

125 Mason Street
Professionally Managed by The John Stewart Company
125 Mason San Francisco, CA 94102
Phone: (415) 409-4710 Fax: (415) 409-4713

RESIDENT SELECTION CRITERIA

Please read this Resident Selection Criteria carefully. These are the standards by which your application for housing will be reviewed. The rental units at 125 Mason are partially monitored by the San Francisco Mayor's Office of Housing and Community Development (MOHCD) under its Below Market Rate (BMR) Affordable Housing Program. It is important to understand both the guidelines for applying and qualifying for a BMR apartment as well as the restrictions placed on the BMR apartments. For an overview the BMR program, please review the City and County of San Francisco Inclusionary Affordable Housing Monitoring and Procedures Manual 2018. This Manual governs all BMR units marketed at this time. The Procedures Manual is available at the 125 Mason site and at the following website: sfmohcd.org. If your application is chosen for a rental unit at 125 Mason when one becomes available, you will complete a Mayor's Office of Housing BMR application at that time. Management will take the following screening criteria into consideration when determining an applicant's eligibility for residency at 125 Mason.

Meet program requirements:

Income Guidelines - Applicant must meet maximum and minimum income guidelines. Minimum income is two times the rent.

Maximum Income-Applicant's household income limit cannot exceed the lower maximum income limits for the household size as set forth by the Mayor's Office of Housing or US Department of Housing and Urban development (HUD) (**see below**):

**2021 Approved Maximum Income Limits For
San Francisco**

	One	Two	Three	Four	Five	Six	Seven	Eight	Nine
60% AMI	\$53,800	\$61,500	\$69,200	\$76,850	\$83,000	\$89,150	\$95,300	\$101,450	\$107,600

**2021 Approved Current Rent effective May 1, 2020
This building is not subject to the SF Rent Ordinance**

Bedroom Size	Current Rent
1 Bedroom	\$ 1,467 Per month
2 Bedroom	\$ 1,639 Per month
3 Bedroom	\$ 1,809 Per month
4 Bedroom	\$ 1,933 Per month

(Section 8 voucher holders are welcome)

Household characteristics of the applicant must be appropriate for the type of unit available
Applicant ability to live independently with or without assistance and to maintain housing in accordance with local health standards.

All household members age 18 years or over and emancipated minors must sign the appropriate consent forms and comply with the verification process.

California Civil Code Section 1940.3, allows landlords to ask applicants for social security numbers to determine whether an applicant meets the financial requirements of the tenant screening criteria. However, the property agent must provide alternative means for screening applicants who do not have social security numbers.

Verification that the unit assigned will be the family's sole place of residency.

1. **VERIFICATION PROCEDURES**

All information provided on the application will be verified. False, inaccurate or incomplete information may disqualify you. All income will be verified by management via third party confirmation, i.e. verification form completed by employer, at least three months' consecutive paychecks, six months' consecutive bank statements, letter from Social Security and/or Public Assistance, etc.

2. **LANDLORD REFERENCES**

All applicants must provide at least two years of landlord references and have positive prior landlord references indicating *ability to care for the property and pay rent on time maybe* cause for disapproval of application.

A landlord reference check of an applicant's rental history for the past two years is conducted to determine that you have:

- Demonstrated an ability to pay rent on time and in full.
- Followed the rules and regulations of rental companies.
- Kept your rental unit in a clean and sanitary manner.
- Kept your rental unit undamaged.
- At no time received a notice for lease violation(s).
- Behaved as a good neighbor and resident.

3. **CREDIT HISTORY**

All applicants must have a satisfactory credit history as defined below:

- No unlawful detainers.
- No unpaid judgments within the past [3] years.
- No unpaid Tax Liens within the past [3] years.
- No bankruptcies within in the past [3] years.
- No fault eviction such as Ellis Act or Owner Moving.
- Medical and student loan debts will not be taken into consideration and will not affect credit history negatively.
- Total of 4,000 in debt or more with the exception of a payment arrangement making payment towards their debt will be denied.

We will consider your past and present credit patterns. Lack of a credit history does not automatically classify you as having negative credit. A negative credit history will not automatically disqualify an applicant. Applicant(s) with no credit with exception to pay a higher deposit equal to [2] months security deposit.

4. **CRIMINAL CHECK**

125 Mason promotes drug-free housing and will not tolerate any behaviors, which are not conducive to a drug free environment.

Prior records of involvement in criminal activity or convictions for crimes that involve to persons or property, which would adversely affect the health, safety or welfare of other residents satisfies one of the criteria for admission.

Applicants with criminal history will be considered in accordance with San Francisco Police Code Article 49, the Fair Chance Ordinance.

5. **INCOME TARGETING**

Units will be offered to applicants whose income do not exceed 60% of the area median income at the time of the admission.

6. **HOUSEHOLD SIZE**

Household size must be appropriate for the unit. The size of the unit that an applicant qualifies for is dependent on size of the household and any verifiable special needs of the household. In general,

maximum occupancy is calculated as two people per bedroom, plus one additional person, but may allow variations specific to local ordinances. The minimum and maximum standards are as follows:

(Children under 6 years old are not accounted toward occupancy bedroom size)

Occupancy Standards

Unit Size	Minimum Number of Persons in Household	Maximum Number of Persons in Household
1 Bedroom	1	3
2 Bedroom	2	5
3 Bedroom	3	7
4 Bedroom	4	9

7. DENIALS

Applicants may be denied at any time if they have not met one or more of the Resident Criteria. If your application is denied you will be notified by letter, which will state the reason for denial. Applicants have [5] calendar days to notify management in writing if they feel that their application was unfairly denied and request a meeting with Management staff who was not involved in the initial decision to deny admission or assistance. Management will reconsider any new facts or information and actions that the applicant feels would have an effect on their application. Management will notify the applicant of their final decision within [7] business days in writing of the final decision on eligibility.

8. NONDISCRIMINATION POLICY

Management shall comply with the provisions of federal, state, and local laws prohibiting discrimination in housing on the basis of marital status, race, sex color, religion, ancestry, sexual orientation, age national origin, family status, acquired immune deficiency syndrome (AIDS) or AIDS related condition (ARC), disability, or any other arbitrary basis. Management shall comply with Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act Amendments of 1988 to ensure nondiscrimination and accessibility of the property and dwellings to persons with disabilities.

9. REASONABLE ACCOMODATIONS

Management will apply the same screening criteria to all applicants. However, management is obligated to offer qualified applicants with handicaps or disabilities additional consideration in the application of rules, practices, or services and structural alterations if it will enable an otherwise eligible applicant or tenant with a disability an equal opportunity to access and enjoy the housing program. Owners are not required to take any action that would result in a fundamental alteration or undue financial and administrative Burden to the Property.

I have read and understand the Resident Selection Criteria.

Management Agent Signature

Revised 9/2/16

Date