



**Brainerd Park Apartments  
Statement of Rental Criteria  
Updated 4/28/2020**

Full Circle Management, LLC is committed to the Fair Housing Act prohibiting discrimination in rental housing based on Race, Color, Religion, Sex, National Origin, Handicap / Disability, Familial Status, and any other Protected Classes defined by local ordinance. If you are disabled and/or need assistance interpreting this document please request our assistance and we will ensure that you are provided with meaningful access based on your individual needs.

**The following qualification standards apply to all applicants:**

*Please note this is the current rental criteria and nothing in these requirements shall constitute a guarantee of occupancy.*

**We require a government-issued photo ID from one adult (18 years of age) per group wishing to tour an apartment and/or submit an application for an apartment.**

**RENTAL APPLICATION**

- ▶ Any prospective resident of the apartment over the age of 18 must apply and be a leaseholder, unless familial status applies. Applicants MUST disclose all intended residents of the apartment.
- ▶ All heads of household must be at least 18 years of age.
- ▶ Falsification of information or omission of information on a rental application is grounds for denial.
- ▶ We reserve the right to request documentation of any information presented by applicant on the rental application.
- ▶ No resident will be permitted to take possession of the apartment without having paid all required move-in fees, deposits, and applicable rent unless prior arrangements have been confirmed by management.

**INCOME / EMPLOYMENT**

- ▶ Total monthly household Gross Income (of combined applicants) must meet the applicable income guidelines. This shall include all sources of income include, but not limited to employment, self-employment, unemployment, child support, public assistance, social security and SSI.
- ▶ All assets require written verification
- ▶ All income requires written verification.
- ▶ If the applicant is a student, the applicant must meet the applicable HOME Program and the Low Income Housing Tax Credit student guidelines.

**INCOME GUIDELINES**

|     | 1 PERSON | 2 PERSON | 3 PERSON | 4 PERSON | 5 PERSON | 6 PERSON | 7 PERSON | 8 PERSON |
|-----|----------|----------|----------|----------|----------|----------|----------|----------|
|     | LIMIT    | LIMIT    | LIMIT    | LIMIT    | LIMIT    | LIMIT    | LIMIT    | LIMIT    |
| 60% | \$38,220 | \$43,680 | \$49,140 | \$54,600 | \$58,980 | \$63,360 | \$67,740 | \$72,120 |
| 50% | \$31,850 | \$36,400 | \$40,950 | \$45,500 | \$49,150 | \$52,800 | \$56,450 | \$60,100 |
| 30% | \$19,110 | \$21,840 | \$24,570 | \$27,300 | \$29,490 | \$31,680 | \$33,870 | \$36,060 |

\*The above income and rent limits are subject to change without prior notice.

**CREDIT HISTORY AND SCORING**

- ▶ A credit report will be obtained for every intended resident over the age of 18 who will sign the lease.
- ▶ Full Circle Management, LLC has partnered with Yardi to assess the credit worthiness of its applicants based on a model designed by Yardi and Full Circle.
- ▶ When scoring credit, the Yardi model will take into consideration several variables to determine an applicant's willingness and ability to pay their rent. The Yardi model has been specifically developed to assess credit worthiness





of applicants in the multi-family industry. The following are a few examples of the variables Yardi will take into consideration:

Income to Rent Ratio, Income to Payment Ratio (Revolving Debt), Number of Recent Credit Inquiries, Average Age of Trade Lines, Revolving Debt to Limit, Percent of Bank Card Trades Relation to Total Trades, Total Trade Lines, Percent Never Delinquent, Bureau Scores, Number of Major Derogatory Trade Lines, Economic Trends, Payment Histories, Accounts in Collection. A combination of all the variables is what determines the First Advantage score.

- ▶ If any applicant takes exception with any findings, the applicant is solely responsible for making any corrections and reapplying.
- ▶ If your application is “accepted with conditions” or “declined,” you will be given the name, address, and telephone number of the consumer reporting agencies that provided your consumer information to us.
- ▶ Medical collections are not taken into account.
- ▶ An application will be automatically declined if the applicant has an open bankruptcy within the past 12 months.
- ▶ An application will be automatically declined if a high risk collection (apartment community) is detected.

### **CRIMINAL HISTORY**

- ▶ As part of the application process, the Criminal Background of all applicants 18 and over will be checked.
- ▶ Criminal background may be cause for denial of an application.

### **REJECTION**

- ▶ Each applicant will be promptly notified in writing or the reason(s) for rejection.
- ▶ The applicant may within 14 days from date of receipt of notice (excluding designated federal holidays and weekends) notify the management in writing or request to meet with a member of Management who did not participate in the decision to reject the applicant.
- ▶ Applicant may have someone of their choosing to attend with them during the appeal.
- ▶ If the applicant appeals the rejection, the applicant will be provided a written final decision from Management within five (5) business days (excluding designated federal holidays and weekends) of the applicant’s written response or meeting.
- ▶ If the decision is reversed, the applicant will be offered a suitable vacant unit. If no such unit is available, the applicant will be offered the next available unit.

### **Appeals Process**

- ▶ The applicant has fourteen (14) days to respond in writing or a request a meeting to discuss the rejection.
- ▶ Applicant will be advised of the right to file a complaint if they believe the action was due to discrimination based upon race, color, creed, religion, sex, national origin, mental disability, physical disability, religion, retaliation, sexual orientation or gender identity.
- ▶ Any meeting with the applicant to review the rejection will be conducted with a member of the management staff who was not involved in making the initial decision to reject the applicant. A final written decision will be given the applicant within five (5) days of an appeal response or meeting. Complete files will be maintained by management for three years following rejection.
- ▶ The applicant will have the option of having a member from CCHC to assist in the appeals process.

### **OCCUPANCY STANDARDS**

- ▶ In every family unit and every rooming unit, every room occupied for sleeping purposes by one occupant shall contain at least 70 square feet of floor area, or if of original configuration need only comply with the regulations in effect at the time of its construction. Every room occupied for sleeping purposes by more than one occupant shall contain at least 50 square feet of floor area for each occupant 12 years of age and over and at least 35 square feet of floor area for each occupant under 12 years of age. For the purpose of this section a person under two years of age shall not be counted as an occupant.



### Security Deposit / Rent

- ▶ All rent must be paid at move-in via cashier's check, money order or certified funds. Personnel checks will not be accepted at move-in.
- ▶ Security Deposit must be paid in full at move-in unless a reasonable accommodation is requested.
- ▶ A written reasonable accommodation request for a security deposit will be reviewed if the applicant has been referred by a community organization as defined in the Affirmative Fair Marketing Action Plan approved by Illinois Housing Development Authority.

### PREFERENCES

- ▶ Preferences will be provided in the following order:
- ▶ Persons with Disabilities
- ▶ Persons who are elderly, displaced, homeless, or disabled single person over other single persons
- ▶ Existing tenant transfers, including but not limited to a change in household composition, a deeper rent subsidy, or for medical reasons certified by a doctor.

### PETS

- ▶ Pets are allowed. A pet deposit of \$300.00 will be required.
- ▶ A Pet Addendum will be required for any pet.
- ▶ Must provide documentation of current inoculations and current registration with the City of Chicago.
- ▶ **Service Animals, as defined by the Americans with Disabilities Act and the Federal Fair Housing Act, are not considered pets. They are exempt from those fees and restrictions. However, residents with service animals will be required to sign a Pet Addendum.**

### PARKING

- ▶ Parking will be provided on a first come, first serve basis.
- ▶ All vehicles must be registered with management before parking.
- ▶ Regardless of property, all vehicles must be fully operational and current with required inspections, tags, stickers, licenses, insurance coverages, etc.

### Smoke Free Community

- ▶ Brainerd Park Apartments is a Smoke Free Community.
- ▶ Smoking will only be permitted outside and at a minimum of 15 feet from any window and or entry to the building.

### COMPLIANCE WITH THE LAW

- ▶ In the event that any minimum requirement contained within this document is in conflict with any Local, State, or Federal Rule of Law, the appropriate Local, State or Federal Law will prevail.

If you are disabled or having difficulty understanding English, please request our assistance and we ensure that you are provided with meaningful access based on your individual needs.

Thank you for considering Brainerd Park Apartments!

This project does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. As required in the HUD Occupancy Handbook 4350.3 REV-1, all individuals with disabilities have the right to request reasonable accommodations. Reasonable accommodations are changes, exceptions, or adjustments to a program, service, building, dwelling unit, or workplace that will allow a qualified person with a disability to: participate fully in a program; take advantage of a service; live in a dwelling; or perform a job. To show that a requested accommodation may be necessary, there must be an identifiable relationship, or nexus, between the requested accommodation and the individual's disability. Requests for Reasonable Accommodations should be brought to the attention of management.