30% of median income;
- Four (4) units are reserved for households at or below 60% of median income;
- Twelve (12) units are reserved for households at or below 80% of median income

E. Pet Policy

Pets are not permitted on the property. Service/companion animals will be allowed as a reasonable accommodation with management's prior approval.

F. Waiting List:

The waiting list is never closed.

G. Student Status:

Households where all members are full-time students must meet certain conditions for eligibility to mirror the Section 42 Low Income Housing Tax Credit Program. In general, households made up of full-time students of any age do not qualify. The five exceptions to this general rule follow:

- All members are married and entitled to file a joint tax return.
- The household is comprised of a single parent(s) with minor children where neither the parent nor at least one child is claimed as dependents on someone else's tax return other than the absent parent of the children.
- The household receives Temporary Assistance to Needy Families (TANF).
- The student is enrolled in a job training program similar to the Job Training Partnership Act, the Workforce Investment Act, or under other similar Federal, State, or local laws.
- The student was previously in Foster Care.

H. Security Deposit:

A security deposit in the amount of one month's rent will be due when a unit becomes available and is accepted by the applicant.

I. Reasonable Accommodation Policy:

Reasonable accommodations/modifications will be made when necessary to afford persons with disabilities an equal opportunity to use and enjoy their housing community of choice. Upon request for a reasonable accommodation, management will provide to the applicant a Request for Accommodation form. Management will respond to the request within ten (10) days of receipt. The available unit will be held for the applicant requesting the accommodation until the 504 Committee decides whether to approve or deny the request. If the request is denied, the applicant will be notified in writing and given eight (8) days to appeal the Committee's decision, during which time the available unit will not be rented to another qualified applicant.



OCCUPANCY STANDARDS

<u>Number of Bedrooms</u>	<u>Minimum</u>	<u>Maximum</u>
1	1	3
2	1	5
3	2	7

Application Processing:

General: Applications for occupancy are taken on a first come, first served basis subject to set-asides and preferences outlined above. All applications must be completed in full, dated, and signed by the applicant(s). Management will note on the application the date and time the completed application is received. The application may be delivered in person or received via mail, fax, or email. A non-refundable application processing fee of \$25.00 per adult household member will be charged and must be received by management in order for the application to be accepted.

Preliminary Approval: Upon receipt of an application, management will review information provided by the applicant in their application to confirm initial and conditional eligibility. Upon completion of such review, the applicant will be notified of his/her status. If eligible, the applicant is notified that "based on the information provided" the applicant appears to be eligible for housing subject to verification of the information provided on the application. This notification also advises that the applicant is being placed on the waiting list. If determined ineligible, the applicant is notified of the reason(s) for such ineligibility.

Waiting List: One waiting list subdivided by bedroom size is maintained. Applicants are selected from the waiting list based on the date and time their applications were submitted.

The waiting list will be updated at least every six months. Applicants will be notified by mail or email to determine if they wish to remain on the waiting list.

An applicant's name may be removed from the waiting list for the following reason(s):

- The applicant no longer meets the eligibility requirements for the property or program.
- The applicant fails to respond to a written notice for an eligibility interview.
- The applicant is offered and rejects two (2) units at the property.
- Mail sent to the applicant's address is returned as undeliverable.
- There is a change in the unit size needed and the property does not have the appropriate size unit.

When an application nears the top of the waiting list, management will begin screening for other tenant selection criteria, i.e., prior rental history, credit reports/references, criminal convictions, and other references. If favorable, the applicant will be contacted to set up a personal interview for completion of verification forms. If screening indicates an unfavorable rental, credit, criminal history, or reference check, the applicant will be notified accordingly.



Final Approval: Upon receipt of all verifications, management will determine if the applicant remains eligible. If eligible, the applicant is notified in writing that they have been approved for occupancy and are asked to contact management to arrange for future occupancy. When a unit becomes available, the applicant is notified via email or telephone and has three (3) days to contact management. If no response is received within three (3) days of the date management made contact, the unit will be offered to the next qualified applicant on the waiting list.

If verifications indicate the applicant is not eligible, he/she will be notified in writing promptly. This written notification will:

- Give specific reasons for the proposed action;
- Advise the applicant of the right to respond to the notice or request a meeting with Management within ten (10) calendar days of the notice;
- Advise the applicant of the right to request a reasonable accommodation if he or she feels that the reason for the denial is due to a disability.
- Provide contact information if the rejection is based on information received from a third party so the rejected applicant can investigate and challenge the adverse information.

Screening Guidelines

A. Criminal Background Checks

A criminal background check will be performed on all applicant household members who are 18 years of age or older. An applicant household will be rejected if any member:

- Has been **evicted** for drug-related criminal activity within three (3) years of the date of application;
- Is currently using illegal drugs; or
- Is subject to a lifetime registration requirement under a State sex offender registration program.

Management will not consider an arrest or charge that was resolved without a guilty plea, a plea of no contest, or a conviction. If an applicant has been arrested and the charge is still pending, the decision regarding applicant's eligibility for occupancy will be delayed until after the charge has been adjudicated, if a conviction would make the applicant ineligible. Upon satisfactory disposition of the charge, if an appropriate apartment is still available, processing of the application will be completed. An apartment will not be held while waiting for resolution of pending charges.

The types of conviction and length of time that has passed since the conviction, or release from incarceration, will be reviewed using the following guidelines.

Non-violent Misdemeanor: If a member of an applicant household has been convicted of a non-violent misdemeanor, Management **may** deny admission if the conviction occurred within five (5) years of application and will not deny admission if the conviction occurred more than five (5) years before application submission. A non-violent misdemeanor is a Class 1, 2, or 3 misdemeanor. See **Individualized Assessment Criteria** below.



Violent Misdemeanor: If a member of an applicant household has been convicted of a violent misdemeanor, Management **will** deny admission if the conviction occurred within two (2) years of application. A violent misdemeanor is a Class A1 misdemeanor or a misdemeanor requiring registration on the sex offender registry.

Non-violent Felony: If a member of an applicant household has been convicted of a non-violent felony, Management:

- **May** deny admission if the conviction occurred within seven (7) years of date of application;
- **Will not** deny admission if the conviction occurred more than seven (7) years before the application.
- A non-violent felony is a Class H or I felony.
- See **Individualized Assessment Criteria** below.

Repeated Unrelated Non-violent Felonies: If a member of an applicant household has been convicted of more than two (2) unrelated felonies, Management **may** deny admission if the last conviction occurred within seven (7) years of conviction. See **Individualized Assessment Criteria** below.

Violent Felony: If a member of an applicant household has been convicted of a violent felony, Management:

- **Will** deny admission if the conviction occurred within five (5) years of date of application.
- **May** deny admission if the conviction occurred more than five (5) years prior to application.
- A violent felony is a Class A, B, C, D, E, F, or G felony or any felony requiring registration on the sex offender registry.

See **Individualized Assessment Criteria** below.

Drug-related Felony: If a member of an applicant household has been convicted of a drug-related felony, Management:

- **Will** deny admission if the conviction was due to manufacture or distribution and the conviction occurred within five (5) years of application.
- **Will** deny admission if the conviction was due to use or possession and the conviction occurred within three (3) years of application.

If a person has an arrest with pending charges, the housing provider should consider this as part of an individualized assessment. If the housing provider is not able to determine the specifics of the pending charges, the housing provider may deny admission until the charges are resolved. If the housing provider can identify the specifics of the pending charges, they should house the person if a resulting conviction would not change the decision to house. Because a pending charge once adjudicated could be dismissed, reduced, or the accused found not guilty, the housing provider should either house the person or delay the determination until the charge is resolved if a resulting conviction of the



initial charge would be grounds for denying the application for housing. If the person has a disability and requests a reasonable accommodation, the provider will determine whether the request is appropriate while criminal charges are pending.

Individualized Assessment Criteria – Upon request by a rejected applicant, Management will evaluate the criminal record(s) of the applicant(s) to determine if the decision to reject the application should be reconsidered and admission offered to the applicant. This determination of suitability will include consideration of the following factors:

- The seriousness of the criminal offense;
- The relationship between the criminal offense and the safety and security of residents, staff, or property;
- The length of time since the offense, with particular weight being given to significant periods of “good” behavior;
- The age of the applicant at the time of the offense;
- The number of and nature of any other criminal convictions;
- Evidence of rehabilitation, such as employment, participation in a job training program, education, participation in a drug or alcohol treatment program, or recommendations from a parole or probation officer, employer, or social worker; community leader, or teacher, and
- If applicable, tenancy supports or other risk mitigation services the applicant will receive or have access to during tenancy.

An application **will be** denied if there is a history of habitual criminal activity, including misdemeanors, when the crimes for which the applicant has been convicted represent a risk to the safety of residents, staff, and/or property. If the applicant’s criminal conviction was related to his or her disability, the management company will consider a reasonable accommodation.

B. Landlord Reference

Applicants may not be rejected for lack of rental history but may be rejected for unsatisfactory rental history. Any applicant who has been evicted for nonpayment of rent, damages, or material noncompliance will not be accepted. Any applicant who owes past due funds to a previous Landlord will be rejected until all funds that are past due have been paid in full.

Management will waive a rejection based solely on unpaid rent or money owed to a prior Landlord if the negative information can be mitigated to the satisfaction of the Landlord by substantially reducing the financial risk to the Landlord. Such examples of mitigation of risk include an applicant providing an acceptable third-party guarantor of the lease or paying an increased security deposit. Disabled applicants who are provided substantial services, rental, and other financial assistance by such programs as the Targeting and Key Assistance Program administered by DHHS will not be rejected based solely on an unpaid balance with a prior Landlord. Such programs provide risk mitigation tools which substantially reduce the likelihood that the Landlord will be financially damaged as a result of waiving the requirement that all monies due to a prior landlord be paid in full prior to admission.

C. Credit History



Credit reports will be obtained for all applicant household members who are 18 years of age or older. The credit report must demonstrate that the applicant has paid financial obligations as agreed. Monies owed for medical related expenses will be disregarded.

A third-party screening company retrieves credit records and independently assesses an applicant's credit performance, assigning greater weight to activity reported over the most recent 24-month period. An applicant may be rejected if the report demonstrates a history of poor credit with little or no effort made to address the outstanding debts.

An applicant will be denied if the credit report shows:

- Unpaid balance(s) owed to current or previous landlord(s).
- Outstanding debt to a utility company that would prohibit the applicant from establishing utility service in his/her name prior to move-in. Applicants may be re-considered if they provide evidence the debt has been paid, and the utility company will provide service.
- A bankruptcy that has not been discharged.

Should the applicant be rejected based on credit, the Landlord will provide the applicant with the name and contact information of the credit reporting agency. All applicants may appeal the rejection and if disabled, may request a reasonable accommodation. The Landlord may waive a rejection based solely on credit if the negative information can be mitigated to the satisfaction of the Landlord by substantially reducing the financial risk to the Landlord. An example would be if the applicant was approved under the Targeting program and receiving Key Rental Assistance.

D. Minimum Income Requirements

To be eligible for occupancy, the following minimum income requirements apply:

- Section 8 voucher holders do not have to meet minimum income requirements.
- Non-subsidized renters must have a minimum income of two and a half (2.5) times the monthly rent (rent + utility allowance).

Housing Vouchers

State or federal housing vouchers are accepted provided the voucher plus the tenant paid portion of the rent meets the current rent charged for the unit.

Reasons for Rejection of Application

- Failure to provide verifications of social security numbers of certifications for all family members.
- Applicant does not meet the property's program requirements.
- Applicant does not meet screening guidelines (such as criminal, credit, rental history).
- Intentional or material falsification of information supplied on the application by the applicant.
- Applicant does not respond to the waiting list updates within ten days of mailing update letters.

Note: Reliance on state or federal housing vouchers will not be grounds to deny an application.



Violence Against Women Act (VAWA)

A housing provider cannot refuse to admit you or rent to you based on acts or threats of violence committed against you. Also, criminal acts directly related to the domestic violence, dating violence, sexual assault, or stalking that are caused by a member of your household or a guest cannot be the reason for evicting you or terminating assistance if you were a victim of the abuse.

For purposes of determining whether a tenant may be covered by VAWA, the following list of definitions applies:

VAWA defines “domestic violence” as felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child;
- A person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner;
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies; or
- Any other person who committed a crime against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction.

VAWA defines “dating violence” as violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- The existence of such relationship is determined based on the following factors:
 - Length of the relationship;
 - Type of relationship; and
 - Frequency of interaction between the persons involved in the relationship.

VAWA defines “sexual assault” as any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.

VAWA defines “stalking” as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or others; or
- Suffer substantial emotional distress.

The housing provider can ask you in writing to prove or “certify” that you are a victim of domestic violence, dating violence, sexual assault, or stalking. The housing provider must request certification in writing and give you at least fourteen (14) business days to provide this proof. The housing provider may – but is not required to – extend this deadline. The housing provider must keep confidential any information you submit about the violence against you, unless:

- You give written permission to the housing provider to release the information;
- Your housing provider needs to use the information in an eviction proceeding, such as to evict your abuser; or
- A law requires the housing provider to release the information.



504 Non-discrimination Notice

In accordance with Section 504 of the Rehabilitation Act of 1973, Southeast Raleigh Promise Housing, LLC and First Rate Property Management, LLC, Agent for Owner hereby notify the general public that:

(1) No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Federally assisted program or activity administered under the direction of Southeast Raleigh Promise Housing, LLC and First Rate Property Management, LLC, Agent;

(2) Southeast Raleigh Promise Housing, LLC, and First Rate Property Management, LLC, Agent will provide employment opportunities, benefits, access to housing, and other appropriate services in a manner that will not, directly or through contractual or other arrangements, subject qualified individuals with handicaps to discrimination solely on the basis of handicap; and,

(3) Southeast Raleigh Promise Housing, LLC, and First Rate Property Management, LLC, Agent will not participate in any contractual or other relationship that has the effect of subjecting qualified individuals with handicaps to discrimination solely on the basis of handicap.

It is the intention of Southeast Raleigh Promise Housing, LLC, and First Rate Property Management, LLC, Agent to take reasonable, affirmative steps to increase access and opportunities for disabled individuals in all programs, services, and administrative operations. A 504 Committee has been established. The Committee can be reached by calling (919) 805-3874.

If you have a visual, hearing, physical, or other impairment that does not permit you to read this Notice, Management will provide appropriate assistance.

To schedule assistance, please call (919) 805-3874. If you have a hearing impairment, you may utilize the NC Relay System by dialing (800) 735-2962. Assistance to ensure equal access to this Notice will be provided in a confidential manner and setting.