



Iva Place
Kirkland

Notice to Prospective Tenants

Eligibility and Screening Criteria

To be eligible to live at Iva Place Kirkland, all applicants must meet income and household criteria based on the public funding restrictions for the property. In addition, Friends of Youth uses the following criteria and obtains the following types of information during the tenant screening process to determine a household's eligibility for Iva Place Kirkland. Exceptions may be considered on a case-by-case basis through the appeals process, although exceptions may not violate the public funding restrictions. Any misstatement or misrepresentation during the application process, or failure to disclose relevant information or sources of income, will result in the denial of your application or termination of your lease.

Friends of Youth will consider applications in the order in which completed applications are received. An application is considered complete when all required documentation has been provided to the Coordinator of Facilities and Leasing. A unit will not be held for an incomplete application. During the application process, if we notify you that additional information is needed to complete your application, such as income verification, rental history, or other information, you will have 5 business days to provide the information before your application is dismissed.

Friends of Youth does not accept portable tenant screening reports (comprehensive tenant screening reports).

Virtual Tours are available upon request to leasing@ivaplacekirkland.com.

All applicants are entitled to request interpreter services or reasonable accommodations for other accessibility needs.

Age

All applicants must be between 18 and 24 years of age.

Income

Maximum: All apartments have a maximum income limit which may not be exceeded. Therefore, all sources of income must be disclosed and verified. Friends of Youth must calculate income using methods established by our funders and use highest projected income to determine eligibility.

Minimum: Applicant household income must be at least 2 times the rent per month.

Criminal History

An application will be denied if the applicant is subject to a lifetime sex offender registration requirement under a state sex offender registration program; has been convicted of the manufacture, production, or distribution of methamphetamine; or has an arson conviction. Other felony charges may also be grounds for an application's denial.

Rental History

- Cannot be in a current lease or will need to show proof that you will be released from lease if in a current lease.
- No more than 1 eviction in the past 3 years.
- Outstanding debt owed to any landlord must not exceed \$2,000.
- Applicants may be denied if their rental verification shows they have engaged in or have threatened abusive, violent, or threatening behavior towards any management staff member or tenants at their current community or at any prior community they have resided at.
- No more than 3 legal notices within the past 12 months for any member of the applicant's household. Poor rental history reported by a landlord, even if a legal notice was not issued, may be grounds for denial. Examples of poor rental history include repeated and excessive damages to the unit, noise complaints, and frequent late payments (3 or more in a 12-month period).

Housing Connector applicants: No more than 2 evictions in the past 3 years. Outstanding debt owed to any landlord must not exceed \$3,000. Other rental

history will not be considered with the exception of engaging in abusive, violent, or threatening behavior.

Credit

No more than 5 past due accounts in collections—exclusions to this will be medical debt, student loans, and inherited debt or debt that was part of a divorce or separation that should not be counted as applicants’.

If debt is owed to a landlord, a current repayment arrangement must be in place.

Credit reports are performed by TransUnion. You have the right to obtain a free copy of the credit report in the event of a denial or other adverse action, and to dispute the accuracy of information appearing in the credit report. You may dispute the credit report by calling 800.916.8800 or by mailing the necessary documents to:

TransUnion Consumer Solutions
P.O. Box 2000
Chester, PA 19016-2000

For more information on disputing your credit report, visit transunion.com/credit-disputes/dispute-your-credit/mail-or-phone.

Housing Connector applicants: Credit history will be waived.

Appeals Process

If your application is denied and you believe the information upon which the denial was based is incorrect, or if you have additional information that was not considered during the review of your application, you may request an appeal of the decision. Any appeal must be submitted in writing within ten days of the date of the denial letter. The request must include a letter from you that states the reason(s) for the appeal and new supporting documentation from an independent third party. This information must be verifiable by Friends of Youth. Appeal packages must be sent to management@ivaplacekirkland.com.

Friends of Youth will seek to provide a written decision within two weeks. Friends of Youth cannot guarantee that a unit will be held during the appeals process.