



## Application Screening Review Checklist

<b>Applicant Name:</b>	Live-in aide? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOH Name</b>	
<b>Review Date:</b>	
<b>Approve or Deny:</b>	<input type="checkbox"/> Approve Application <input type="checkbox"/> Deny Application <b>Reviewed By:</b>
<b>AUTOMATIC DENIAL OF APPLICATION</b>	
A household member was evicted in the last 3 years from federally assisted housing for drug-related criminal activity.	<input type="checkbox"/> Deny Application
A household member is currently engaged in illegal use of drugs or for which the owner/agent has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents.	<input type="checkbox"/> Deny Application
A household member is subject to any state lifetime sex offender registration requirement or if the owner/agent is unable to complete required criminal or sexual offender screening.	<input type="checkbox"/> Deny Application
If there is reasonable cause to believe that household member's behavior, from abuse or pattern of abuse of alcohol and/or illegal drugs, may interfere with the health, safety, and right to peaceful enjoyment by other residents.	<input type="checkbox"/> Deny Application
Record of any conviction or adjudication, other than acquittal, for the following felonies by any household member: Murder, manslaughter, Felony Arson, aggravated robbery, Assault, Kidnapping, Treason, Crimes involving harm to children or animals, including possession or distribution of child pornography, Rape or first degree criminal sexual assault, Crimes involving explosives, Crimes involving terrorism, Blackmail, extortion, or racketeering, Crimes involving the illegal manufacture or, distribution of controlled substances, Human Trafficking (lifetime denial)	<input type="checkbox"/> Deny Application
Record of any conviction or adjudication, other than acquittal, for any act covered under the VAWA (Violence Against Women Act of 2005) (VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation) – lifetime denial	<input type="checkbox"/> Deny Application
Inability to prove United States Citizenship or legal immigration status	<input type="checkbox"/> Deny Application
Credit history will be reviewed to determine if there is any debt owed to a prior landlord. Applicants owing prior landlords will be rejected until such debt has been paid.	<input type="checkbox"/> Deny Application
A member of the applicant household has been evicted from any property owned or managed by Pembco/Tapestry Management, LLC, for lease violations.	<input type="checkbox"/> Deny Application
The owner/agent will review rental history with any landlord indicated in the past <b>three (3) years</b> . The owner/agent will also review information provided through automated databases including eviction databases. Lack of rental history for first-time renter, as opposed to poor rental history, is not a basis to reject an application. Applications will be rejected for any of the following:	
➤ Failure to fully and accurately report income, new employment or changes in household composition in a timely manner, slow or no response to recertify in a timely manner	<input type="checkbox"/> Deny Application
➤ Failure to identify one or more residences where a household member has lived in the last <b>three (3)</b> . Incomplete and/or Falsified Application, providing false information, attempting to receive or receiving HUD assistance in multiple units	<input type="checkbox"/> Deny Application
➤ Record of poor unit maintenance or damage to the unit beyond normal wear-and-tear	<input type="checkbox"/> Deny Application
➤ Failure to participate in eradication efforts (bed bugs, cockroaches, head lice or other parasitic infestations)	<input type="checkbox"/> Deny Application
➤ Complaints from neighbors regarding actions that directly affect the peace and quiet comfort of others living in the community (including complaints on smoke free housing)	<input type="checkbox"/> Deny Application
➤ Record of actions that interfered with or prevented the previous landlord from effectively managing the property.	<input type="checkbox"/> Deny Application
➤ A current outstanding balance owed by any household member to a prior landlord and/or a landlord reference of would <u>not</u> re-rent	<input type="checkbox"/> Deny Application
➤ Failure to execute or pay repayment agreements	<input type="checkbox"/> Deny Application
➤ Evictions/UD involving drugs/violence/unpaid rent/destruction of property	<input type="checkbox"/> Deny Application
➤ Two alcohol related convictions within two years of the date of application demonstrates a pattern of alcohol abuse and is a reason for denial of housing.	<input type="checkbox"/> Deny Application
If criminal screening indicates an unresolved criminal charge or an unresolved charge of an act covered under the Violence Against Women Act, the application will be suspended. The applicant has 30 days to provide management updated information. At that time, the owner/agents current screening criteria will be applied. If there is no response, the application will be denied.	<input type="checkbox"/> Suspend App.



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<b>CRIMINAL BACKGROUND HISTORY</b>		<b>INITIAL SCORE</b>	<b>27</b>
<i><b>APPROVAL GUIDELINES</b> – Each applicant (adult person) will start out with 27 points. Applicants need a final score of 15 points or more to be approved for housing. The criminal history is reviewed and considered for the last 3 years. Points will be deducted for a period of 3 years from the date of conviction adjudication, time served, release from parole, and/or probation, whichever is later.</i>			
Felony ( <b>convictions</b> ) for those not listed on page 1 -8 point per offense		# Offenses	
Gross Misdemeanor ( <b>convictions</b> ) -6 point per offense		# Offenses	
Assaultive Misdemeanor ( <b>convictions</b> ) -6 point per offense		# Offenses	
Misdemeanor ( <b>convictions</b> ) -3 point per offense		# Offenses	
<b>Petty Misdemeanors do not result in any point deduction</b>		# Offenses	
<b><u>RENTAL HISTORY WITH A WRITTEN LEASE or MORTGAGE HISTORY</u></b>			
None to 2-year Verifiable Rental/Mortgage History - 3points			
2+ to 3-year Verifiable Rental/Mortgage History -2 points			
UD action (past 3 years) -4 points per UD Filed per occurrence		# Occurrences	
3 or more late rent payments in 1 yr. -3 points			
Lease Violation(s) (House /Pet rules, HUD Repayment Agreement, Housekeeping, Noise, Unauthorized Guests, Unruly Guests-etc.) -2 points			
<b><u>CREDIT HISTORY (Past 5-year History)</u></b>			
Unpaid collection / judgment accounts Totaling \$500 - \$1,000 excluding medical expenses -2			
Unpaid collection / judgment accounts Totaling \$1,000 or more excluding medical expenses -3			
Outstanding Heating or Electric Utility Bill(s) -2 points per occurrence		# Occurrences	
Collection accounts/judgments following bankruptcy -3 points			
Foreclosure -3 points			
<b>INITIAL SCORE</b>	<b>27</b>	<b>Total Deductions</b>	<b>FINAL SCORE</b>