

Fox Hollow Apartments
3536 Prairie Fox Lane #1
Orlando, Florida 32812
Office (407) 850-5627 Fax (407) 850-5640



Fox Hollow Resident Selection Criteria

General Information:

This document is available to every Applicant. Applicants are required to read it in its entirety either at the Management Office or elsewhere prior to submitting an application.

Fox Hollow conducts business in accordance with Federal Fair Housing Law, Section 504, and any other applicable Federal, State and Local laws or ordinances. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. Reasonable accommodations will be made for persons with an obvious or properly documented handicap as long as said accommodations do not present an undue administrative or financial burden to the management or ownership or cause an undue hardship on any other residents.

Fox Hollow is governed by the requirements of the LIHTC program, administered by Florida Housing Finance Corporation pursuant to Section 42 of the Internal Revenue Code. As such, Residents are subject to all the requirements of these programs and must cooperate with management to certify their eligibility for initial occupancy and for subsequent annual recertification.

Management will conduct an informal interview with a potential applicant(s) prior to accepting an application and the associated fee. The purpose of this interview is to determine if basic requirements of the aforementioned programs can be met, thereby saving the applicant from losing the Non-refundable Application Fee. The interview will include questions relating to, but not limited to, Verifiable annual income, number of persons to occupy apartment, criminal and credit history, citizenship or legal status. Applications must be received and returned to the rental office during normal business hours. A "Non-refundable Application Fee" in the form of a money order must accompany all applications submitted for approval. Approval of applications is subject to a third party verification of all requirements as set forth in this document.

Residents will not be allowed to transfer from their designated apartment unit to another. Exceptions can be made to allow for a reasonable accommodation that is documented and verified for cases such as increased family size above the maximum allowable or physical impairment such as a wheelchair. If a transfer is approved, the Resident must recertify and meet all eligibility requirements for the new unit.

Live-in Aides:

A live-in Aide is defined as a person who lives with an elderly, disabled, or handicapped individual(s) and is essential to that individual(s) care and well being not obligated for the individual(s) financial support and would not be living in the unit except to provide said care. Applicant **must** provide verifiable proof of need of the Live-in Aide in the form of a letter from a **licensed Physician**. A Live-in Aide qualifies for occupancy only in accordance with the preceding definition. The Live-in Aide does not qualify for continued occupancy as a remaining household member. The Live-in Aide is counted as a household member for purposes of determining bedroom size only. Applicant and Live-in Aide must sign an agreement to terminate residency of Live-in Aide within fifteen (15) days of the end of the need for such care for any reason.

Applications:

1. The application must be filled out completely or with enough information to determine eligibility and accompanied by the required non-refundable application fee in the form of a money order.
2. Applications from applicants that do not have legal authority to enter into a lease agreement will not be accepted.
3. Applications will not be accepted if Family size exceeds the capacity of the apartments in the community or if family size is smaller than apartment requires.
2Bdrm/2 Bth- Max. 4 persons, 3Bdrm/2 Bth. Max. 6 persons/Min. 2 persons
4. Applicants waiting for an apartment are responsible for reporting any changes in information originally provided and updating contact information.
5. When an appropriate apartment becomes available, Management will contact the first applicant on the waiting list to set up an interview. We will make (1) phone, (1) email and (1) USPS first class mail attempt to contact you. If we do not receive a reply within (7) days, the applicant will be removed from the wait list.

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6. If the Applicant contacts us and is not able to accept the available apartment, they can chose to remain on the wait list or be removed from the wait list. If they chose to remain on the wait list and another apartment becomes available, we will contact the applicant. If the second apartment is turned down, the Applicant will be removed from the waiting list.

Eligibility:

1. Household income and assets, calculated in accordance with applicable program guidelines, must be at or below the current published income limits. Applicant must have minimum monthly income that is two and one half times (2.5x) the rental rate and qualify with the "Resident Credit Criteria".
2. Applicants must certify in writing as to whether any adult applicant has disposed of any assets.
3. Households must meet all the LIHTC Guidelines.
4. Residency in communities developed for a specific target group will only be offered to applicants that meet the guidelines and restrictions placed upon that specific property as defined by the governing documents of that property. Fox Hollow requires every adult applicant to authorize a background check on Rental or Housing History, Credit History, Criminal History, and information needed to determine if the rent and expenses are affordable by the applicant.
5. All Applicants must provide proof of current legal authorization to be in the country. Applicants that fail to provide said authorization are not eligible for residency.

Reasons for denial of Application:

Credit: The following examples of unfavorable credit history may be considered grounds for denial of applicant.

1. Any one lien or judgment that has not been corrected within the last year (12 months).
2. Any personal bankruptcy or foreclosure within the last year (12 months).
3. Any repossession of personal property within the last three (3) years.
4. More than 2 credit accounts rated 3 or higher in the last (2) years.

Rental or Housing: The following may be grounds for denial of an applicant.

1. Any eviction from a previous housing unit within the last five (5) years.
2. Any more than 2 verified eviction initial filings in the past (2) years.
3. Any occurrence of leaving a previous housing unit with unpaid charges or damages within the last five (5) years.
4. Any history or substantial risk that the applicant, household members, or visitors to the apartment, caused or will cause, destruction to the apartment or community, created or will create a risk to the health, safety and welfare of the Residents, Staff, or Community.

Criminal History: An applicant will be denied for any of the following.

1. Any Felony conviction involving drug records and/or violent crimes within the past ten (10) years whether or not they resulted in "Adjudication Withheld" or "Adjudication Deferred".
2. Any Felony conviction involving weapons related, theft, unclassified crimes and or property records within the past five (5) years whether or not they resulted in "Adjudication Withheld" or "Adjudication Deferred".
3. Any Felony convictions involving theft by check crimes within the last two (2) years whether or not it resulted in "Adjudication Withheld" or "Adjudication Deferred".
4. Any Misdemeanor sex crimes within the past five (5) years whether or not it resulted in "Adjudication Withheld" or "Adjudication Deferred".
5. Any Misdemeanor convictions involving theft, theft by check, violent crimes and/or weapons crimes within the past two (2) years whether or not it resulted in "Adjudication Withheld" or "Adjudication Deferred".
6. Any applicant that is registered or designated as a "Sexual Offender" or "Sexual Predator" as defined by Florida Statutes.
7. Applicant currently on active probation or parole for any of the above.

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- 8. Any more than one (1) Misdemeanor convictions involving drug records, property records, DUI and/or unclassified crimes within the past five (5) years whether or not it resulted in “Adjudication Withheld” or “Adjudication Deferred” .
- 9. Any more than one (1) Felony conviction involving DUI crimes within the past five (5) years whether or not it resulted in “Adjudication Withheld” or “Adjudication Deferred”.
- 10. If an applicant has been arrested but not tried, the application will be put on hold pending the outcome of the legal proceedings.

Additional Information:

Applicants will be asked to participate in an initial interview prior to completing an application. The purpose of this interview is to determine if the basic requirements of Residency can be met. This process will benefit the applicant by saving them the cost of the Non-refundable Application Fee by determining in advance if they may qualify. If an applicant insists on filing an application without an initial interview, they must be allowed to do so.

Management reserves the right to make exceptions to the Resident Selection Criteria if such exceptions are determined by Management to be in the best interests of the Applicant **AND** the Property Owners.

Upon determination that an Applicant is being denied, Management will notify Applicant of the reason for the denial by phone and written notice to address supplied by Applicant. Written notice will be sent within ten (10) days of determination.

Smoking is not permitted in any apartment **where oxygen is in use or stored for use.**

Pets may be permissible provided they meet the established breed and size limitations as set forth by Fox Hollow. Please check with the Management office as to their pet policy.

Any requests for additional information or clarification can be directed to the Leasing Agent or Property Manager.

Thank you for your interest in our Community!

The Partnership, Inc.
Managing Agent for Fox Hollow Apartments

I have read, understand, and agree to the above Resident Selection Criteria

Printed Name of Adult Applicant(s)

Applicant Signature

Date