

**Habitat America, LLC, Management Company**  
**RESIDENT SELECTION CRITERIA**  
For HPTF /Rent Controlled Properties

Property Name: CHANNEL SQUARE  
325 P. Street SW, Washington, DC 20024

Effective Date: January 25, 2022  
Phone: 202-488-1160 TTY: 711

Thank you for applying to live at our community. This document is provided to explain the process we use to select our residents. Habitat America, LLC is an Equal Housing Opportunity provider. It is our policy to treat all residents and visitors at our properties fairly and consistently without regard to race, color, religion, sex, national origin, disability, familial status, sexual orientation, gender identity or marital status, additionally for the DC area, includes Personal Appearance, Family Responsibilities, Political Affiliation, Matriculation, Genetic Information, Source of Income, Place of Residence or Business and Status as a Victim of an Interfamily Offense. This community and its employees comply with the provisions of Title VIII of the Civil Rights Act of 1968, the Fair Housing Amendments Act of 1988 ("Fair Housing Act"), the DC Human Rights Act of 1977 and, to the extent applicable, the Americans with Disabilities Act. Furthermore this community complies with the State and Local fair housing regulations of the jurisdictions in which it is located.

**PROJECT ELIGIBILITY**

This community may be designated for a special population. Applicants must be adults and must meet the restrictions as indicated below in order to proceed with the application process.

No special population restrictions apply to this community.

Valid identification with a picture will be required (photo copy may be kept on file). Applicants must disclose social security numbers (SSN) for all family members. A valid SSN card issued by the Social Security Administration is the necessary documentation required. If a SSN card is not available the community will accept a letter for the Social Security Administration stating that a new card has been applied for. Where applicable an assigned Federal Identification Number may be used. United States Code Title 8, subsection 1324 (a) (1) (A) prohibits the harboring of illegal aliens. The provision of housing to illegal aliens is a fundamental component of harboring. All applicants will be required to provide proof of citizenship or legal immigration status.

**OCCUPANCY STANDARDS**

Habitat America, LLC has established occupancy standards to permit the resident to select the apartment size they deem appropriate to their needs while preventing overcrowding and underutilization of the apartment. The occupancy standard is based on 2 persons per bedroom plus one: Note: no adult members can be added to the household in the first 12 months of occupancy.

Number of Bedrooms	Maximum # of Occupants Allowed
0	2
1	3
2	5
3	7
4	9

**INCOME REQUIREMENTS**

The household's total gross annual income shall not exceed the property's applicable area median income as posted by HUD each year for the HPTF units. All forms of household income must be disclosed. In addition, minimum income limits apply. Proof of all income and assets is required.

## TAKING APPLICATIONS

**The Application:** Each adult (18 years of age or older, or emancipated) must complete and sign the Rental Application. **There is a non-refundable application fee of \$25 per adult due at the time the application is submitted.** An application cannot be processed unless it is fully complete and the application fee has been paid. Applicants must list all members who will reside in the apartment unit and designate the number of bedrooms being requested. Apartments specially designed for the disabled will be marketed only to persons with disabilities. If an apartment is not available when the application is submitted, the applicant will be put on waiting list. The application will be fully screened and verified when an apartment becomes available for occupancy. Once the application is approved and the available unit accepted, the applicant will be required to sign a lease agreement in which applicant agrees to abide by all property rules and regulations. If assistance is needed in completing the application or lease documents, contact the Community Manager. If any information provided by the applicant proves to be untrue during the verification process, these applications will be denied on the basis of attempted fraud.

**Screening:** A report will be obtained through a commercial credit reporting agency which will determine the application accepted or denied.

### Credit/Rental History:

- Rental history will be verified and must indicate the ability to care for the property without damage and pay rent on time. Applicants owing balances at other Habitat America properties will be denied.
- Applicant must be able to establish the necessary utilities with the appropriate utility provider and must not have unpaid gas and/or electric bills.
- Discharged bankruptcies will be considered for a period of one year from date of discharge.
- Medical bills and student loans are excluded from consideration.

### Criminal Background History: Applicant will be denied if:

- Any household member has been evicted from Federally assisted housing for drug-related criminal activity or is currently engaging in the illegal use of a drug.
- There is a reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol and/or an illegal drug may interfere with the health, safety, or right to peaceful enjoyment of the premises for other residents.
- Any household member with a felony conviction of drug-related criminal activity including but not limited to possession (other than marijuana), distribution, transport, sale, manufacture, or storage of illegal drugs and/or drug paraphernalia, or conviction of any State or Federal laws relating to illegal drugs and/or paraphernalia.
- Any household member is subject to lifetime registration requirements under a state or federal sex offender registration program.
- Any other criminal history exists that would threaten the health, safety, or peaceful enjoyment of the premises by other residents or the health and safety of the owner, employee, contractor, or agent who is involved in the housing operations.

**Rejection Procedures:** If an applicant disputes the accuracy of any information provided to the landlord by a screening service or credit reporting agency, the applicant may contact the screening company that supplied the information within 60 days of the denial to obtain a copy of screening results. The name, address and phone number of the screening company will be provided in the denial letter. The denial letter will advise the applicant that if they believe there are errors in their screening report, they have fourteen (14) days to respond in writing to request an appeal. Applicants who are denied must wait 60 days before reapplying at the community.

**SECTION 504**

Habitat America, LLC has developed a Section 504 Policy that addresses all reasonable accommodation requests for persons with disabilities. For more information on reasonable accommodation requests, contact the Community Manager.

**CHANNEL SQUARE**

Security Deposit:	1 (one) month's rent
Lease Term:	1 year (12 months)
Utilities Included:	All utilities included

**Income Requirements & Rental Rate:**

Total household income will be reviewed and verified for occupancy in our community in accordance with the following maximum and minimum income limits based on family composition. Voucher holders do not have a minimum income requirement but must meet all the other requirements. (Limits are subject to change without notice)

<b>Unit Type</b> <b>148 Units</b>	<b>Rental Rate</b>	<b>Minimum Housing Income</b>	<b>Maximum Housing Income – 80% - HPTF</b>
Studio	\$1,810	\$54,300	1 Person - \$72,250 2 People - \$82,550 3 People - \$92,900 4 People - \$103,200 5 People - \$113,500 6 People - \$123,850 7 People - \$134,150 8 People - \$144,500 9 People - \$154,800
1BR – Highrise	\$2,060	\$61,800	
1BR - Townhouse	\$2,060	\$61,800	
2BR - Highrise	\$2,320	\$69,600	
2BR – Townhouse	\$2,320	\$69,600	
3BR - Highrise	\$2,840	\$85,200	
4BR – Townhouse	\$3,350	\$100,500	

<b>MARKET UNITS</b>			
1BR Townhouse 9 units	See Management for Rental Rate	See Management for Required Minimum Income	No Maximum Income

**Additional Units:** There are 75 units that are under Rent Control, these units do not have a Maximum Income limit. Please see Management for details regarding current rents and minimum income requirements.

**Preferences:**

**Seventy-four (74)** HPTF units have been committed for households that have housing choice vouchers. Housing Choice voucher households income must not exceed the 50% AMI listed below.

<b>Max Income 50% AMI</b>	
1 Person - \$45,150	5 People - \$70,950
2 People - \$51,600	6 People - \$77,400
3 People - \$58,050	7 People - \$83,850
4 People - \$64,500	8 People - \$90,300

### **Preferences will be given to:**

Applicants who meet the Preference criteria will be required to provide written, third party documentation to prove their Preference.

- Housing Choice Voucher Program participants
- Working Families: Families from which the head of household or spouse is employed at a minimum part-time of no less than 20 hours per week.
- HUD communities give preference to applicants who have been displaced by government action or a presidential declared disaster in an effort to provide housing to those most in need.

**Pet Policy:** Dogs, cats, birds, turtles and fish in small aquariums (20 gallons max) are welcome. A maximum of two dogs, cats or birds in any combination are permitted in each apartment with a maximum weight per pet of 25lbs. full grown. A non-refundable pet fee of **\$350** will be required at move in for the initial cat or dog and **\$300** for the additional cat or dog and a monthly pet fee of **\$50 a month** for each cat or dog. Monthly pet fee will not be raised during the pet's lifetime. For Caged animals that are allowed you must pay a non-refundable pet fee of **\$150** and provide all required documentation (see management for details), no additional monthly fee required for caged animals. Management must see all pets prior to their move in and has the right to deny any pet that may violate the community rules and regulations or be a danger to the Community. Dog and Cat owners are required to present a copy of a current license and proof of current rabies inoculation at move in and annually. Dog owners must purchase and maintain renter's insurance coverage with a minimum of \$300,000 in liability coverage. A copy of the policy renewal must be given to management once a year. The policy must name the following as Certificate Holders: The name of the Community and Habitat America, LLC. This requirement is to protect the dog owner against liability claims in the event their dog causes injury to others. Dogs, specifically, "Pit bulls" or other perceived vicious breeds (including but not limited to Pit bull cross-breeds, Pit bull mix, American Staffordshire terrier, Staffordshire bull terrier) are not permitted on the property at any time. Visiting Pets, puppies / kittens under the age of six (6) months, and other reptiles are not permitted. Management has the right to revoke the privilege of having a pet if the pet policies are violated. Animals which are designated as assistance animals to the disabled are accepted with the appropriate documentation.

**Smoking/Fire Risk Reduction Policy:** Channel Square is a smoke free property. Smoking will not be permitted in the units or anywhere on property grounds. Smoking is defined as carrying or inhaling or exhaling smoke from any lighted cigar, cigarette, electronic-cigarette, vaporizer, pipe or consumer product modified for smoking or any other lighted tobacco or plant product. Additionally, burning of incense and candles is prohibited to reduce risk of fire. Also in light of recent hazards related to Hoverboards, Habitat America is prohibiting these devices at all communities, including all common areas and grounds. Hoverboards may not be used, charged or stored anywhere at the communities, including all common areas and grounds. All leaseholders will be required to sign a Non-smoking Lease Addendum agreeing to these rules prior to occupancy.

### **Violence against Women Act**

The VAWA Act protects victims of domestic violence, dating violence, sexual assault, or stalking, as well as their immediate family members generally, from being evicted or being denied housing assistance if an incident of violence that is reported and confirmed. The VAWA also provides that an incident of actual or threatened domestic violence, dating violence or stalking does not qualify as a serious or repeated violation of the lease nor does it constitute good cause for terminating the assistance, tenancy, or occupancy rights of the victim.

**If you need additional information concerning the Selection Criteria, please see the Community Manager. Please note this Resident Selection Criteria in its entirety is subject to change without notice.**

**Acknowledgment/Receipt:**

**By signing below I/We acknowledge that we were given and have received a copy of the Resident Selection Criteria for Channel Square. I/We also understand that the property owner may disclose the application status to any agency with program regulations applicable to the community.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

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**Applicant Signature**

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**Date**

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**Applicant Signature**

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**Date**

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**Management Signature**

\_\_\_\_\_  
**Date**

