

CONIFER VILLAGE AT OAKCREST

May 5, 2016

Thank you for your interest in submitting an application for residency at *Conifer Village at Oakcrest* senior apartments. Enclosed is a copy of the Resident Selection Criteria which outlines the income guidelines for the apartments as well as an application and document checklist.

Since Conifer Village at Oakcrest is still under construction, we will be hosting an event and will begin accepting applications on **Wednesday, May 11th, 2016 & Thursday, May 12th, 2016** from **9:00 am to 3:00 pm** at the following temporary location below:

**Silver Hill Volunteer Fire Department
3900 Old Silver Hill Road
Suitland, Maryland 20746**

**Please do not call the Fire Department as they will be unable to give further information.*

Applications will be received/reviewed on a “first come – first served” basis. To simplify the process, please bring all applicable documents outlined in the enclosed checklist with you on **May 11th or 12th**.

If you are not able to attend the Application Day event, please contact us at 240-767-6563 to arrange a time which is more convenient for you. We look forward to meeting you soon.

Sincerely,
Nicole Smith

Nicole Smith
Community Manager



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2011 BROOKS DRIVE, CAPITOL HEIGHTS, MD 20747



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Application Checklist

If you have interested in applying for a brand new one or two bedroom apartment at *Conifer Village at Oakcrest*, **please follow the instructions listed below:**

- Review and Sign the Resident Selection Criteria**
(return Page 5 with completed application)

- Complete, Sign and Date Application**

- Submit \$35 Application Fee for each household member**
(money order or certified check) made payable to *Conifer Village at Oakcrest*



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RESIDENT SELECTION CRITERIA

May 1, 2016

Introduction

Welcome to Conifer Living! Thank you for applying to live at our community. This resident selection criteria has been formulated and are enforced in accordance with local, state, federal and all applicable fair housing laws.

State of Non-Discrimination

It is the policy of Oakcrest Village Associates, LLC, aka **Conifer Village at Oakcrest** and Conifer Realty, LLC, to promote equal opportunity and non-discrimination in compliance with, but not limited to, the federal and state constitutions and legislative enactments addressing discrimination in housing includes, Civil Rights legislation (1964, 1968, 1988), The Fair Housing Amendments Act of 1988, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975 and Title VI of the Civil Rights Act of 1964 and, to the extent applicable, the Americans with Disabilities Act. Further this community complies with the state and local fair housing regulations of the jurisdictions in which it is located.

Fair Housing and Section 504

The same selection criteria will be used for all applications, without regard to race, color, national origin, religion, sex, disability, familial status, marital status, sexual orientation, gender identity, age, creed, occupation, political opinion, and personal appearance. To allow all applicants the opportunity to pursue the application process, Conifer Realty, LLC has a 504 Policy that address reasonable accommodations. For more information, please see the Community Manager.

Violence Against Women and Justice Department Reauthorization Act (VAWA)

VAWA protects victims of domestic violence, dating violence or stalking, as well as their immediate family members generally, from being evicted or being denied housing assistance if an incident of violence is reported and confirmed. Agent, responding to an incident of actual or threatened domestic violence, dating violence or stalking that could potentially have an impact on a tenant's participation in the housing program, may request that an individual complete, sign and submit the HUD certification form (HUD-91066) within 14 business days of the request. Alternatively, in lieu of the certification form or in addition to it, Agent may accept (i) a federal, state, tribal, territorial, or local police record or court record or (ii) documentation signed and attested to by a professional (employee, volunteer of a victim service provider, an attorney, medical personnel, etc.) from whom the victim has sought assistance.



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Non-Smoking Community

Conifer Village at Oakcrest does not allow smoking in apartments, common areas or on the grounds. All leaseholders will be required to sign a non-smoking lease addendum agreeing to these rules prior to occupancy.

Property Eligibility

This community is designated for a special population. Applicants must meet the restrictions as indicated below in order to proceed with the application process.

Senior housing with all household members at least 62 years of age or older.

To be considered for selection, applicants must submit a completed application and relevant consent forms. Eligibility does not constitute acceptance and further screening is required to determine an applicant's ability to maintain successful residency.

Valid identification with a picture will be required (photo copy may be kept on file). Applicants must disclose social security numbers (SSN) for all household members. Valid SSN card issued by the Social Security Administration is the necessary documentation required. However, the community will accept a letter from the Social Security Administration verifying the number and acknowledgement a new card has been applied for. Where applicable an assigned Federal Identification Number may be used.

Students

This community follows the student regulations written in Section 42 of the Internal Revenue Code. The regulation states that a household comprised of all full time students will not be eligible for this program. However, four exceptions exist to this rule. See the Community Manager for additional information.

Occupancy Standards

Occupancy standards are established to allow residents to select the apartment size appropriate to their individual needs. Maximum occupancy standards are as follows:

<u>Unit Size</u>	<u>Minimum Occupants</u>	<u>Maximum Occupants</u>
1 Bedroom	1 Person	2 Persons
2 Bedroom	2 Persons	4 Persons



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Income Requirements

You have applied to live in an apartment that is governed by the Low Income Housing Tax Credit Program (LIHTC). This program requires us to certify all of your income sources and the value of your eligible assets as a part of determining your household's eligibility.

Since we are part of the LIHTC Program, there are income guidelines that must be followed first and foremost to determine eligibility to live in Oakcrest Village Associates, LLC. The income guidelines are set by federal and state agencies and can be confirmed from those sources.

The household's total yearly income cannot exceed the established maximum below. All sources of household income must be disclosed and verified. Plus, minimum income requirements will apply. Should a household fail to meet the minimum income requirement, verifiable, demonstrated ability to pay rent may be used if approved by our Compliance Department, i.e., cash from sale of real estate or guarantor with verifiable income at 70 X Rent Rate, plus guarantor must submit to credit screening.

Taking Applications

The Application: Applications will only be accepted if completed on original forms and bear the original signatures of the adult household members. Applications can be submitted in person at the property management office, by mail to the management office address or applicants requiring reasonable accommodations may contact the community manager to make necessary arrangements. Once a completed application has been received, management will determine income eligibility and household composition. If an appropriate unit size is available, the application process will continue. Otherwise, the applicant will be placed on the appropriate waiting list(s).

Screening: The agent will enter the applicant's information into a third-party Resident Screening software system in order to determine compliance with credit and criminal requirements in an objective manner. This screening will secure background information regarding the following:

- Record of prior criminal history
- References from a credit bureau

References from landlords in the last three years or from the last two successive residences, which is more inclusive, will be obtained via third party verifications for all Accept with Conditions approval.

Applicant must be able to establish the necessary utilities with the appropriate utility provider. Failure to provide proof of service will be grounds for rejection.



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Additional Rental Requirements:

- Ability and willingness to pay rent in a timely manner
- Ability and willingness to abide by the terms of the lease
- Conduct interview with all household members present
- No history of drug abuse or other criminal activity

If any information provided by the applicant proves to be untrue during the verification process, the application will be denied on the basis of attempted fraud.

Rejection Procedures

If an applicant disputes the accuracy of any information provided 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 free copy of their credit report. The name and address of the screening company will be provided in the denial letter. Additional information and instructions on how to pursue the appeal process will be detailed in the denial letter.

Pet Policy

Small pets are welcome with a maximum of 35 pounds full grown. Maximum of one pet per household is allowed and requires a non-refundable pet fee of \$300. This fee applies to non-caged animals such as dogs and cats.

Required Fees and Deposits

Application Fee:	\$35 per adult (non-refundable)
Reservation Fee:	\$100 (refundable only if application is denied or cancelled within 72 hours of approval)
Security Deposit:	One Month's Rent (based on scoring decision)



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Acknowledgment/Receipt

By signing below I/We acknowledge that we were given and have received a copy of the Resident Selection Criteria for Conifer Village at Oakcrest.

Applicant Signature

Date

Applicant Signature

Date

Management

Date



