

Farmington Village Cooperative, Inc.

Member Selection Criteria

The Board of Directors of Farmington Village Cooperative, Inc. has recently revised its Member Selection Criteria. In order to qualify for membership and occupancy at Farmington Village Cooperative, Inc., or add adult family members to the existing family, applicants and /or members must comply with all of following program, occupancy and membership criteria.

Program Eligibility

The applicants seeking housing in Farmington Village Cooperative, Inc. must first qualify for its Program Eligibility.

- The family's annual income must meet or exceed the income limits established from time to time by the Board of Directors. At present minimum income levels for each unit style is \$19,000 for a one (1) bedroom unit and \$23,000 for a two (2) or three (3) bedroom unit. There is no maximum income limit that restricts membership and/or occupancy.
- All Adults in the applicant's family must provide a picture ID (example; copy of Driver License).
- The unit for which the family is applying must be the member's and family's primary residence and occupy the unit on an ongoing basis.
- The applicant must agree to pay the carrying charges as determined by the Board of Directors.
- All information reported by the family is subject to verification.

Community Eligibility

Once it has been determined that an applicant qualifies for housing under the program Eligibility requirements, a determination will be made as to whether or not the applicant and family members satisfy the following selection criteria:

- The Applicant(s) must be at least 18 years of age or older.
- The applicant(s) must complete all application document, signing where required and be truthful in providing all application information. An application is considered complete when all information has been completed on application forms and all third party verifications have been filled out. All applications shall be date and time stamped when deemed complete.

- The member(s) of record must reside at Farmington Village as their primary residence and have no other primary residence either in or out of the State of Michigan.
- members, must be in existence upon the premises. The occupancy standard for Farmington Village Cooperative mandates that the applicant and family members not exceed the product of multiplying the number of bedrooms in the housing unit times 2, i.e. 2 persons occupying a one bedroom unit, 4 persons occupying a two bedroom unit and 6 persons occupying a three bedroom unit.
- The applicant or any member of his/her family may not have any criminal action or illegal drug activity being processed by any law enforcement agency or municipality, have a history of felonious activity or convictions for physical violence against property or person, have a history of felonious activity or convictions related to forced entry, breaking and entering, robbery or the use of a firearm in the commission of a crime, have a history or conviction of sexual criminal conduct of any magnitude, or be convicted or plead guilty to fraud of any kind for a period of ten (10) years prior to the date of the membership application. The Board of Directors reserves the right and specific ability to reject any membership application based upon the content of a criminal background investigation report despite the date of the felonious occurrence.
- The applicant(s) must submit to an investigation of his/her/their credit history. Applicants must have a credit rating of 620 or above to qualify. Farmington Village reserves the right to delay the request of credit history information, at its sole discretion, predicated solely on the length of an existing waiting list for various unit sizes, to ensure that a complete credit history is known prior to the applicant's move-in. Other credit history items that shall result in application rejection are; Judgments or evictions from previous housing/landlords, housing violations involving fraud, unpaid Judgments and unpaid delinquent accounts.
- If employed, the applicant(s) must have at least one (1) year of employment history to verify. Applicants may have more than one employer during the past annual period but must show one year of continual employment.
- The applicant(s) must show a willingness to maintain their housing accommodations in a sanitary condition with no evidence of undesirable noise, odor, or disruptions to the peaceful use and enjoyment of other residents. Verification of these criteria may be obtained from neighbors, landlords, court records or other independent sources.
- Co-applicants and adult family members are subject to all of the same selection criteria as is the applicant.
- A waiting list shall be maintained for all members desiring to transfer into a different housing unit by each unit style. Transfer Requests shall be assembled by the time and date that all requests to transfer are received. All Transfer Requests

shall be date and time stamped. Exceptions to processing requests to transfer will be made for consideration for persons with disabilities and shall be honored in the following sequence as it relates to the transfer of current resident members into available units and the order in which units shall be assigned.

- A. Current resident members/family members with disabilities
- B. Current resident members/family members without disabilities.

Farmington Village members desiring to transfer into a different unit may request such a transfer in writing. Transferring members are required to present their unit in salable condition, i.e. freshly painted, cleaned carpet or wood floor, etc., and are current in all payments due the cooperative.

- It is the responsibility of the applicant(s) to ensure that their current address and telephone numbers are on file with the Farmington Village Cooperative business office. Failure of an applicant to provide their current address and telephone number shall result in the applicant's housing application being removed from the active file.
- All rejected applications must be communicated to the applicant(s) in writing.
- Any applicant who withholds meaningful information relative to their application for membership shall be removed from the waiting list. If the applicant is still interested in becoming a member of Farmington Village, he/she must submit a new application package, obtain a new application package time and date stamp and then will be moved to the bottom of the waiting list.

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The Fair Housing Amendments Act of 1988 prohibits discrimination against persons with disabilities and provides for reasonable accommodations to permit persons with disabilities to enjoy and participate in our housing community and activities. If you believe that a reasonable accommodation should be afforded to you during the application process or during your occupancy if your application is approved, please advise us immediately and we will arrange a meeting with you to assist you with your request(s).

The decision to reject an application by the Board of Directors may be appealed by the applicant(s) within 14 days from the date of the rejection letter. Upon review of the issues surrounding the applicant(s) appeal, the decision of the appeal by the Board of Directors shall be final.

Adopted by Farmington Village Cooperative

Dated 3/29/06