

## **Rebekah Baines Johnson Center Applicant Screening Guidelines**

Applicants who appear to meet the basic requirements of the program will be screened for criminal history including sex offender screening. All household members will be screened for criminal and sex offender history. If the criminal screenings are approved, credit and rental history will be screened. These screening procedures will be applied uniformly to all applicants.

### **Applicants may be denied for the following criminal activity:**

- Any conviction for sex related offenses including, but not limited to, a lifetime, national or state sex offender registry;
- Any conviction for violent crimes against persons;
- Any conviction within the past ten (10) years for drug, narcotic, or alcohol related offenses;
- All felony convictions for crimes against persons, property, or society, not including offenses related to drugs, narcotics, and alcohol; and
- Any non-felony conviction within the past ten (10) years for any crime not listed above, with the exception of traffic violations.

### **Applicants may be denied for the following credit/rental criteria:**

- Any eviction within the last 7 years. This includes any household members who have been evicted from Federally-assisted housing for drug-related criminal activity;
- Applicants with a credit report showing accounts in negative standing may be denied. Some examples of negative accounts are: late payments, collections or judgments, Federal and State Tax liens;
- Reported lease violations from a prior landlord. This includes property damage, disturbing the peace, harassment, poor housekeeping habits, improper conduct, or other negative reference against the household;
- Any amount showing owed to a prior management company can be grounds for denial. We reserve the right to ask for proof of payment. Any debt balance owed to a prior management company or housing complex is required to be paid in full prior to move-in;
- Any household member currently engaging in illegal drug use is grounds for denial. This can include a pattern of illegal drug use that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other tenants;
- Any household member who has a pattern of alcohol abuse that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other tenants is grounds for denial; and
- Grossly unsanitary or hazardous housekeeping habits.

If the denied applicant is a person with disabilities, management will consider extenuating circumstances as a reasonable accommodation. Lack of credit or rental history is not grounds for denial.

### **Rejections**

Reasons for rejection of an applicant may include, but are not limited to:

- Termination of rental assistance due to fraud;
- Family exceeds occupancy standards for units offered on the property;

- Applicant refuses to sign forms HUD-9887/9887A document package for Applicant's/Tenant's Consent to the Release of Information;
- Applicant fails to provide required documentation (income, identification, etc); and
- If a household member's behavior indicates a pattern of alcohol abuse that interferes with the health, safety, and right to peaceful enjoyment of others, the applicant will be denied placement. This determination will be based on behavior, not the condition of alcoholism or alcohol abuse.

### **Appeals**

All denied applicants will receive notification of rejection in writing and the reasons for denying the applicant. The applicant has 14 days to dispute the rejection.

Applicants may dispute or appeal a denial by submitting a letter which outlines why the applicant should be reconsidered. Address envelope to "Appeals Committee, RBJ, 21 Waller Street Austin, Texas 78702". A response will be sent to the applicant within 20 days.

The owner may consider extenuating circumstances in the screening process and evaluate information obtained during this process to assist in determining the acceptability of an applicant for tenancy provided such consideration are consistent and nondiscriminatory.

A personal interview with on-site management and prospective residents is required at the time the applicant submits all required paperwork and documentation. The applicant must notify management of any changes in personal information.