



## Resident Selection Criteria

**SOUTH BEACH MARINA, INC. (SBM, INC.)** and the Owner's agent, **MAYNARD RICH MANAGEMENT**, ("Management") are committed to fair housing and equitable process for selecting applicants to occupy selected units located at 2 Townsend Street, San Francisco. Management practices in marketing, and rental, will not discriminate in the leasing, rental, use, or occupancy of housing or related facilities, based on race, color, national origin, sex or gender, disability, religion, familial status, or any other classes protected by federal, state or local regulations and laws.

**Applicants** must meet the following criteria. Applicants who do not comply with providing requested information and/or are uncooperative during the application process may be denied for residency.

**RENTAL APPLICATION and APPLICATION FEE:** Each applicant 18 years and older must complete a Rental Application. A \$40 non-refundable application fee per applicant is due at the time the Rental Application is submitted.

**IDENTIFICATION:** Each adult applicant must provide current acceptable government-issued photo identification which includes a valid driver's license, state issued I.D., military I.D., passport and/or other authoritative documents.

**AGE:** Applicants must be at least 18 years of age or legally emancipated. All applicants must sign the lease.

### **CREDIT STANDARD:**

A Credit Report on each adult applicant will be obtained once income eligibility has been determined. Reasons for rejection of an application due to information contained on applicant's credit report include the following factors that have affected applicant's ability to pay rent in prior tenancies:

**Bankruptcy:** any personal bankruptcy within the past twenty-four months that has not been discharged/remedied Charge-Offs/Collections "Charge-Off" of delinquent debt within the past 24 months.

**Past Due Accounts:** Two or more credit or installment accounts that have been past due for more than 120 days within the past twelve months. Unpaid collections, judgments or liens exceeding \$2,500.00, excluding medical bills and student loans within the past 24 months. Unpaid balance due a current or prior landlord within the past 24 months.

**Insufficient Funds:** Three or more NSF's require the rent be paid by money order or cashier's check.

**Lawsuits:** suits pending or not remedied which is deemed to affect financial ability (bankruptcy not discharged), check fraud, embezzlement, welfare fraud)

**Repossession:** excluding voluntary repossessions within the past thirty-six months except when part of a bankruptcy, divorce or legal separation.

Mitigating Circumstance will be reviewed.

**Rental History:** A landlord reference check of an applicant's rental history for the past 24 months is conducted to determine the following:

- Demonstrated ability to pay rent on time and in full with no more than 4 late payments and zero NSF's in the last 24 months.
- No disturbances or illegal activities, as permitted under the City of San Francisco Fair Chance Ordinance

- No unpaid Non-Sufficient Funds (NSF) checks
- No convictions for the manufacture or distribution of controlled substances, as permitted under the City of San Francisco Fair Chance Ordinance

Mitigating Circumstance will be reviewed.

**Criminal History:** Screening will be processed in compliance with Article 49 of the San Francisco Fair Chance Ordinance.

It is possible your application will be denied due to criminal conviction. The criminal background check will not be processed until all the other eligibility criteria has been met.

Adverse criminal reports obtained from the screening process are reviewed by the Legal/Screening Team for approval or denial. An individualized assessment will be done for applicants with criminal convictions and mitigating information, including, but not limited to, the nature and severity of the offense, age of applicant when offense occurred, amount of time that has passed, rehabilitation efforts, etc., will be considered.

**OCCUPANCY GUIDELINES:** The following number of occupants is permitted in each unit type for market and below market rent (BMR) apartments: Unit Type BMR Minimum

One Bedroom      One to Three Persons

Two Bedrooms    Two to Five Persons

**ECONOMIC CRITERIA:** Minimum Income Required (Rent is Resident-Paid Portion Only): BMR Rate Apartment: 2 times monthly rent. Maximum Income for Below Market Rent (BMR) Applicants: Annual household income must be verified to be at or below the maximum guideline based upon the current area median income (AMI) for the county or metropolitan statistical area published by the San Francisco Mayor's Office of Housing and Community Development.

**PETS:** Pets that are not service animals will only be allowed upon approval from Landlord. If a pet is approved, tenant will be required to complete an executed Pet Addendum, a payment of a \$500 pet deposit and \$50 monthly pet rent. No dogs over 45lbs in weight will be accepted. A statement from a veterinarian must be provided. The pet must have current inoculations and the applicant/resident shall submit records of inoculation upon request.

**COMPANION/SERVICE ANIMALS:** Companion and service animals are welcome with proper documentation at no additional cost.

**ADDITIONAL BELOW MARKET RENT (BMR) REQUIREMENTS:** Applicants must be approved as income and program eligible by the San Francisco Mayor's Office of Housing and Community Development (MOHCD) and meet the resident selection criteria. The certification process includes a completion of required program documents, and verification of household composition and income and assets to determine if the household's anticipated income is at or below the applicable income limit. Annual recertification is required for all households.

**APPEALS PROCESS:** If an applicant household is disqualified and believes that the decision was reached in error, an appeal of the decision may be made within five (5) calendar days of the date of the disqualification letter. Appeal requests must be made in writing and must clearly state the basis for the applicant's belief that the Landlord made an error in disqualifying the application and provide additional documentation. MOHCD will work to respond to the appeal for reconsideration within seven (7) business days from the date of receipt of the appeal request. Landlord will hold one appropriately sized BMR Rental Unit for the disqualified household during the seven (7) business day appeal period or until a decision is made; however, Landlord is not required to hold the household's preferred BMR Rental Unit. Once MOHCD decides on an appeal request, the decision is final.