

TENANT SELECTION PLAN

Lake Park Crescent Phase I

“Development”

Chicago, Illinois

Lake Park Crescent Associates I L.P.

“Owner”

Draper and Kramer, Incorporated

“Management”

I. INTRODUCTION

This Tenant Selection Plan (“the Plan”) outlines the procedures that will be followed in selecting tenants for the Development. Management is responsible for implementing these procedures.

The Development will offer 148 rental units, as follows:

36	Market Rate (including 1 Management or Maintenance Rent Free Unit)
52	Affordable Units
60	Public Housing Units
148	Total Units

The following procedures will apply to all applicants for Market Rate, Affordable and Public Housing Units unless otherwise noted. For the purpose of this Plan, all applicants for Public Housing Units shall be referred to as “Public Housing Applicants”. Applicants for Public Housing Units who are referred to Management through the Chicago Housing Authority (“CHA”) Housing Offer Process (“HOP”) shall be referred to as “CHA Applicants”, when appropriate to refer to them separately.

II. MARKETING PROCEDURES

A. Affirmative Marketing Requirements

Affirmative marketing efforts pursuant to the Development’s Affirmative Fair Housing Marketing Plan that are designed to attract applicants for Affordable and Market Rate Units will be initiated thirty (30) days prior to any other marketing efforts. A letter will be sent to the groups listed in the outreach section of the Development’s Affirmative Fair Housing Marketing Plan stating that the marketing of the Development is commencing. This letter will also contain descriptive information about the Development and solicit tenant referrals (“Exhibit A”).

B. Public Housing Units

The marketing of the Public Housing Units will begin by notifying the prospective residents included in the CHA Resident Management Tracking System ("RMTS") database of the upcoming availability of units. If such notification does not yield a sufficient number of responses from CHA Applicants, CHA and Management will consider more extensive outreach measures. Management will request that prospective Public Housing Applicants complete Registration Forms ("Exhibit C") to indicate their interest in the Development. The RMTS database will be maintained by CHA and will be the primary source of prospective public housing residents. The CHA will provide Management with sufficient training and instruction materials such that Management can utilize the RMTS database in accordance with the terms of this Plan. All Public Housing Applicants will be compliant with their current lease.

III. PRE-APPLICATION PROCESS

A. Distribution of Registration Forms

1. A letter ("Exhibit B") will be sent to persons who respond to the initial marketing efforts outlined in Section II.A. This letter will include a Registration Form ("Exhibit C") to be completed and mailed to the Development. Respondents to the initial marketing efforts that visit the development site will be provided the above-mentioned letter and Registration Form in person.
2. All other persons making inquiries regarding Affordable and Market Rate Units in response to general marketing of the Development will be provided a Registration Form with instructions to return the Registration Form to Management. Registration Forms received after initial sorting will be categorized in accordance with the process stated below in Section III.B.

B. Processing Registration Forms

1. All returned Registration Forms will be recorded on a log ("Exhibit D"), indicating time and date received, then numbered in the order received and filed by income tier in such order, except for Registration Forms for Public Housing Units, which will be filed as described in Section III.B.2 below. The Registration Form will indicate whether the applicant requested a handicapped accessible unit.
2. **Public Housing Units** – CHA has assigned a HOP number from the RMTS database to each CHA Applicant. All returned Registration Forms for Public Housing Units will be filed in order of the applicant's HOP number, subject to the income tiering requirements outlined in the Judgment Order dated June 3, 1996 in Gautreaux v. CHA, 66 CH 1459, 1460 ("Gautreaux") and in the Owner's Application for low income

housing tax credits submitted to the Illinois Housing Development Authority ("IHDA"), and subject to the rights of those individuals designated as Former Residents pursuant to the Regulatory and Operating Agreement between CHA and the Owner.

3. Applications will be sought for initial lease-up of all income tiers from applicants in the order in which their Registration Forms have been filed pursuant to Sections III.B.1 and III.B.2, above.
4. No Registration Forms will be accepted after the date on which ninety-five percent (95%) lease-up of the Development has been reached and the applicable Waiting List has been closed.
5. All Registration Forms will be retained on-site for a period of three years.

IV. THE APPLICATION PROCESS

A. Application Requirements

1. Prior to completing a rental application, the applicant must complete a Registration Form. The Registration Form requests general information including name, address, household size, income, job status, full-time student status, and preferred unit size. In addition, Management's social services coordinator, Lakefront SRO, will schedule mandatory meetings with all CHA Applicants to assess the social service needs of such CHA Applicant households prior to the submission of rental applications by such households.
2. If Management determines that a prospective applicant who has completed a Registration Form may be eligible and a unit is available, Management will provide a rental application to the prospective applicant. The rental agent for Management will accept a written application at the Management office. (A temporary location will be used until the Management office is available.) All members of the household age 18 years or older will be required to sign the rental application.
3. Management will schedule interviews with applicants in accordance with the procedures outlined in Section V(B), below.
4. A non-refundable application fee will be required at the time of application. (Initially, such application fee will be \$50 per household, plus \$25 for each additional household member 17 years or older; provided that Management may, in its sole discretion, increase such fees.) In the case of Public Housing Applicants, such application fee will be paid by the Chicago Housing Authority. In addition, applicants, except for Public Housing Applicants, shall pay a deposit upon submission of an application to take the unit off the market while the application is under consideration

(the "Reservation Deposit"). (The Reservation Deposit shall initially be \$50; provided that Management may, in its sole discretion, increase the amount of the deposit.) Upon execution of a lease, the Reservation Deposit will be applied toward the applicant's security deposit. If the applicant is rejected, the Reservation Deposit will be refunded.

5. If a model or vacant apartment is not available for showing and an individual completes a rental application for an apartment sight unseen, the applicant can refuse, without penalty, to accept the apartment until the apartment is available for showing.
6. The actions listed below will be taken either by Management or by a third party under contract with Management, simultaneously, with respect to all applications for all household members 18 years of age and older:
 - a. A credit report will be obtained.
 - b. Verification of lawful income, bank accounts, and other assets will be requested as applicable.
 - c. Other verifications will be requested as appropriate to confirm application contents.
 - d. Previous and current landlords will be contacted.
 - e. A criminal background check will be obtained.
 - f. A home visit will be conducted to assess the applicant's housekeeping.
7. Verification forms will be mailed or faxed by the management office; however, it is the responsibility of the applicant(s) to cooperate with the management office and ensure that the verifications are completed by the employer, bank, social security administration or other applicable third party, and returned to Management. If verification forms are not received back within 30 days, the verification process may cease and the applicant(s) will not be offered the apartment. Management may elect to use a third party service to collect the verifications.
8. Applicant(s) will be required to complete all income certifications required to document tax credit eligibility, where applicable.

B. Completion of Application Process

All applications will be processed within thirty (30) days after the date the applicant's application is received, or within five (5) business days of receipt of all required documentation, whichever is later (excluding weekends and designated Federal holidays).

V. WAITING LIST PROCEDURES

A. Definition of Waiting Lists

1. Generally

The Development will maintain a Waiting List for each income tier and bedroom size. Applicants who submitted Registration Forms but who were not contacted for an interview and were not rejected will receive a letter stating that they have been placed on a Waiting List and informed of their position on the applicable Waiting List. Except for Public Housing Applicants, an applicant's position on a Waiting List will be based on the chronological order in which an applicant's Registration Form is received; provided, however, that priority will be given to those who qualify under a Special Occupancy Category (as defined under Section XI). Placement on a Waiting List, however, does not guarantee that the person is eligible or acceptable for occupancy at the Development.

2. Public Housing Units

Management will structure its Waiting Lists for the Public Housing Units to enable Management to comply with the Public Housing Unit income tiering requirements of the June 3, 1996 Gautreaux Judgment Order and the income tiering requirements in the Owner's Application for low income housing tax credits submitted to IHDA. When Management determines that more Public Housing Applicants are needed for a particular unit size and income tier, Management will request applicants from the CHA RMTS database in accordance with the CHA Applicants' HOP numbers (subject to: (1) the income tiering requirements outlined in the Judgment Order dated June 3, 1996 in Gautreaux; (2) the income tiering requirements in the Owner's Application for low income housing tax credits submitted to IHDA; and (3) the rights of those individuals who formerly lived at CHA's Lakefront Properties, designated as "Former Residents" pursuant to the Regulatory and Operating Agreement between CHA and the Owner), and will add such applicants to the appropriate Waiting List. Once CHA provides Management with sufficient information to do so, Management will establish and implement its Waiting Lists so that within each Waiting List, Public Housing Applicants will be housed in order of the following priority groups:

- (1) Former Residents who meet the Screening Criteria;
- (2) Former Residents who are working to meet the Screening Criteria;
- (3) CHA Applicants who chose the Development, are lease compliant, and meet the Screening Criteria;
- (4) CHA Applicants who chose the Development, are lease compliant, and are working to meet the Screening Criteria;

- (5) CHA Applicants who are lease compliant, and meet the Screening Criteria, but who were not selected in other lotteries;
- (6) CHA Applicants who are lease compliant, and are working to meet the Screening Criteria, but who were not selected in other lotteries;
- (7) CHA Applicants who are lease compliant, and meet the Screening Criteria, but who have previously rejected two permanent housing offers from CHA;
- (8) CHA Applicants who are lease compliant, and are working to meet the Screening Criteria, but who have previously rejected two permanent housing offers from CHA;
- (9) CHA Applicants who began their residency in CHA housing after October 1, 1999, are lease compliant, and meet the Screening Criteria.
- (10) New admissions to public housing who meet the Screening Criteria.

Within the above priority groups, housing offers will be made by an applicant's HOP number or other applicable methods.

B. Contacting Persons on the Waiting List

1. Applicants will be contacted through the following process to schedule an interview with Management: When a unit becomes available, the applicant who is next on the applicable Waiting List will be contacted. Management will telephone the selected applicants at least three (3) times within a forty-eight (48) hour period. If the applicants cannot be reached, a certified letter will be sent to the applicants, requesting a date and time for an interview. If Management does not receive a written response to the certified letter within ten (10) business days from the date the letter was mailed, the applicants will forfeit the opportunity to apply for the available unit. The applicant's Registration Form will be placed in the inactive file. A final letter will be sent informing the applicants that his/her name has been removed from the Waiting List.
2. If the applicant refuses a unit, the applicant will retain his or her position on the applicable Waiting List; however, a letter will be sent informing him/her that after the second refusal, his/her name will be removed from the applicable Waiting List and placed in the inactive file.
3. When an interview is scheduled but the applicant fails to attend, an attempt will be made to contact the applicant by telephone. If there is no contact after three (3) attempts within forty-eight (48) hours, the applicant's Registration Form will be placed in the inactive file. If the applicant is contacted and responds after their Registration Form is placed in the inactive file, and the applicant provides, in Management's discretion, good cause for failing to keep the original appointment (due to

illness or accident, etc.) another appointment will be scheduled. If the applicant again fails to attend the interview, the applicant's Registration Form will be placed in the inactive file.

C. Updating the Waiting Lists

1. Following the completion of initial interviews, the Waiting List will be updated at least once every twelve (12) months in the following manner: Management will send a letter to each applicant on the Waiting List ("Exhibit E"). The letter will include a Reply Card ("Exhibit F") to be returned if the applicant is still interested in living at the Development. The applicant will be given fifteen (15) days (excluding weekends and designated Federal holidays) from the date of the letter was mailed to respond. If no response is received, the applicant's Registration Form will be placed in the inactive file, and a letter will be sent informing the applicant of this action.
2. After the Waiting List is updated based on the Reply Cards returned, a current status letter ("Exhibit G") will be sent to applicants informing the applicants of their position of on the applicable Waiting List. The current status letter will also inform the applicants that it is their responsibility to notify the Management office of any change in address, telephone number or telephone device for the deaf (TDD) number (if applicable).

D. Closing/Reopening the Waiting Lists

1. Closing the Waiting Lists

Once the number of Registration Forms for a unit size and income tier equals the projected unit turnover for a two (2) year period, and the Development has attained ninety-five percent (95%) lease-up, Registration Forms will not be accepted.

2. Reopening the Waiting Lists

If, based on annual projected turnover, it is anticipated that all persons who have submitted Registration Forms for a specific unit size and income tier will be housed within the next twelve (12) months, the Waiting List for that unit size and income tier only will be re-opened and Registration Forms will again be accepted. Notice of the reopening of the Waiting List will be presented to the general public, including notification of the groups listed in the outreach section of the Development's Affirmative Fair Housing Marketing Plan and, with respect to the Public Housing Units, through notification of prospective residents from CHA's RMTS database. Notwithstanding the foregoing, if the Development is experiencing an unexpected vacancy level due to unusual turnover, Management may

accept Registration Forms from new applicants prior to giving the above-described notice.

VI. ELIGIBILITY REQUIREMENTS

A. Maximum Income

- **Affordable Units** - Thirty five percent (35%) of the units (52 units) will be rented to households with incomes less than or equal to 60% of the Area Median Income ("AMI") at initial occupancy, as established by the Low Income Housing Tax Credit rules and regulations for the appropriate household size. As required by the Owner's application for low income housing tax credits to IHDA, 26 of these units will be rented to households with incomes less than 50% of AMI at initial occupancy, and 7 will be rented to households with incomes less than 40% of AMI at initial occupancy.
- **Public Housing Units** - Forty one percent (41%) of the units (60 units) have been set aside and require occupancy by public housing residents with incomes less than or equal to 80% of AMI at initial occupancy. As required by the Owner's application for low income housing tax credits to IHDA, 57 of these units will be rented to households with incomes less than 60% of AMI at initial occupancy, 30 of the 57 units will be rented to households with incomes less than 50% of AMI at initial occupancy, and 24 of the 30 units will be rented to households with incomes less than 40% of AMI at initial occupancy. Furthermore, the tiering of incomes within Public Housing Units is subject to the requirements of applicable orders of the Gautreaux court.
- **Market Rate Units** - Twenty four percent (24%) of the units (36 units) will be rented to households with no maximum income limitation.

If an applicant's income exceeds the income requirement of any restricted unit, the applicant may be offered a market rate unit.

B. Sole Residence

For each Public Housing Applicant and each Affordable Housing Unit applicant, the unit in the Development must be the applicant's sole residence in order for the applicant to be eligible for housing.

VII. OCCUPANCY STANDARDS

The unit applied for must have enough space to accommodate the applicant household. In electing a unit size for the applicant, Management's occupancy standards must comply with applicable Federal, State, and local fair housing and civil rights laws, landlord-tenant laws and zoning restrictions.

The following standards shall be used. Generally, occupancy shall not exceed the following:

1 BR	2 Persons
2 BR	4 Persons
3 BR	6 Persons

Notwithstanding anything to the contrary, if during the term of any lease, a child is born or a child under the age of one is adopted by Tenant, and as a result of such birth or adoption, the occupancy standard established above shall be violated, the tenant shall not be required by Landlord to move or transfer to a larger unit in order to comply with the occupancy standard until the conclusion of the term of the then-existing lease; provided however, that the Tenant shall at all times satisfy all other obligations under the Lease and Rules and Regulations applicable to the leased premises.

VIII. SELECTION AND REJECTION CRITERIA

Meeting the eligibility requirements under Section VI does not mean that an applicant will be accepted as a tenant. Management will also consider the criteria listed in this Section VIII, which are reasonably related to the individual attributes and behavior of an applicant and the ability of the applicant to fulfill the obligations of tenancy, including, but not limited to, paying rent and other charges, caring for and avoiding damage to a unit and common areas, and refraining from engaging in activities that would threaten the health, safety or right of peaceful enjoyment of the premises by others. An applicant may be rejected for one or more of the following reasons (Sections VIII.A through VIII.I, collectively, the "Screening Criteria"):

- A. Applicants must be at least 18 years old, provided that applicants who are less than 21 years old must provide a guarantor acceptable to Management who will guarantee the applicant's payment and performance under the Lease.

B. Insufficient/Inaccurate Information on Application

Refusing to cooperate with Management during the application process, refusing to provide information required by Management, or supplying false information will be grounds for rejection. An applicant has an ongoing duty to update information on his or her application if such information changes after the application has been submitted to Management.

C. Credit, Financial Standing and Employment

1. The applicant's financial ability to pay his/her rent will be assessed. Applicants for Market Rate and Affordable Units must have 75% R-1 or I-1 credit rating results. Any unsatisfactory history of meeting financial obligations (including, but not limited to the payment of rent, outstanding

judgments, or a history of late payment of bills) as outlined below will be reviewed carefully, and may, in Management's discretion, be grounds for rejection.

All applicant household members 18 years of age or older will be subjected to review. The following standards must be met:

- a. No delinquent debts (including but not limited to matters that have been referred for collection and civil judgments) within the past two years, except under the circumstances outlined in Section VIII.K.
- b. No landlord judgments within the past three years with no new negative landlord history; provided however that an applicant will be excepted from this criterion if the applicant provides verification acceptable to Management that such judgement was the result of a landlord's or Section 8 program administrator's failure to comply with their respective obligations;
- c. No bankruptcies, except under the circumstances outlined in Section VIII.K.
- d. No debt due to any public housing authority.
- e. No outstanding delinquencies owed to utility providers, except under the circumstances outlined in Section VIII.K.

Slow pays and delinquencies for medical bills (hospital and doctors) and student loans will not be counted. If a rental application is rejected because of poor credit or financial standing, Management will provide the applicant with the reason for rejection and give the name of the credit bureau that provided the credit report. An applicant may appeal a rejection pursuant to Section X(B) hereof.

2. The inability to verify credit references may result in the rejection of an application. Special circumstances will be considered in which credit has not been established (e.g., income, age), and lack of credit history will not cause an applicant to be rejected. In such circumstances, Management may require that a person with a history of credit worthiness guarantee the lease.
3. The inability to verify income may result in the rejection of the application. All legal forms of verifiable income are accepted. In the case of child support, the child support payments must be validated by 1) court documentation or 2) a minimum of six consecutive months of cancelled checks, money order receipts, or cashiers' check receipts. If an applicant's

income exceeds the limits on income restricted apartments, an applicant may be offered a market rate apartment.

4. Income and Employment

- a. All applicants must satisfy a work requirement, unless exempt as provided below. Applicants, with the exception of Public Housing Applicants, must have income sufficient such that the sum of the unit rent plus utilities does not exceed 30% of the household's adjusted income (as defined by 24 CFR 5.611) and must provide a minimum of one year of employment history, provided, however, that such minimum income and employment requirements shall not apply if an applicant presents sufficient assets acceptable to Management or a guarantor acceptable to Management who will guarantee the applicant's payment and performance under the Lease.
- b. A Public Housing Applicant may satisfy the work requirement by providing evidence acceptable in Management's discretion that the applicant is working 30 hours a week, unless such an applicant presents sufficient assets acceptable to Management or a guarantor acceptable to Management who will guarantee the applicant's payment and performance under the Lease. Such applicants who do not meet this criterion will be considered pursuant to Section VIII.K.
- c. Notwithstanding the foregoing provisions of this Section VIII.C.4, Public Housing and Affordable Unit applicant households shall not be required to comply with the work requirements of this Section when all adult members or the sole member of the household is: (a) age 62 or older, (b) a blind or disabled individual as defined under 42 U.S.C. 416(i)(1) or 42 U.S.C. 1382c and provides third party verification that he or she is unable to comply with the requirements of this Section because of his or her blindness or disability, or (c) the primary caretaker of such a blind or disabled individual and provides evidence satisfactory to Management that he or she is unable to comply the requirements of this section because of his or her role as such a caretaker.
- d. If a head of household and spouse are not otherwise exempt under Section VIII.C.4.c, the household will be deemed to have satisfied the requirements of this Section if either the head of household or spouse satisfies the requirements of this Section. All other household members age 18 or older must satisfy the requirements of this Section unless otherwise exempt under Section VIII.C.4.c .

D. History of Residency

Prior evictions and/or outstanding landlord and/or housing judgments within the past three years will be grounds for rejection of an application, except in the circumstances described in Section VIII.C.1.b.

The previous three (3) years of housing and/or the past two landlords will be verified and documented for each applicant. This includes housing for applicants who were previously homeowners or lived with parents/guardian. The inability to contact prior landlords to verify prior residences may be grounds for rejection; provided that Management will work with CHA to contact CHA Applicants' non-CHA landlords who do not respond to Management's initial requests for verification. The following circumstances will be considered with respect to the applicant or any other person who will be living in the unit, and may be grounds for rejection of an application:

1. Any history of physical violence to persons or property.
2. Any behavior at prior residence which could adversely affect the health, safety, or peaceful enjoyment of other residents.
3. Any criminal activity by a guest or visitor of the applicant that threatened the health, safety or peaceful enjoyment of other residents.
4. A record of consistent failure to timely pay rent, except if the applicant provides Management written verification that such consistent failure to timely pay rent was the result of consistent receipt of government benefits after the rent due date, and that the applicant consistently paid rent within 3 days of receipt of government benefits.
5. Applicant is in violation of applicant's current lease.
6. Any activity that involved causing a fire on or near residential premises, either intentionally, or through gross negligence or careless disregard.
7. An applicant or any member of the applicant's household engaged in gang-related activity.

E. Criminal Activity/Drug-Related Activity

1. An applicant shall not be admitted if a background check reveals any of the following circumstances with regard to an applicant or member of an applicant's household:

- a. An applicant or member of the applicant's household is subject to a lifetime registration requirement or a 10 year registration requirement under the Illinois Sex Offender Statute;
- b. An applicant or member of the applicant's household fails a drug test. All applicants and all members of an applicant's household age 17 and older must pass a drug test to demonstrate that they are not currently using illegal drugs. Such drug tests must be conducted at facilities that use the National Institute of Drug Abuse Guidelines and screen for illegal drugs only, not properly prescribed prescription drugs containing controlled substances.
 - (i) If an applicant passes the test, the applicant will have satisfied this criterion.
 - (ii) If an applicant refuses to take a test, the applicant will be rejected.
 - (iii) If an applicant fails the test, and is unable or unwilling to enter a substance abuse treatment program (in the case of a CHA Applicant, after being referred to a CHA Service Connector or other service provider), the applicant will be rejected.
 - (iv) If an applicant fails the test, but (1) enrolls in a substance abuse treatment program, and upon completion, (2) provides verification from a reliable certified drug treatment counselor or program administrator indicating that the applicant has successfully completed a substance abuse treatment program and that there is a reasonable probability that the applicant will be successful in refraining from using illegal drugs, and (3) the applicant passes a subsequent drug test, the applicant will have satisfied this criterion and consideration of the applicant's satisfaction other screening criteria will continue.
- c. An applicant or member of the applicant's household has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
- d. Management determines that an applicant's use or pattern of illegal use of a controlled substance or such person's use or pattern of abuse of alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents or Management. (For the purpose of this Plan, "pattern" shall mean more than one incident.)

2. Written documentation of the following circumstances will be grounds for rejection of the applicant or any other person who will be living in the unit, provided that such circumstances will be considered on a case by case basis in light of Mitigating Circumstances by Management in its discretion, as specified in Section E(3), below, and subject to Section E(1), above. "Written documentation", as used in this Plan, has to be in writing and from a legal or other credible source, including, but not limited to, written communications from prior landlords, property management files, police reports, and jail, prison or court records.
 - a. In the past 10 years any member of the applicant's household engaged in any criminal activity which would constitute a felony under applicable law (For the purpose of this Plan, "criminal activity" shall mean any act in violation of any criminal code, law, or regulation, whether or not such act resulted in an arrest or conviction.);
 - b. Any criminal activity in the past 10 years, including:
 - (i) Physical violence to another person or property, assault, aggravated assault, or activity which would adversely affect the health, safety, or right to peaceful enjoyment of the premises by other residents, Management or its employees;
 - (ii) Any drug-related criminal activity, including but not limited to the illegal manufacture, sale, distribution, possession, storage, service, delivery or cultivation of a controlled substance;
 - (iii) Any criminal activity involving a weapon (as "weapon" is defined under the Illinois Criminal Code), including but not limited to, displaying a weapon with a verbal or non-verbal threat to shoot, fire, explode, throw, or otherwise discharge a weapon to inflict any injury on another person or to damage any property through the intentional, reckless, careless or negligent use of such weapon; or
 - (iv) Any criminal activity that involved arson.
 - c. In the case of an applicant who passes a drug test but whose other screening reveals evidence of illegal drug use, failure to provide evidence satisfactory to Management that applicant is not a current user of illegal drugs. (If an applicant has successfully completed a substance abuse treatment program, but has a history of substance abuse treatment followed by recidivism, in addition to the

demonstrating current abstention from drug use, Management will require that the applicant demonstrate to Management's satisfaction why his/her current situation is more likely than in the past to lead to successful continued abstention from illegal use of controlled substances.) Management shall maintain written documentation of any such failure by a Public Housing Applicant to demonstrate that such person is not a current user of illegal drugs, and Management shall provide CHA with copies of such written documentation.

3. "Mitigating Circumstances" are facts relating to the applicant's record of unsuitable behavior which, when verified, would indicate that (1) the reason for the unsuitable behavior is no longer in effect or is under control; and (2) the applicant's prospect for lease compliance is an acceptable one. Mitigating Circumstances must be compelling and substantial for Management to consider admitting an applicant whose screening reveals criminal activity. Consideration of verifiable Mitigating Circumstances does not guarantee that an applicant will be admitted. Management will consider the seriousness of the offense, whether or not the applicant was convicted of the offense, the circumstances surrounding the offense, and whether the offense occurred only once, or was repeated. In addition, Management will consider the following Mitigating Circumstances as support for an applicant's assertion that the applicant is no longer involved in criminal activity and that his or her prospect for lease compliance is acceptable.
 - a. The applicant has no subsequent criminal history;
 - b. Verification from a probation or parole officer that the applicant has satisfied the terms of his/her probation or parole, if applicable;
 - c. Verification of the applicant's participation in social services or counseling services, if such services are available;
 - d. Verification that the applicant has made restitution for his criminal activity (where applicable);
 - e. In connection with written documentation of illegal drug use by an applicant who passed a drug test, applicant provides:
 - (i) Verification from a reliable certified drug treatment counselor or program administrator indicating that the applicant has successfully completed treatment, that there is a reasonable probability that the applicant will be successful in refraining from using illegal drugs, and that the applicant is complying with any applicable aftercare

requirements, including not currently using a controlled substance (A “reliable” counselor or administrator shall be one who has not demonstrated a pattern of providing inaccurate or unreliable information. Management shall be the final judge of what constitutes adequate and credible verification);

- (ii) Verification from a self-help program such as Narcotics Anonymous indicating that the applicant has been participating in their program, that there is a reasonable probability that the applicant will be successful in refraining from use of illegal drugs and is not currently using a controlled substance;
- (iii) Verification from a probation or parole officer that an applicant has met or is meeting the terms of probation or parole with respect to refraining from the illegal use of a controlled substance; or
- (iv) Verification acceptable to Management of other Mitigating Circumstances pertaining to the written documentation of applicant’s illegal drug use; and
- (v) Negative results of an additional voluntary drug test, conducted at facilities that use the National Institute of Drug Abuse Guidelines, and which screens for illegal drugs only, not properly prescribed prescription drugs containing controlled substances.

F. Home Visits/Unsanitary or Hazardous Housekeeping

1. A home visit will be conducted by Management no more than 90 days prior to any offer of occupancy. Applicants will be notified at least two days prior to the scheduled visit. The purpose of the home visit is to determine whether the applicant and all potential occupants are capable of caring for a unit in a way that creates a healthy and safe living environment.
2. If the unit inspected as part of the home visit shows health or safety hazards caused by the applicant or other potential occupants, housekeeping that contributes to infestation, or damage to the unit caused by the applicant or other potential occupants, the application may be rejected. Management may take photographs to document the applicant’s housekeeping. Housekeeping criteria are not intended to exclude households whose housekeeping is only superficially disorderly if such

conditions do not appear to affect the health, safety, or welfare of other residents.

3. If the home visit reveals that the applicant is currently permitting unauthorized occupants to reside in the unit, that the applicant or other potential occupants are engaged in criminal activity, or some other circumstances which are inconsistent with the information presented in the applicant's application, the applicant may be rejected. Management will document any cases where a home visit results in a rejection.
4. Home visits conducted with CHA Applicants will be considered in determining such applicants' compliance with the CHA lease in addition to evaluating the standards in this Section VIII.F. A CHA Applicant whose home visit reveals circumstances which are cause for rejection may be considered pursuant to Section VIII.K.5, except in the case of a cause for rejection under Section VIII.F.3.

G. Pets

Pets will be allowed in the Development in accordance with the Lease.

H. Child Care

Children living in the Development must be adequately supervised. Applicants with children under 10 years of age must certify to Management that adequate day care or supervision will be provided, and must provide written verification of school enrollment for children over 6 years of age. An applicant's failure to provide requested verification will be grounds for rejection.

I. Other Basis For Rejection Of The Application

1. At the time of application, applicant submitted funds which were not honored by the financial institution from which they were drawn.
2. During interactions with Management, applicant appears to be drunk or under the influence of drugs, or is abusive as evidenced by objectionable conduct such as physical violence, threats or profanity. Management shall maintain written documentation of such conduct, and Management shall provide CHA with copies of such written documentation if it relates to Public Housing Applicants.
3. No appropriately sized units are available for Applicant's household size, as determined in Section VII.
4. Applicant has attempted to bribe a member of the staff in order to obtain an apartment.

5. In the time between an Applicant's acceptance and the Applicant's execution of a lease, if the Applicant falls out of compliance with the Screening Criteria and/or, if applicable, fails to show that he or she is working to meet the Screening Criteria consistent with the requirements of this Plan, then the Applicant's acceptance may be revoked.
- J. The following list of factors will not be considered in making a decision to reject an applicant
- Race
 - Marital Status
 - Parental Status
 - Sexual Preference
 - Source of Income
 - Disability
 - Ancestry
 - National Origin
 - Political Ideology
 - Color
 - Religion
 - Age, as defined by the Chicago Fair Housing Regulations
 - Sex
- K. Working to Meet the Screening Criteria

Subject to the admissions priorities in Section V.A.2, after all applicants who preferenced the Development and meet the Screening Criteria have been accepted for occupancy, Management may, as specified in this Section VIII.K, conditionally admit applicants who do not satisfy the Screening Criteria, but who are compliant with their current lease and who provide evidence sufficient in Management's discretion that they are working to meet the Screening Criteria. By way of example only, the following could be evidence that an applicant is working to meet the Screening Criteria:

1. Applicants who have delinquent debts may demonstrate that they are working to meet the Screening Criteria by showing that delinquent debts do not exceed \$1000. If an applicant has a delinquency in excess of \$1000, Management will not be required to admit the applicant, but will consider in its discretion Mitigating Circumstances that can be documented by the applicant, such as illness or medical problems, and whether the applicant has a good history of rent payment and utility payment.
2. Applicants who have declared bankruptcy may demonstrate that they are working to meet the Screening Criteria if they can show that they have not filed for bankruptcy in the past four years. If an applicant has a bankruptcy discharge date within the last four years, Management will not

be required to admit the applicant, but will consider in its discretion verifiable Mitigating Circumstances, such as excessive medical bills, divorce, and whether bankruptcy debts included rental and utility payments. The decision to continue processing the rental application in light of such Mitigating Circumstances relevant to a bankruptcy will be made on a case by case basis in Management's discretion.

3. Applicants who have outstanding delinquencies owed to a utility provider may demonstrate that they are working to meet the Screening Criteria by providing verification of a payment plan with the utility that has been in good standing for six months, and the utility is willing to re-establish an account.
4. Applicants who are not working 30 hours a week but who are subject to such requirement may demonstrate that they are working to meet the Screening Criteria if the applicant provides evidence acceptable in Management's discretion, that the applicant is spending an average of 30 hours a week in one or a combination of the following activities: (1) employment; (2) enrollment in and regular attendance in an economic self-sufficiency program, which shall include a program designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants, including programs for job training, employment counseling, work placement, basic skills training, workfare, financial or household management, or an apprenticeship; and (3) enrollment in and regular attendance in a regular program of education including GED classes, secondary or post-secondary education, or English proficiency or literacy classes. Evidence of satisfaction of this requirement may include, among other things, written verification of employment from an employer, a pay stub indicating hours worked, or written verification of enrollment in a program identified above by an administrator or instructor of such program.
5. An applicant who does not pass a home visit conducted pursuant to Section VIII.F.4 may demonstrate that he/she is working to meet the Screening Criteria if after a minimum of 30 days the applicant passes a subsequent home visit and demonstrates to Management's satisfaction that the circumstances which caused the applicant to fail the initial housekeeping inspection no longer exist or are under control and are unlikely to recur.
6. A CHA Applicant may also demonstrate that he or she is working to meet the Screening Criteria by providing other evidence acceptable in Management's discretion that he or she is engaged in activities designed to help him or her meet the Screening Criteria within one year of occupancy, as required by this Section. A CHA Applicant may include Mitigating Circumstances as defined in Section VIII.E.3 of this Plan among the

evidence presented to show that the CHA Applicant is working to meet the Screening Criteria within one year of occupancy.

When a CHA Applicant does not yet satisfy the Screening Criteria, but is nevertheless admitted because Management has determined that the CHA Applicant is working to meet the Screening Criteria pursuant to Section VIII.K.6, the CHA Applicant and Management shall memorialize in writing the conditions the CHA Applicant is currently satisfying and must continue to satisfy to show that he or she is working to meet the Screening Criteria (the "Compliance Plan"). The Compliance Plan shall be attached as a rider to the CHA Applicant's lease and failure to comply with the conditions of the Compliance Plan at any time during the first year of occupancy shall be grounds for termination of the lease.

Applicants who continue to satisfy the working to meet standards in Sections VIII.K.1-5 above may continue to reside at the Development. With respect to Screening Criteria that a CHA Applicant is working to meet pursuant to Section VIII.K.6, if after 9 months of occupancy a CHA Applicant does not meet such Screening Criteria, Management will notify CHA to begin looking for a unit for the resident at a property where the CHA Applicant satisfies the occupancy criteria. If a CHA Applicant does not meet the Screening Criteria he or she is working to meet pursuant to Section VIII.K.6 within one year of the CHA Applicant's move-in date, Management shall notify the CHA Applicant and CHA, and CHA shall transfer the CHA Applicant to a unit outside the Development. CHA will relocate such a CHA Applicant within 14 days of the first anniversary of the CHA Applicant's move-in date.

- L. During the screening process, staff performing the review will consider the following prior to rejection of any application.
 - 1. If negative screening information is received regarding an applicant and if the conditions of Section VIII.K are not satisfied, Management will contact the applicant and set up a meeting to determine whether past or current Mitigating Circumstances exist that may make it possible to approve the application.
 - 2. If an applicant fails to satisfy the Screening Criteria and there is not sufficient evidence of Mitigating Circumstances in Management's discretion to overcome such failure, the application will be rejected. If an applicant is eligible and passes the Screening Criteria or provides sufficient evidence of Mitigating Circumstances to warrant admission, the applicant will be accepted subject to availability of units.

IX. APPLICATION ACCEPTANCE AND MOVE-IN PROCEDURE

- A. Applicants will be notified upon successful completion of the application process, at which time arrangements will be made (including a specific time schedule) for

lease signing, payment of security deposit and the first month's rent, and attendance at a tenant orientation.

- B. The first month's rent and security deposit (i.e., one month's rent) must be paid at the time the lease is signed in the form of a money order or cashier's check. Residents of Public Housing Units shall pay a security deposit in accordance with CHA's security deposit requirements, which currently require payment of a deposit equal to the greater of \$50 or one month's rent, but in no event in excess of \$150.

C. Pre-Occupancy Orientation

The completion of a pre-occupancy orientation designed by Management will be required of all applicants accepted for occupancy. The orientation may be conducted by Management or delivered by a third party approved by Management.

1. All applicants must attend the orientation before executing a lease and occupying a unit. The orientation will typically be offered when the applicant is within 90 days of occupying a unit.
2. The orientation, once implemented, will cover the obligations of residents, and may include the following topics:
 - Program purpose and relationship to Management screening.
 - How screening relates to lease compliance.
 - Keeping the units clean.
 - Review of Management's lease requirements.
 - Rights and responsibilities of residents.
 - Procedures that will be followed should lease violations occur.
 - Management's obligation to make reasonable accommodations for persons with disabilities.
 - Chicago Tenant/Landlord Ordinance.
 - Community amenities.
 - Participation in community building activities.
3. Once applicants have completed the orientation briefing, they will be expected to sign an acknowledgement that they understand the content of the orientation.

- D. An applicant who has been approved for an apartment must sign the lease, pay the rent and the security deposit, and take possession of the apartment on the scheduled move-in date. As a courtesy, Management will telephone an applicant to inform him/her that the rental application has been approved. Also, a "Welcome" letter ("Exhibit H"), which will advise of the next steps in the process, will be mailed to the applicant. An applicant who does not proceed with the move-in schedule outlined in the Welcome letter, may forfeit the apartment that was designated. If an applicant wishes to proceed at a later date, but within a

30-day period of the date that the rental application was approved, Management may offer an alternate apartment and move-in date based on availability.

- E. All applicants accepted for occupancy shall, concurrent with lease execution, execute all applicable addenda and riders to the lease, including, but not limited to the Lease Addendum for Drug-Free Housing.

X. REJECTION PROCEDURES

A. Written Notification

Applicants whose rental applications have been rejected will be promptly notified in writing of the reason(s) for the rejection ("Exhibit I"). This notice will advise the applicant that he/she may, within fourteen (14) days of the date of the notice, respond in writing to dispute the reasons for rejection or to request a meeting with Management to discuss the notice. The notice shall also inform the applicant that responding to Management's notice does not prevent the applicant from exercising any legal rights he/she may have. In the case of Public Housing Applicants, Management shall provide a copy of such notice to CHA.

B. Rejection Review Process

1. Affordable and Market Rate Units

The applicant will have fourteen (14) days from the date of a rejection notice to respond in writing to dispute the reason for the rejection and/or request a meeting with Management to discuss the rejection (an "Appeal Request"). An applicant appealing a rejection on the basis of poor credit or financial standing must inform Management in the Appeal Request that credit or financial standing is the issue in dispute, and the applicant will be given 45 days from the date of the rejection notice to dispute any information on the credit report. (The additional time period is permitted to allow the applicant to order an updated credit report.) If 45 days lapse without the applicant disputing the information on the credit report, and the applicant has not pursued an appeal on other grounds pursuant to this Section, the application shall be deemed rejected, and applicant shall be required to re-apply for a unit in the Development.

Any meeting with the applicant or review of the applicant's written response will be conducted by a member of the Management's staff and/or the Owner who did not participate in the decision to reject the applicant. An applicant will be given a final written decision from Management within five (5) days (excluding weekends and designated Federal holidays) of Management's meeting with the applicant or Management's receipt of an Appeal Request that does not request a meeting. If the rejection is reversed, the applicant will be offered a suitable vacant unit. If no such unit is available, the applicant will be offered the next appropriate

unit. While an applicant's appeal is pending, no unit will be reserved for the applicant. An applicant whose appeal is denied will not be offered a unit.

2. Public Housing Units

a. Meeting With Management

- (i) A Public Housing Applicant whose application to reside in a Public Housing Unit is rejected because of his or her failure to satisfy Management's Screening Criteria or, if applicable, his or her failure to satisfy Management that he or she is working to meet the Screening Criteria may present a grievance at an informal meeting with a Management supervisor. (However, if Management's screening of a CHA Applicant reveals that the CHA Applicant is ineligible because he/she is not currently compliant with the CHA or other current lease, then the CHA Applicant shall be referred to CHA for consideration under its normal CHA eviction and related grievance procedures.)
- (ii) A Public Housing Applicant's request for an informal meeting and Management's conduct of an informal meeting shall be consistent with the Chicago Housing Authority Resident Grievance Procedure.

b. Hearing with a Hearing Officer

- (i) If a CHA Applicant is not satisfied with the outcome of the informal meeting with Management, the CHA Applicant may request a hearing before an independent hearing officer pursuant to the Chicago Housing Authority Resident Grievance Procedure, and any such hearing shall be conducted consistently with the Chicago Housing Authority Resident Grievance Procedure.
- (ii) Management's consideration of Mitigating Circumstances under this Plan shall not be reviewable at a hearing pursuant to this Section X.B.2.b unless such Mitigating Circumstances constitute activities or actions undertaken to correct a disqualifying event or condition (see for example Section VIII.E.3(a) -(e)).
- (iii) If the hearing officer determines that the CHA Applicant meets the Screening Criterion at issue in the grievance or, if applicable, is working to meet the Screening Criterion at issue in the grievance, then the CHA Applicant will be

deemed to have met or be working to meet the criterion, respectively.

- (iv) While a grievance is pending, no unit will be reserved for a Public Housing Applicant. If the grievance is resolved in the Public Housing Applicant's favor, he or she will be considered in his or her original order of priority.

XI. SPECIAL OCCUPANCY CATEGORIES

Applicants will be interviewed and processed as authorized in Sections IV through X, with exceptions made as follows:

Persons with Disabilities

An applicant with disabilities will be given priority for accessible units if an accessible unit is requested and documentation of need is received by Management. Unless an applicant requests placement in an accessible unit, Management will not inquire whether an applicant or a member of an applicant's household has a disability or inquire as to the nature or severity of the disability of such person.

XII. MISCELLANEOUS

- A. Nothing in this Plan shall be deemed to appoint either the Owner or Management as an agent for or representative of any third party. Neither the Owner or Management shall have any liability or duty to any person, firm, corporation, or governmental body for any act of omission or commission, liability, or obligation of any third party, whether arising from Owner's, Management's, or such third party's actions pursuant to this Plan or otherwise.
- B. Multiple parties have participated in the drafting of this Plan. In the event of ambiguities in this Plan, such ambiguities shall not be construed against any one party.

XIII. AMENDING THE TENANT SELECTION PLAN

This Tenant Selection Plan may be amended only with the prior written approval of Management, the IHDA, CHA, the United States Department of Housing and Urban Development Office of Public and Indian Housing ("HUD") and the City of Chicago Department of Housing ("City"). Notwithstanding the foregoing, Management may, without the consent of the IHDA, CHA, HUD and the City, amend this Tenant Selection Plan to bring it into compliance with then-existing fair housing or other laws.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

XIV. CERTIFICATION

By signing this Tenant Selection Plan, Management certifies that the contents of this plan will be followed as written, and that no other Tenant Selection Plan has been executed for the Development at this time, or will be executed for the Development at this time, or, subject to Section XII, will be executed in the future without the written approval from IHDA, CHA, HUD and the City.

Submitted:

Management:

DRAPER AND KRAMER,
INCORPORATED

By: _____
Name: Forrest D. Bailey
Its: President and CEO

Date: _____

Owner:

LAKE PARK CRESCENT ASSOCIATES I L.P.

By: Lake Park Crescent GP I LLC
Its: General Partner

By: Draper and Kramer Incorporated
Its: Sole Member

By: _____
Name: Forrest D. Bailey
Its: President and CEO

Date: _____

Approved:

Illinois Housing Development Authority Date _____

Chicago Housing Authority Date _____

City of Chicago Date _____

EXHIBITS TO TENANT SELECTION PLAN

- Exhibit A: Pre-marketing Letter
- Exhibit B: Initial Respondent Letters
- Exhibit C: Registration/Pre-application Forms
- Exhibit D: Registration Form Log
- Exhibit E: Interest Confirmation Letter
- Exhibit F: Interest Reply Card
- Exhibit G: Current Status Letter
- Exhibit H: Welcome Letter
- Exhibit I: Rejection Letter
- Exhibit J: Lease Addendum for Drug-Free Housing

Exhibit A: Pre-marketing Letter

Date: _____

Dear _____:

On _____, we will be opening our rental information center for Lake Park Crescent Apartments located at _____. This mixed income rental development will offer 148 units, of which 36 will be rented at market rents, 52 will be rented at restricted rents as affordable units, and 60 will be public housing units. The units will include one, two, and three bedroom units.

If you know of any interested families, please have them call me at _____. If you have any questions before _____, please call me at _____ (voice) or _____ (TDD).

The Lake Park Crescent Development does not discriminate against any applicant on the basis of race, color, creed, religion, sex, national origin, age familial status, ancestry, unfavorable military discharge, marital status, receipt of governmental assistance, or disability.

In addition, the Lake Park Crescent Development does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

Sincerely,

Resident Manager

Exhibit B: Initial Respondent Letters

Date: _____

Dear _____:

Thank you for your initial inquiry regarding housing at Lake Park Crescent. Residents will be selected only from those eligible persons who make formal application. We have numerous inquiries for our apartments.

We are now accepting Registration Forms from interested households. If you are still interested in living at Lake Park Crescent, please return the enclosed Registration Forms by mail as soon as possible.

Interviews will be conducted at _____. Leasing personnel will be unable to see applicants prior to their scheduled interview. If you have any questions, we will be happy to answer them at the time of your interview.

The Lake Park Crescent Development does not discriminate against any applicant on the basis of race, color, creed religion, sex national original, age familial status, ancestry, unfavorable military discharge, marital status, receipt of governmental assistance, or disability.

The Lake Park Crescent Development does not discriminate on the basis of disabled status in the admission or access to, or treatment or employment in its federally assisted programs and activities.

Sincerely,

Resident Manager

Date Rec'd _____

Time Rec'd _____

Exhibit C: Registration Form

Interested person for _____ 1 BR _____ 2 BR _____ 3 BR (check one) Date: _____

Name (Head of Household) _____

Address _____

Telephone (Home) _____ (Work) _____

Would you be interested in an unit accessible to people with disabilities? () YES () NO

Annual Income \$ _____

HOUSEHOLD DATA (Please list all persons who will occupy unit with you.)

Name	Age	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date Apartment Needed _____ 20_____

Exhibit D: Registration Form Log

Registration Form Log – May be substituted with a database to be developed.

In Order of Receipt

[illegible]

Exhibit E: Interest Confirmation Letter

Date: _____

Dear _____:

We are currently in the process of updating our waiting list for Lake Park Crescent. Sometime ago you expressed interest in living at our development, and your name was placed on the waiting list.

If you are still interested in living at Lake Park Crescent Apartments, please complete the enclosed card which must be returned to the Lake Park Crescent management office within fifteen (15) days (excluding weekends and designated Federal holidays) of the date of this letter. Failure to return the card in this time period will result in your being permanently removed from the waiting list.

It is not necessary to call or come in to the office at this time as we do not have anything immediately available.

The Lake Park Crescent Development does not discriminate against any applicant on the basis of race, color creed, religion, sex, national origin age familial status, ancestry, unfavorable military discharge, marital status, receipt of governmental assistance, or disability.

The Lake Park Crescent Development does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

Thank you for your interest in Lake Park Crescent.

Sincerely,

Resident Manager

Exhibit F: Interest Reply Card

Date: _____

I AM STILL INTERESTED IN LIVING AT LAKE PARK CRESCENT

APPLICANT NAME _____

CURRENT ADDRESS _____

PHONE # _____ WORK # _____

SIZE UNIT DESIRED _____ 1 BR _____ 2 BR _____ 3 BR

TYPE OF UNIT DESIRED _____ MARKET _____ AFFORDABLE _____ PUBLIC HOUSING

Exhibit G: Current Status Letter

Date: _____

Dear _____:

This letter is to advise you of your current position on our waiting list for future occupancy at Lake Park Crescent Apartments. At the present time, you are:

Number _____ for a _____ bedroom _____ unit

This letter is the only means by which you will be informed of your position on the waiting list. Please remember to notify the Lake Park Crescent Management office of any change of address or phone number.

The Lake Park Crescent Development does not discriminate against any applicant on the basis of race, color creed, religion, sex, national origin age familial status, ancestry, unfavorable military discharge, marital status, receipt of governmental assistance, or disability.

The Lake Park Crescent Development does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

Sincerely,

Resident Manager

Exhibit H: Welcome Letter

Date: _____

Dear _____:

We are delighted that you have chosen us for your new home. Listed below you will find information to make your transition an easy one.

New Address: _____

Apt. _____
Chicago, Illinois 60616

Move-In Date _____

All parties must be present at lease signing before keys are released. All move-in monies are due in form of cashiers check or money order before keys are released. No exceptions will be made.

Security Deposit _____

First Month's rent _____

Total Due _____

Prior to the move-in date it is your responsibility to contact Commonwealth Edison for electric and Ameritech for phone line connections. For your convenience these phone numbers have been provided.

Ameritech: 1-800-244-4444

Commonwealth Edison: 1-800-994-7661

AT&T Cable: 1-866-594-1234

Change of Address: Notify your local post office

If you have any question prior to your move-in date please do not hesitate to call your leasing professional at (XXX)XXX-XXXX. *Thank you again for choosing Lake Park Crescent Apartments!*

Sincerely,

Exhibit I: Rejection Letter

Date: _____

Dear Applicant:

We wish to thank you for your interest in renting an apartment at Lake Park Crescent. After careful consideration and review of your application, we regret we are not able to accept your application for tenancy at this time for the following reasons:

1. Credit, Financial Standing, and Employment

_____ History of not meeting financial obligations:

_____ Delinquent debts

_____ Bankruptcy filing

_____ Outstanding debt to a public housing authority

_____ Outstanding delinquency owed to a utility provider

Name of credit bureau providing information: _____

_____ Inability to verify your credit references or income.

_____ You do not meet Management's employment requirement or qualify for an exception.

2. Residential History

_____ Landlord(s) references could not be reached.

_____ Information regarding residences was not consistent with the information you provided or could not be verified for the last 3 years.

_____ History of not paying rent.

_____ Unexplained evictions or violation of current lease.

_____ History of behavior that is disruptive or threatening to the health, safety or enjoyment of the premises by other residents, including but not limited to:

_____ Physical violence to persons or property

_____ Criminal activity by a guest or visitor

_____ Caused fire on or near residential premises

_____ Gang-related activity

_____ Other

_____ Home visit revealed failure to maintain healthy and safe living environment, destruction or damage caused by you or your household members, residency of unauthorized occupants, or criminal activity.

3. Criminal Activity/Drug-Related Activity

- ☐ You or a member of your household is subject to a lifetime registration requirement or a 10 year registration requirement under the Illinois Sex Offender Statute
- ☐ You or a member of your household or failed a drug test, or other evidence exists that such a person is currently engaging in the use of any illegal drug.
- ☐ You or a member of your household has been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
- ☐ Use, pattern of illegal use of a controlled substance, use or pattern of abuse of alcohol by you or a member of your household may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents or Management.
- ☐ Criminal activity in the past 10 years without evidence of Mitigating Circumstances acceptable to Management, including:
 - ☐ Any activity which would constitute a felony
 - ☐ Physical violence to another person or property, assault, aggravated assault, or activity which would adversely affect the health, safety, or enjoyment of the premises by other residents, Management or its employees;
 - ☐ Any drug-related criminal activity, including but not limited to the illegal manufacture, sale, distribution, possession, storage, service, delivery or cultivation of a controlled substance;
 - ☐ Any criminal activity involving a weapon; or
 - ☐ Any criminal activity that involved arson.

4. Other

- ☐ Failure to satisfy minimum age requirements.
- ☐ Refusal to provide information requested by Management or provision of false information.
- ☐ Failure to provide evidence of children's enrollment in school or certification of adequate supervision.
- ☐ Lack of suitable unit to accommodate your family size.
- ☐ During interactions with Management you were intoxicated, under the influence of drugs, abusive or threatening.
- ☐ Funds submitted were not honored by the institution from which they were drawn.

_____ Attempted to bribe an employee of Management.

If you wish a review of this decision, please respond in writing to the Lake Park Crescent Management office within fourteen (14) days of the date of this letter (excluding weekends and designated Federal holidays), explaining the reasons you are requesting a review, which may include the inaccuracy of any of the above information, or changed or mitigating circumstances relevant to your application. You may also request in writing a meeting to discuss circumstances relevant to your application.

Regardless of whether or not you decide to respond to this notice, you may still exercise other avenues of relief available to you if you believe that you have been discriminated against on the basis of race, color creed, religion, sex, national origin, age familial status, ancestry, unfavorable military discharge, marital status, receipt of governmental assistance, or disability.

Thank you for your interest in Lake Park Crescent.

Sincerely,
