

## **Qualifying Criteria for Residents and Occupants of Properties Managed by Lubbock Affordable Housing Network, LLC**

1. A separate rental application must be fully completed, dated, and **signed** by each Resident/applicant and Occupant 18 years of age and older.
2. Adults that are Non-U.S. Citizens must hold a valid Permanent Resident Green card issued by the U.S. Citizenship and Immigration Services (USCIS).
3. Each Resident/applicant and Occupant 18 years of age or older must provide a government-issued photo identification and allow it to be photocopied.
4. Household size shall comply with our Occupancy Standards policy.
5. **Sufficient income and asset documentation for all household members must be provided – including but not limited to recent paystubs reflecting year-to-date income, tax returns, award letters (for Social Security, SSI, etc.), and most recent statements for each depository account.**
6. The gross monthly income of Resident/applicant must be a minimum of 2 times the monthly rent to be paid by the Resident. Note: LAHN does **not** accept guarantors.
7. Each household member (including Occupants 18 years of age and older) must pay a \$25.00 Rental Application Fee.
8. Grounds for which a rental application may be denied at LAHN's discretion may include:
  - Submission of an incomplete application;
  - Inaccurate or incomplete information or documentation;
  - Excessive household income;
  - Insufficient income of Residents;
  - Conviction for the following crimes committed by any Resident/applicant or other Occupants (including children):
    - Drug manufacturing or distribution;
    - Crimes resulting in a lifetime registration requirement under a state sex offender registration program; or
    - Criminal conduct that indicates a demonstrable risk to resident safety and/or property, including murder, rape, sexual assault, molestation, assault, battery, arson, terrorism, burglary and/or theft.

To the extent it does not endanger persons or property of others in our community, LAHN will consider the nature, severity and recency of other criminal conduct reported in your criminal history, as well as what you have done since your conviction(s).

  - Poor credit history of any Resident/applicant
  - Poor rental history of any Resident/applicant resulting from issues such as:
    - Non-payment or frequent late payment of rent
    - Eviction
    - Outstanding obligation on a current or previous lease, unless written release is provided (subject to verification)
  - Rental history that can't be documented, is insufficient, or is older than the most recent 2 years
  - Damage or harm to persons, current or previous rental property, the property of others, and/or the interference of business operations caused by:
    - Poor housekeeping
    - Actions of the Resident/applicant, Occupants, or their guests

**LAHN does not discriminate based on race, color, religion, sex, national origin, disability, familial status or any other protected class. Participants in the Housing Choice (Section 8) Voucher Program are welcome to apply for any available rental unit. An application will not be denied solely because an applicant participates in the Housing Choice (Section 8) Voucher Program.**