

Maple Leaves
2555 D. Street ♦ Sparks, Nevada 89431
Phone: (775) 337-9155 Ext. 110 ♦ Fax: (775) 980-2341

SCREENING CRITERIA

The following procedures will be used to screen prospective residents for Maple Leaves Apartments:

- a. Verification of income eligibility.
- b. History of being a good resident, including previous eviction record.
- c. Demonstration of ability to pay rent on time.
- d. Habits conducive to the safety and well-being of the community and the residents.

It is our policy that the application form, interviews with former landlords, credit check, eviction check, background check, plus other interviews and verifications may be used to apply the above criteria.

FAIR HOUSING AND EQUAL OPPORTUNITY LAWS

Maple Leaves Apartments will comply with all federal, state and local fair housing and civil rights laws, and with HUD equal opportunity requirements. There will be no discrimination because of race, creed, color, religion, sex, age, disability, national origin, ancestry, sexual orientation, gender identity or expression, or familial status.

ELIGIBILITY REQUIREMENTS

Listed below are the eligibility requirements to qualifying for residency in this community.

- a. Must meet income limits.
- b. Must conform to occupancy standards.
- c. Demonstrate satisfactory rental history.

INCOME LIMITS

Maximum income limits are those in effect at the time of application as designated each year. These Income and rent limits are set annually by the U.S. Department of Housing and Urban Development, (HUD).

Minimum income guidelines of the NNCHRB, the property management company, state that the monthly household income should be one and one-half the monthly rent. If the applicant has a strong, reliable rental history, management may approve a lower monthly income.



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PRIORITY AND PREFERENCE

Each application will be processed according to the date and time received, with consideration given to those applications with completed verifications.

This is permanent rental housing with no maximum length of stay. Tenant requirements are contained in the Maple Leaves Lease and Rules.

WAITING LIST

Applicants will be admitted, placed on a waiting list, or rejected. If there are no vacancies, potentially eligible and acceptable applicants will be notified on their number on the waiting list.

Applicants on the waiting list are required to contact the Management Office every month, or whenever they have a change of address or phone number, in order to remain active on the waiting list.

REJECTION OF APPLICATIONS

Applicants may be rejected for any of the following:

- a. Do not meet maximum or minimum income standards.
- b. Negative rental or credit history.
- c. Failure to complete the application process, or third party verifications not returned.
- d. Providing false information and or failure to provide the required information necessary to complete the application process.
- e. Outstanding utility bills
- f. Eviction within the last three years
- g. sex offender convictions
- h. Felony convictions within the last three years.
 - Some convictions can be considered with documentation of participation in a rehabilitation program.

OCCUPANCY

Occupancy Standard: Maximum of 2 persons per bedroom plus one individual.

Signature of Applicant

Date

