

SUMMIT MANAGEMENT SERVICES, INC.
STATEMENT OF RENTAL POLICY
Federally Assisted Housing

We are an Equal Opportunity Housing Provider:

- ✓ We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.

Dwellings availability policy:

- ✓ Dwellings become available when they are ready to rent. A vacant unit will not be deemed available until the unit has been cleaned, repainted, and otherwise completely prepared for a new resident. A dwelling that was unavailable in the morning may become available later that same day.

Occupancy guidelines:

- ✓ To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in a dwelling. In determining these restrictions, we adhere to all applicable fair housing laws. We allow two (2) persons per bedroom plus one (1) additional person per dwelling. For example, a one-bedroom apartment could house three (3) people and a two-bedroom apartment could house as many as five(5) people.

Application process:

- ✓ We evaluate applications in the following manner. You must submit an application for housing on our standard form. We will determine whether, from your responses to application questions, you initially qualify for the unit you are applying for with us based on our rental criteria. If you do not, we will reject your application and notify you in writing. If you do, we will send your information to a credit reporting agency. They will check your credit report, criminal history, and employment history to confirm that you meet our rental criteria. If you meet our criteria, we will approve your application with regard to credit and background. If you do not, you will be

advised in writing (within 30 days of application) as to the reason your application is not being approved.

Rental criteria (Federally-Assisted Housing):

Applicants currently receiving subsidy (residing in housing paying rent based on income) will have least priority.

- ✓ **INCOME.** While the amount of income in your household must not exceed established limits, rents are based on total household income, including certain assets. Verification of household income from appropriate third-party sources is required prior to the offer of housing. Since subsidies for rent are provided by the federal government, it is essential that we know ALL income sources in the household in order to accurately calculate your fair share of the rent. If you have no income, we must verify this as well, in the manner prescribed by the regulations we are required to follow.
- ✓ **CREDIT HISTORY.** If your credit history shows that you have been evicted in the past seven (7) years and/or have outstanding legal judgments against you by landlords, we will reject your application.

Further, if you are seeking to rent a dwelling where either or both natural gas and/or electric service would be required to be in your name and you are unable to obtain utility services in your name or the name of another adult member of the household, we will reject your application.

- ✓ **RENTAL HISTORY.** If you have ever been evicted or sued for lease violations, or if a current or former landlord states you or household members have a history of disruptive behavior, have violated house rules or were otherwise destructive, we will reject your application.
- ✓ **CRIMINAL HISTORY.** If you or adult household members have been convicted or have been incarcerated within the past ten (10) years of any charge relating to act(s) of violence or crimes against others, including sex-related offenses, or have been convicted of, or incarcerated for drug-related offenses within the past ten (10) years, we will reject your application. If you or any adult member of the household are legally defined as a “sexual

Criminal History – continued:

predator”, “habitual sex offender”, or “sexually oriented offender”, under the laws of the state of Ohio, we will reject your application.

(Further, during the application process you will be asked whether or not you have *ever* been convicted of a felony or misdemeanor. **ALL** convictions must be divulged from any time since your eighteenth (18th) birthday. Failure to divulge this information may be construed as a deliberate omission and may result in the withdrawal of your application for housing.)

- ✓ **AGE.** You must be of legal age to execute and carry out the obligations of a rental contract in the state of Ohio.

**SUMMIT MANAGEMENT SERVICES, INC.
SECTION 8 AND SECTION 202/8
ZERO TOLERANCE DRUG POLICY**

The tenant, any member of the Tenant’s household, or a guest or other person under the Tenant’s control shall not engage in or facilitate criminal activity on or near the project, including, but not limited to, violent criminal activity or drug-related criminal activity. The Tenant or any member of the Tenant’s household shall not permit the dwelling unit to be used for, or to facilitate, criminal activity, including but not limited to, violent criminal activity or drug-related activity.

“Violent Criminal Activity” means any felonious criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

“Drug-related Criminal Activity” means the illegal manufacture, sale, distribution, or use, or possession with intent to manufacture, sell, distribute or use, of a controlled substance (as defined in section 102 of the Controlled Substance Act (21 U.S.C. 802)).

Proof of violation shall be by a preponderance of the evidence, unless otherwise provided by the law.