
Highland Village

THE COMMONS

{PRIVATE }

100 Highland Commons Court, Cary, NC 27511

The Commons at Highland Village Apartments is privately owned by Highland Seniors Limited Partnership and developed by DHIC, Inc. to provide affordable housing for residents of Cary. The Owners, its' Management Agent, Community Management Corporation, and their respective employees are committed to Equal Housing Opportunities for all eligible persons regardless of race, color, sex, religion, handicap, national origin, or familial status.

Conventional Tax Credit / RPP Program

Eligibility for Admission/Waiting List:

A. Elderly Housing

Eligibility for occupancy is restricted to seniors, where one member of the household is at least 55 years of age and older.

B. Units Designed for Special Needs of the Handicapped:

The property contains seventeen (17) apartments which are specifically designed to accommodate persons with mobility impairments requiring special features for wheelchair accessibility and use.

B. Income Limitation:

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 and in accordance with the Section 42 Low Income Housing Tax Credit Program.

Seven (7) units are reserved for households at or below 30% of median income;

Twenty-one (21) units are reserved for households at or below 35% of median income;

Forty (40) units are reserved for households at or below 60% of median income.

C. Student Status:

Households where all members are full-time students must meet certain conditions for eligibility.

D. Waiting List:

The waiting list may be closed to all applicants if the number of applicants on the waiting list has reached a sufficient number to fill the normal vacancies anticipated in a one-year period.

E. Reservation Fee/Security Deposit:

Payment of a \$50 reservation fee will reserve an apartment until the application process is completed. Upon final determination of the application, this fee will be applied towards the required security deposit (one month's rent) and the balance will be due at move-in.

If the application does not meet final approval, the \$50 reservation fee will be refunded. If, for any reason, the application is withdrawn, the \$50 reservation fee is non-refundable.

HP LASERJET 4

CINDY 11/3/95 3:20 USED BY: THE ARBORS, AVONLEA, JEFFRIES RIDGE, LOVETT SQUARE, SEDGEBROOK, TRYON GROVE, AND WEST OAKS.

NOT USED BY: EAST HAVEN AND WALNUT WOODS.

NO LONGER USED BY: WALNUT STREET SCHOOL (AS OF 11/3/95).

IF ANY CHANGES ARE MADE TO THIS LIST, PLEASE UPDATE F:\PROPMGMT\APPLICAT\APPLPRO.LST. **Application Processing:**{PRIVATE }

General: Applications for occupancy are taken on a first come - first served basis. An application must be completed in full, dated and signed by the applicant. The on-site manager will note on the application the date and time the completed application is received. A non-refundable application processing fee of \$25.00 will be charged to each applicant.

A \$50 reservation fee may be paid to reserve an apartment until completion of the application process. If the application is approved, this fee will be applied towards the required security deposit. If the application is denied, the fee will be refunded.

Preliminary Approval: Upon receipt of an application, the on-site manager will review the information provided by the applicant in their application to confirm eligibility in conjunction with the program guidelines as established by the Regulatory Agency, i.e., age, income limitation, family composition and citizenship. 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: When an application nears the top of the waiting list, the on-site manager will begin screening for other tenant selection criteria, i.e., prior rental history, credit reports/references, police reports 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, police or reference check, the applicant will be notified accordingly.

Final Approval: Upon receipt of all verifications, the on-site manager will determine if the applicant remains eligible. **If eligible**, the applicant is notified that they have been approved for occupancy and are asked to contact management to arrange for future occupancy. If verifications indicate the applicant is **not eligible**, he/she will be notified in writing.

Note: If rejected, the applicant will be notified in writing the reasons for the rejection and of the applicant's right to respond and discuss said decision with management within 14 days of such notification.

OCCUPANCY STANDARD{PRIVATE }

<u>Number of Bedrooms</u>	<u>Minimum</u>	<u>Maximum</u>
1	1	2
2	1	4

To avoid overcrowding and for health and safety reasons, the number of persons allowed in a bedroom should not exceed the following:

<u>Number of Persons</u>	<u>Bedroom Space</u>
1 Person	At Least 70 Square Feet
2 Persons	At Least 100 Square Feet

In other words, if the bedroom is less than 100 square feet, there should only be one (1) person in the bedroom and the household should be allowed another bedroom.

Additional Tenant Selection Criteria

Reasons for Rejection of Application

- Failure to provide verifications of social security numbers or certifications for all family members
- Applicant does not meet the property's program requirements
- Applicant does not meet screening guidelines
- Intentional or material falsification of information supplied on the application
- Applicant does not respond to the waiting list updates within ten days of mailing update letters

Screening Guidelines

A. Criminal Background Checks

Applicants will be denied if:

1. Any household member has been evicted from federally assisted housing for drug-related criminal activity, for three years from the date of eviction.
2. Any household member is currently engaging in illegal use of drugs, or there is reasonable cause to believe that a household member's illegal use or a pattern of illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
3. Any household member's abuse or pattern of abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises of other residents.
4. Any household member is subject to the lifetime registration requirement under a State sex offender registration program.
5. Any household member is currently or has engaged in any of the following during the past seven years:
 - a. Drug related criminal activity (any felony drug activity or repeated misdemeanor drug activity)
 - b. Violent criminal activity
 - c. Other criminal activity that would interfere with the health, safety, or right to peaceful

- enjoyment of the premises by other residents
- d. Other criminal activity that would threaten the health or safety of the owner, agent of the owner, any employee, contractor, or sub-contractor who is involved with the housing operations.

“Other criminal activity” referred to in 5c and 5d above include but are not limited to:

- Homicide
- Burglary
- Rape
- Aggravated Assault
- Kidnapping
- Larceny
- Motor Vehicle Theft
- Arson
- Armed Robbery
- Charges directly related to children (molestation, pornography)
- Any other Felony criminal activity

* Periods of incarceration will extend the seven-year period stated above by the amount of time served.

6. An application will be denied if there is a history of habitual criminal activity, including misdemeanors.

B. Landlord Reference

A satisfactory rental history is required. 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.

C. Acceptable Credit

The credit report must demonstrate that the applicant has paid financial obligations as agreed. The application may be rejected if the report demonstrates a history of bad credit with no effort to address the bad credit. Exception can be made if bad credit is a result of medical related expenses.