

RANKIN SCHOOL PLACE

1611 Spry Street
Greensboro, NC 27405

PHONE: (336) 375-6711

FAX: (336) 375-6771

Dear Applicant,

Thank you for your interest in Rankin School Place. Please find enclosed a brochure describing this new community. We have had numerous inquiries as to whether we are able to offer housing subsidies to our residents. Unfortunately, we are unable to offer any rental assistance at this time; however we will be happy to honor any Section 8 Tenant Vouchers that are issued by the Greensboro Housing Authority. Additionally, we have reserved some of the property's units at lower rents for applicants that meet certain qualifying standards. If you would like to be considered for residency, we ask that you take a few minutes to complete the attached application and return it to Rankin School Place at 1611 Spry Street, Greensboro, NC 27405 with the following additional information for all household members over the age of 18:

Proof of Identity:

- Social Security card
- Current photo identification or driver's license
- Birth certificate

Proof of Income:

- Social Security, disability, or pension award letter or print out from the Social Security Administration
- If employed, provide at least six (6) of your most recent check stubs
- If self-employed, provide your income tax returns for the last two (2) years
- Most recent six (6) months of bank statements if you have checking or one (1) month_savings statement

Rent Listing:

- \$510/514 – 1BR
- \$620 – 1BR
- \$585 – 2BR
- \$710 – 2BR

It is important that you complete every line of the application. If you have any questions or concerns, please call or visit us during office hours, Monday through Friday from 8:00am to 5:00pm.

Following receipt of your finalized application, we will obtain the required additional verifications (income statements, bank statements, list of all expenses, previous

residence, credit, criminal, and sex offender history). Once these steps are accomplished, you will be notified of the status of your application.

We are looking forward to working with you and hope that we have the opportunity to welcome and serve you as a new resident.

Cordially,

Property Manager

RANKIN SCHOOL PLACE
1611 SPRY STREET
GREENSBORO, NORTH CAROLINA 27405

(336)675-6711

FAX: (336)375-6771

Applicant Checklist

Did you remember . . . ?

- Social Security, disability or pension award letter or print out from the Social Security Administration
- Veteran's Benefits award letter or print out from Veterans Administration
- Unemployment benefits from Employment Security Commission if applicable
- If employed, provide at least six (6) of your most recent check stubs
- If self-employed, provide your income tax returns for the last two (2) years.
- Six (6) most recent bank statements if you have a checking account
- One (1) most recent bank statement if you have a savings account
- Interest income such as life insurance policies, CDs, IRAs, stocks, bonds, etc.
- Birth Certificate
- Driver's license & Social Security Card

Remember, we are more than happy to assist you with any questions or concerns you may have when completing your rental application.

Application: Date received _____ Time received _____

APPLICATION FOR HOUSING

Low-Income Housing Tax Credit Property

Please PRINT Clearly

This is an application for housing at:	Rankin School Place 1611 Spry Street Greensboro, NC 27405
Please complete this application and return to:	Rankin School 1611 Spry Street Greensboro, NC 27405 Phone: (336)675-6711 Fax: (336)375-6771

Applications are placed in order of date and time received. An applicant may be interviewed only after the receipt of this tenant application.

A. GENERAL INFORMATION

Applicant Name(s): _____

Address: _____
Street Apt.# City State ZIP

Daytime Phone: _____ Evening Phone: _____

No. of BR's in current unit: _____ Do you RENT or OWN (check one)

Amount of current monthly rental or mortgage payment: \$ _____

If owned, do you receive monthly rental income from property? Yes No (check one)

Check utilities paid by you: Heat Electricity Gas Other (specify)

Approximate monthly cost of utilities paid by you (excluding phone and cable TV): \$ _____

Bedroom size requested: One BR Two BR Handicap BR

Unit Preference: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

B. HOUSEHOLD COMPOSITION

List ALL persons who will live in the apartment. List the head of household first.

	Name	Relationship to head	Marital Status D-divorced S-single L-legal separation E-estranged	Birth Date	Age	SS#	Student Y/N
Head							
Co-T							
3.							
4.							
5.							
6.							
7.							
8.							

Do you anticipate any additions to the household in the next twelve months? Yes No

If yes, explain

Will all of the persons in the household be or have been full-time students during five calendar months of this year or plan to be in the next calendar year at an educational institution (other than a correspondence school) with regular faculty and students? Yes No

IF YES, ANSWER THE FOLLOWING QUESTIONS:

Are any full-time student(s) married and filing a joint tax return?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are any student(s) enrolled in a job-training program receiving assistance under the Job Training Partnership Act?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are any full-time student(s) a TANF or a title IV recipient?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are any full-time student(s) a single parent living with his/her minor child who is not a Dependant on another's tax return?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

C. INCOME

List ALL sources of income as requested below. If a section doesn't apply, cross out or write NA.

Household Member Name	Source of Income	Gross Monthly Amount
	Social Security	\$
	SSI Benefits	\$
	Pension (list source)	\$
	Pension (list source)	\$
	Pension (list source)	\$
	Veteran's Benefits (list claim #)	\$
	Veteran's Benefits (list claim #)	\$
		\$
	Unemployment Compensation	\$
	Unemployment Compensation	\$
	Title IV/TANF	\$
	Title IV/TANF	\$
	Title IV/TANF	\$
	Full-Time Student Income (18 & Over Only)	\$
	Full-Time Student Income (18 & Over Only)	\$
	Interest Income (source)	\$

Household Member Name	Source of Income	Monthly Amount
	Employment amount	\$
	Employer:	
	Position Held	
	How long employed:	
	Employment amount	\$
	Employer:	
	Position Held	
	How long employed:	
	Employment amount	\$
	Employer:	
	Position Held	
	How long employed:	
	Employment amount	\$
	Employer:	
	Position Held	
	How long employed:	
	Alimony	
	Are you <i>entitled</i> to receive alimony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, list the amount you are <i>entitled</i> to receive.	\$
	Do you receive alimony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes list amount you receive.	\$
	Child Support	
	Are you <i>entitled</i> to receive child support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes list the amount you are <i>entitled</i> to receive.	\$
	Do you receive child support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, list the amount you receive.	\$
	Other Income	\$
	Other Income	\$
	Other Income	\$
TOTAL GROSS ANNUAL INCOME (Based on the monthly amounts listed above x 12)		\$
TOTAL GROSS ANNUAL INCOME FROM PREVIOUS YEAR		\$
Do you anticipate any changes in this income in the next 12 months?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, explain:		

D. ASSETS

If your assets are too numerous to list here, please request an additional form.

If a section doesn't apply, cross out or write NA.

Checking Accounts	#	Bank	Balance \$	
	#	Bank	Balance \$	
	#	Bank	Balance \$	
Savings Accounts	#	Bank	Balance \$	
	#	Bank	Balance \$	
	#	Bank	Balance \$	
Trust Account	#	Bank	Balance \$	
Certificates	#	Bank	Balance \$	
	#	Bank	Balance \$	
	#	Bank	Balance \$	
	#	Bank	Balance \$	
Credit Union	#	Bank	Balance \$	
	#	Bank	Balance \$	
Savings Bonds	#	Maturity Date	Value \$	
	#	Maturity Date	Value \$	
	#	Maturity Date	Value \$	
Life Insurance Policy	#		Cash Value \$	
Life Insurance Policy	#		Cash Value \$	
Mutual Funds	Name:	#Shares:	Interest or Dividend \$	Value \$
	Name:	#Shares:	Interest or Dividend \$	Value \$
	Name:	#Shares:	Interest or Dividend \$	Value \$
Stocks	Name:	#Shares:	Dividend Paid \$	Value \$
	Name:	#Shares:	Dividend Paid \$	Value \$
	Name:	#Shares:	Dividend Paid \$	Value \$
Bonds	Name:	#Shares:	Interest or Dividend \$	Value \$
	Name:	#Shares:	Interest or Dividend \$	Value \$
Investment Property				Appraised Value \$

Real Estate Property: <i>Do you own any property?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, Type of property</i>	
Location of property	
Appraised Market Value	\$
Mortgage or outstanding loans balance due	\$
Amount of annual insurance premium	\$
Amount of most recent tax bill	\$

Have you sold/dispensed of any property in the last 2 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, Type of property</i>	
Market value when sold/dispensed	\$
Amount sold/dispensed for	\$
Date of transaction	

Have you disposed of any other assets in the last 2 years (Example: Given away money to relatives, set up Irrevocable Trust Accounts)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, describe the asset</i>	
Date of disposition	
Amount disposed	\$

Do you have any other assets not listed above (excluding personal property)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please list:</i>	

E. ADDITIONAL INFORMATION		
Are you or any member of your family currently using an illegal substance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you or any member of your family ever been convicted of a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, describe</i>		
Have you or any member of your family ever been evicted from any housing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, describe</i>		
Have you ever filed for bankruptcy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, describe</i>		

Will you take an apartment when one is available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Briefly describe your reasons for applying:</i>		

F. REFERENCE INFORMATION

Current Landlord	Name:	
	Address:	
	Home Phone:	
	Bus. Phone:	
	How Long?	
Prior Landlord	Name:	
	Address:	
	Home Phone:	
	Bus. Phone:	
	How Long?	
Personal Reference #1:		
Address:		
Relationship:		Phone #:
Personal Reference #2:		
Address:		
Relationship:		Phone #:
Personal Reference #3:		
Address:		
Relationship:		Phone #:

In case of emergency notify:		
Address:		
Relationship:		Phone #:

G. VEHICLE AND PET INFORMATION (if applicable)

List any cars, trucks, or other vehicles owned. Parking will be provided for one vehicle. Arrangements with Management will be necessary for more than one vehicle.

Type of Vehicle:	License Plate #:		
Year/Make:	Color:		
Type of Vehicle:	License Plate #:		
Year/Make:	Color:		
Do you own any pets?	Yes	No	
<i>If yes, describe:</i>			

CERTIFICATION

I/We hereby certify that I/We Do/Will Not maintain a separate subsidized rental unit in another location. I/We further certify that this will be my/our permanent residence. I/We understand I/We must pay a security deposit for this apartment prior to occupancy. I/We understand that my eligibility for housing will be based on applicable income limits and by management's selection criteria. I/We certify that all information in this application is true to the best of my/our knowledge and I/We understand that false statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy. All adult applicants, 18 or older, must sign application.

SIGNATURE (S):

_____	_____
(Signature of Tenant)	Date
_____	_____
(Signature of Co-Tenant)	Date
_____	_____
(Signature of Co-Tenant)	Date
_____	_____
(Signature of Co-Tenant)	Date

Manager

Date



Rankin School Place
1611 Spry Street
Greensboro, NC 27405

(336) 375-6711 Office

(336) 375-6771 Fax

Special Unit Requirement(S) Questionnaire

This questionnaire is to be administered to every applicant. It is used to determine whether the family needs special features in their housing unit. The need for special adaptation must be verified in order to assure that the limit number of vacant units with special features go to families that actually need the features.

Applicant Name: _____ Unit #: _____

Date: _____ I elect not to complete this form

Applicant Signature: _____

1. Do you or any member of your household have a condition that requires?

- | | |
|--|--|
| <input type="checkbox"/> A separate bedroom | <input type="checkbox"/> Unit for Vision-impaired |
| <input type="checkbox"/> A barrier free apartment | <input type="checkbox"/> Unit for Hearing-Impaired |
| <input type="checkbox"/> One-level unit | <input type="checkbox"/> BR/Bath on First Floor |
| <input type="checkbox"/> Physical modifications to a typical apartment | |

2. Can you and all your family members go up and down stairs unassisted?

- Yes No If No, please indicate how we should accommodate your family.

3. Will you or any of your family members require a live-in aide to assist you?

- Yes No If Yes, please explain: _____

4. If you checked any of the above listed categories of units, please explain exactly what you need to accommodate your situation: _____

5. What is the name of the family member who needs the features identified above?

6. Who should be contacted to verify your need for the features you have identified above?

Name: _____ Firm/Title: _____

Address: _____ Zip Code: _____

Phone #: _____ Signature: _____

By signing above, I hereby authorize the manager of this apartment community to obtain the information necessary from the individual listed in question number six (6).

Special Unit Requirement(S) Questionnaire

NOTICE TO APPLICANTS: Options for applicants with disabilities or Handicaps

Beacon Management Corporation manages this property to which you have applied for housing. We are not permitted to discriminate against applicants on the basis of their race, color, religion, sex, national origin, familial status, disability or handicap. In addition, we have a legal obligation to provide "reasonable accommodations" to applicants if they or any family members have a disability or handicap. Compliance actions may include reasonable accommodations as well as structural modifications to the units or premises.

A reasonable accommodation is some modification or change that we can make to the policies or procedures that will assist an otherwise eligible applicant with a disability to take advantage of the program. Examples of reasonable accommodations and structural modifications include:

- Making alterations to a unit so a household member with a wheelchair could use it;
- Installing strobe type flashing light smoke detectors in an apartment for a household with a hearing impaired member;
- Permitting a family to have a Seeing Eye dog to assist a vision impaired household member in a community where dogs are not usually permitted;
- Making large type documents or a reader available to a vision impaired applicant during the applicant process;
- Permitting an outside agency to assist an applicant with a disability to meet the property's applicant screening criteria.

An applicant household that has a member with a disability must still be able to meet essential obligations of the tenancy -- they must be able to pay rent, to care for the unit, to report required information to the Manager, avoid disturbing their neighbors, etc. But there is no requirement that they be able to do these things without assistance.

If you or a member of your household have a disability or handicap and think you might need or want a reasonable accommodation, you may request it at any time in the application process or after admission. This is up to you. If you would prefer not to discuss you situation with management, that is you right.

Rankin School Place
 C/O BEACON MANAGEMENT CORPORATION
 408 BATTLEGROUNDS AVENUE
 GREENSBORO, NORTH CAROLINA 27401
 (336)376-6711 FAX: (336)375-6712

TENANT SELECTION PLAN ELIGIBILITY FOR ADMISSIONS

Applications are taken daily at Rankin School Place located at 1611 Spry Street Greensboro, NC, 27405. Applications are available Monday thru Thursday between the hours of 8:30 AM to 5:00 PM. Please return the completed application during office hours or drop it in the in-box near the office door. Please call the office at (336)375-6711 to arrange an interview. If the potential applicant is not able to drop the application off at the location noted above; the application can be emailed to rankinschool@beacon-nc.com or faxed to (336)375-6771 as well as mailed. However, proper documentation must be provided in order for the property manager to accurately qualify the resident for admittance under the Low Income Housing Tax Credit guidelines.

The Fair Housing Act provides three definitions for elderly housing in which Rankin School Place falls under one of those classifications. Applicants who are 55 years of age and older will be eligible for admission who meets the following requirements:

1. Annual Gross Income together with the income from assets does not exceed the maximum income limits established by the North Carolina Housing Finance Agency annually. This property serves individuals at 60% of the Area Median Income. This information can be located at: <http://www.nchfa.com/rental-housing-partners/rental-owners-managers/income-limits>

Percent Median	Median Income	One Person	Two Person	Three Person	Four Person	Five Person	Six Person	Seven Person	Eight Person
60%	\$57,200	\$24,720	\$28,260	\$31,800	\$35,280	\$38,160	\$40,980	\$43,800	\$46,620

2. Family composition conforms to the Occupancy Standards which are appropriate for a One (1) or Two (2) bedroom unit:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
1	1	2
2	2	4

Applicants who qualify for more than one unit size may elect to be placed on the waiting list of each bedroom size if they so desire. This list is on a first come first

serve basis. A separate waiting list is held for those in the targeting program to ensure they receive priority of the first available unit if the quota has not been met. This election must be made at the time of submitting the application and is noted on the waiting list in order to identify possible tenants at the various rent levels. Preferences do not impact the waiting list as there is not a preference. In order to keep the waiting list as accurate as possible; if it is an extremely long waiting list, the onsite manager will contact those on the list via letter or telephone to inquire as to their interest, availability and status. It is updated accordingly with the information received. Since the waiting list is on a first come first serve basis when a unit becomes available, the onsite manager will contact the individual next on the list and so on. Market outreach letters are mailed to individuals on the waiting list to make announcements of openings. Our waiting lists never close.

If a unit becomes available from the waiting list or if one is ready to be occupied and no waiting list exists; management will contact the potential resident and the resident may respond either in person, writing or simply calling management accepting the unit within 7 business days. The potential resident may need to provide any updated documents that may be required for the manager to properly qualify the resident and begin the move in process.

3. Have a family household as defined by the North Carolina Housing Finance Agency and/or the Tax Credit Program:
 - a) A single person aged 62 (HUD) or 55 (NCHFA-Tax Credit) years of age or older (Elderly program only).
 - b) Single person household must not be a full time student. A full time student is a student who is enrolled for the number of hours or courses the school considers to be full-time attendance. School defined, a school can be an elementary school, junior or senior high school, college, university or technical, trade or mechanical school.
 - All members are married and entitled to file a joint tax return
 - The household is comprise of a single parent(s) with minor child where neither the parent nor at least one child is claimed as dependents on someone else's tax return other than the absent parent of the child
 - The household receives Temporary Assistance to Needy Families (TANF)
 - The student participates in a program receiving assistance under the Job Training Partnership Act, Workforce Investment Act, or similar program
 - Student was previously in foster care
 - c) Households of two or more persons recognized by blood, marriage or operation of law, whereas at least one person in the household is 55 years of age or older.
 - d) Households of two or more persons recognized by blood, marriage or operation of law, where at least one person in the household is not a full time student.

3. Have a family household as defined by the North Carolina Housing Finance Agency and/or the Tax Credit Program:
 - a) A single person aged 62 (HUD) or 55 (NCHFA-Tax Credit) years of age or older (Elderly program only).
 - b) Single person household must not be a full time student. A full time student is a student who is enrolled for the number of hours or courses the school considers to be full-time attendance. School defined, a school can be an elementary school, junior or senior high school, college, university or technical, trade or mechanical school.
 - All members are married and entitled to file a joint tax return
 - The household is comprised of a single parent(s) with minor child where neither the parent nor at least one child is claimed as dependents on someone else's tax return other than the absent parent of the child
 - The household receives Temporary Assistance to Needy Families (TANF)
 - The student participates in a program receiving assistance under the Job Training Partnership Act, Workforce Investment Act, or similar program
 - Student was previously in foster care
 - c) Households of two or more persons recognized by blood, marriage or operation of law, whereas at least one person in the household is 55 years of age or older.
 - d) Households of two or more persons recognized by blood, marriage or operation of law, where at least one person in the household is not a full time student.

4. An Elderly person or family where the head of household or spouse is age 55 or older.
 - a) Up to 20% of the units will allow individuals participating in certain Targeting programs that are under the age of 55 but must be at least 45 years of age and older for admittance.

5. Social Security Number provided for each person who will be residing in the unit who is six years of age or older must be provided. In lieu of a Social Security Number, an Alien Registration may be used for all household members. Examples of acceptable forms of verification:
 - a. Social Security Card
 - b. Social Security Benefit Awards Letter (which has the number on the letter)
 - c. Medicare Card
 - d. Recent (not older than 30 days) Employment Check Stubs
 - e. Medicaid Card
 - f. Alien Registration Card

6. **Admission Criteria** – Applicants must:

Have a satisfactory credit report showing a history of meeting financial obligations as well as have an acceptable criminal report where they would not pose a threat to other residents or onsite staff. The applicant must also consent to the landlord reviewing these files for consideration of housing purposes. The below criteria will be waived for individuals participating in any state or federally sponsored programs or receiving assistance which provides the landlord with the ability to recover any economic losses

related to the tenancy. Any applicant knowingly falsifying information on the application for housing will be automatically denied. Further, any applicant will be rejected for any one of the following:

- a. Any personal bankruptcy filed within the last two (2) year
 - b. Any foreclosure of real estate
 - c. Any balance due to any prior rental property
 - d. If the majority of credit accounts are more than 60 days delinquent or 50% unpaid.
- e. If a member of an applicant household has been convicted of a felony offense involving the sale or manufacture of a controlled substance, the management company:
- Will deny admission if the conviction, or exit from incarceration, occurred within 5 years of application
 - May deny admission if the conviction, or exit from incarceration, occurred more than 5 years but within 10 years of application
 - Will not deny admission if the conviction, or exit from incarceration, occurred more than 10 years before application.
- f. If a member of an applicant household has been convicted of a violent felony offense, the management company
- Will deny admission if the conviction, or exit from incarceration, occurred within 5 years of application
 - May deny admission if the conviction, or exit from incarceration, occurred more than 5 years before application.
- g. If a member of an applicant household has been convicted of a nonviolent felony offense, the management company:
- May deny admission if the conviction, or exit from incarceration, occurred within 7 years of application
 - Will not deny admission if the conviction, or exit from incarceration, occurred more than 7 years before application.
- h. If a member of an applicant household has been convicted of a violent misdemeanor, the management company:
- Will deny admission if the conviction, or exit from incarceration, occurred within 2 years of application
 - May deny admission if the conviction, or exit from incarceration, occurred more than 2 years before application.
- i. If a member of an applicant household has been convicted of a nonviolent misdemeanor offense, the management company:
- May deny admission if the conviction, or exit from incarceration, occurred within 5 years of application
 - Will not deny admission if the conviction, or exit from incarceration, occurred more than 5 years before application.
- j. Management may deny any person who is registered on the state/federal database for sexual offenders

A violent felony is a Class A, B, C, D, E, F, or G felony or any felony requiring registration on the sex offender registry. A nonviolent felony is a Class H or I felony.

A violent misdemeanor is a Class A1 misdemeanor or a misdemeanor requiring registration on the sex offender registry.

A nonviolent misdemeanor is a Class 1, 2, or 3 misdemeanor.

The management company will not consider an arrest or charge that was resolved without conviction. In addition, the management company will not consider expunged or sealed convictions. The management may deny admission if an applicant has pending charges at the time of application.

Where the management company “may deny” admission to a household based on a criminal conviction or pending criminal charge, the management company will conduct an individualized assessment of the criminal record and its impact on the household’s suitability for admission. This individualized assessment will include consideration of the following factors: (1) the seriousness of the criminal offense; (2) the relationship between the criminal offense and the safety and security of residents, staff, or property; (3) the length of time since the offense, with particular weight being given to significant periods of good behavior; (4) the age of the household member at the time of the offense; (5) the number and nature of any other criminal convictions; (6) evidence of rehabilitation, such as employment, participation in a job training program, education, participation in a drug or alcohol treatment program, or recommendations from a parole or probation officer, employer, teacher, social worker, or community leader; and (7) tenancy supports or other risk mitigation services the applicant will be receiving during tenancy. • If the applicant’s criminal conviction was related to his or her disability, the management company will consider a reasonable accommodation.

7. Applicant must have acceptable references from existing and/or prior landlords. Additionally, any applicant will be rejected for any of the following:

- g. Having “skipped” a previous housing unit, without giving required notice and/or owing rent.
- h. Being evicted from a previous housing unit.
- i. Having made any unauthorized alteration or causing damage to a housing unit.
- j. A history of poor or unsanitary housekeeping.

When an applicant is placed on the waiting list due to an appropriate size unit not being available, management will notify them by mail or phone that their application has been placed on the waiting list. Placement of an applicant on the waiting list is not a guarantee that the applicant is qualified for residency. Once management anticipates an appropriate size unit will become available, the applicant will be contacted to begin the qualification process. When the application is processed; the applicant will be notified within 30 days if they are deemed eligible or ineligible. If the applicant is deemed ineligible, a rejection letter will be sent and shall state the reason why the applicant is not eligible for housing per the tenant selection criteria. Further, the letter will provide the information as to where the third party information was pulled from. Management is not permitted to disclose the report but will provide the contact information in order for the individual to pull the information at their discretion.

The applicant will have every right to appeal to the onsite manager, regional manager as well as the vice president of the company to ensure they are allotted appropriate due process.

The Appeal process is as follows: The applicant has a right to respond to the owner or its agent in writing or request a meeting within 10 days to dispute the rejection. Any meeting with the applicant to discuss the applicant's rejection must be conducted by a member of the owner's or agent's staff who was not involved in the initial decision to deny admission or assistance. Within 5 business days of the owner response or meeting, the owner or its agent must advise the applicant in writing of the final decision on eligibility. However, if the applicant does not contact the management company to dispute the accuracy of the criminal record or reason for denial within 10 days, the management company will send a written notice of ineligibility to the applicant stating the specific reason for denial. If the applicant is unable to contact the managing agent within the allotted amount of time due to a disability, the managing agent will extend the appeal period. The owner's agent, Beacon Management Corporation may be contacted by mail at 408 Battleground Avenue, Greensboro, NC, 27401 or by telephone at 336-545-9000. Hearing impaired persons may call 800-735-2962.

A Live-in Aide is a person who resides with one or more elderly, near-elderly, or persons with disabilities, and who:

1. Is determined to be essential to the care and well-being of the person(s);
2. Is not obligated for the support of the person(s); and
3. Would not be living in the unit except to provide the necessary supportive services.

While a relative may be considered as a live-in aide/attendant, they must meet the above requirements. The live-in qualifies for occupancy as long as the individual needing supportive services requires the aide's services and remains a tenant, and the aide may not qualify for continued occupancy as a remaining family member. Before allowing an aide to move into the unit, the aide has to go through the same criminal background check as an applicant for tenancy. Failure of the live-in aide to comply with the house rules may be grounds for removal from the property.

Preferences in Selections of Tenants

In conformance with Title VI of the Civil Rights Act and the Fair Housing Act Amendments of 1988; management shall not, on account of race, color, national origin, religion, age, sex, as well as disability and familial status, deny to any family the opportunity of applying for admission, nor shall it deny any eligible applicant the opportunity of leasing or renting a dwelling suitable to his or her needs.

In House Transfers will take precedence over a new move-in if a tenant needs to transfer because of any of the following reasons:

- Medical Reason (must provide statement from doctor)
- Change in Family Composition (marriage, birth, death, etc.)
- Need for a Handicap Accessible Unit (must provide Statement from doctor)

Rankin School Place requires a Security Deposit of \$300 for both 1 and 2 bedroom units. There is also an application fee of \$25 to cover the actual cost of checking an applicant's credit/criminal background. Application fees for those individuals currently in Targeting Programs; to include the Transition To Community Living Initiative (TCLI) will be waived.

North Carolina Targeting Program

Rankin School Place participates in a state program in which 10% of the units in the property are set aside as they become available to house eligible applicants receiving a referral from the North Carolina Department of Health and Human Services. Until the percentage of units is reached, it is required that those applicants will be offered units ahead of those already on the waiting list. Persons in the program are exempt from the fees mentioned previously. Individuals currently participating in a state or federally sponsored program may submit a reasonable accommodation request to management for reconsideration for housing if that person has been denied previously. Management will give every benefit to the applicant when considering their application for housing which is not a guarantee for admittance but proper attention will be given to the matter.

Reasonable Accommodation Policy

In order to comply with Section 504 of the Rehabilitation Act of 1973 Rankin School Place will:

1. Make reasonable structural modifications to units and /or common areas needed by applicants and tenants with disabilities, unless these modifications would change the fundamental nature of the project or result in undue financial and administrative burdens;
2. Not segregate occupancy based upon disability or type of disability;
3. Provide auxiliary aids and services necessary for effective communication with persons with disabilities;
4. Develop a transition plan to ensure that structural changes are properly implemented to meet program accessibility requirements;
5. Perform a self-evaluation of the owner's program and policies to ensure that they do not discriminate based on disability;
6. Operate programs in the most integrated setting appropriate to the needs of qualified individuals;
7. If a reasonable accommodation request is submitted, with the property documentation, a unit will be held until the request determination is finalized and communicated in writing to the tenant.
8. The landlord will make every effort possible to assist the resident with their request. However, if the request is denied the tenant will be granted 3 business days to appeal the decision before the unit will be rented to another applicant.

Unit Transfer Policy

1. Property procedure is to hold an additional waiting list for current residents who may be requesting a transfer for various reasons to include family size, family composition change, medical reason, accessible unit, reasonable accommodation or other factors. Once a unit that may meet the needs of the current resident requesting a transfer is available, the resident is notified and procedures for transfer to the other unit will commence. Current residents will have priority over applicants yet to be admitted.

Pet Policy

1. Rankin School Place allows pets under 25 lbs. There is a separate pet deposit

that required at move in for anyone owning a pet.

Smoking Policy

1. Rankin School Place permits smoking on the grounds and in the units but requires an additional deposit of \$500

Move-In Inspection Requirements:

1. Before executing a lease, the property manager and tenant must jointly inspect the unit being leased.
2. After the property manager conducts a unit inspection, the inspection form must indicate the condition of the unit. The condition of the unit must be decent, safe, sanitary, and in good repair. If cleaning or repair is required, the property manager must specify on the inspection form the date by which the work will be completed. The date must be no more than 30 days after the effective date of the lease.
3. Both the property manager and the tenant must sign and date the inspection form.
4. The tenant has 5 days to report any additional deficiencies to the owner to be noted on the move-in inspection form.

Move-Out Inspection Instructions:

1. Management encourages tenants to accompany them on the inspection. Upon a tenant's request, he/she must be allowed to attend the move-out inspection conducted by management. If a tenant is with management during the inspection, disagreements between management and the tenant regarding unit damage can be resolved up front.
2. If a tenant does not wish to participate, management may do the inspection alone.

RECERTIFICATIONS

Annual Recertifications – Management must conduct a recertification of family income and composition on an annual basis.

Tenants are given at least 60 days' notice prior to effective date of any changes in Policies and Procedures or Lease and House Rules. These changes are hand delivered and posted in resident common areas for review. The notice advises of tenants' rights to comment by notifying, in writing, Beacon Management Corporation, 408 Battleground Avenue, Greensboro, NC 27

Violence Against Women Act

As required by the provisions of Section 606 of the VAWA, **Managing Agent** may request a tenant to certify that he/she is a victim of domestic violence, dating violence or stalking and that the incidence(s) of threatened or actual abuse are bona fide in determining whether the protections afforded under the VAWA are applicable.

The identity of the victim and all information provided to **Managing Agent** relating to the incident(s) of domestic violence must be retained in confidence by the **Managing Agent** and must neither be entered into any shared database nor provided to a related entity, except to the extent that the disclosure is (a) requested or consented to by the individual in writing (b) required for use in an eviction proceeding or termination of assistance; or (c) otherwise required by applicable law. The HUD-approved certification form provides notice to the tenant of the confidentiality of the form and the limits thereof.

Managing Agent must retain all documentation relating to an individual's domestic violence, dating violence or stalking in a separate file that is kept in a separate secure location from other tenant files.

Managing Agent is required to attach the HUD-approved Lease Addendum, Form HUD-91067, to each existing or new lease.

Managing Agent must expeditiously begin to notify existing tenants of the modification to the lease. Notification is accomplished by forwarding to each tenant a copy of the addendum that revises the existing lease agreement.

Managing Agent must also include a letter clearly stating that the tenant can either accept the modification or move but that a response is due within 30 days. For additional information on lease modifications, refer to HUD Handbook 4350.3, REV-1, Occupancy Requirements of Subsidized Multifamily Housing Programs, Chapter Six.

Lease Bifurcation

Should it be determined that physical abuse caused by a tenant is clear and present, the law provides Owner/Agent the authority to bifurcate a lease i.e., remove, evict, or terminate housing assistance to that individual, while allowing the victim, who lawfully occupies the home, to maintain tenancy.

Managing Agent

must keep in mind that the eviction of or the termination action against the individual must be in accordance with the procedures prescribed by federal, state, and local law.

In the event that one household member is removed from the unit because of engaging in acts of domestic violence, dating violence or stalking against another household member, an interim recertification should be processed reflecting the change in household composition. See Handbook 4350.3 REV-1, Occupancy Requirements of Subsidized Multifamily Housing Programs, Chapter 7, Section 2, for processing interim Re-certifications.

Tenants and family members of tenants who are victims of domestic violence, dating violence or stalking are protected by the VAWA from being evicted or from housing assistance being terminated because of the acts of violence against them.



Head of Household Print Name

Head of Household Signature

Date

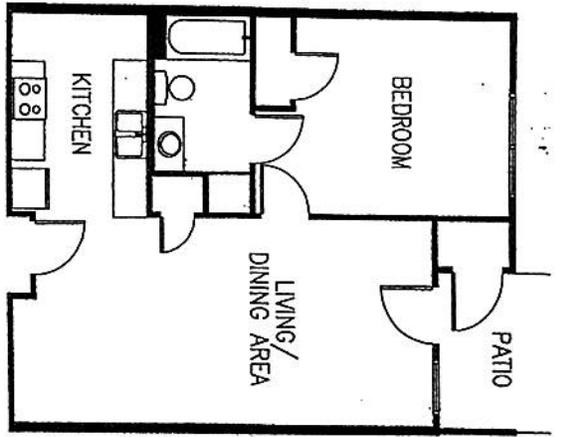
Co-Head Print Name

Co-Head Signature

Date

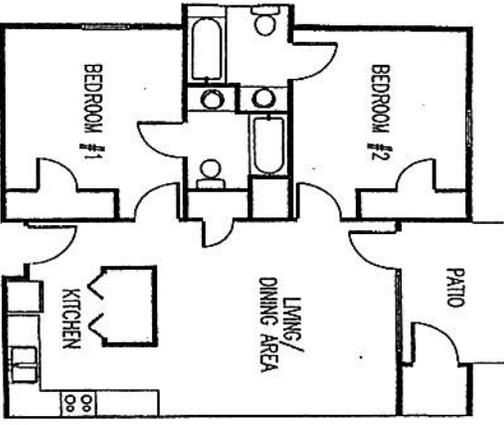
Owner/Agent Representative Signature

Date



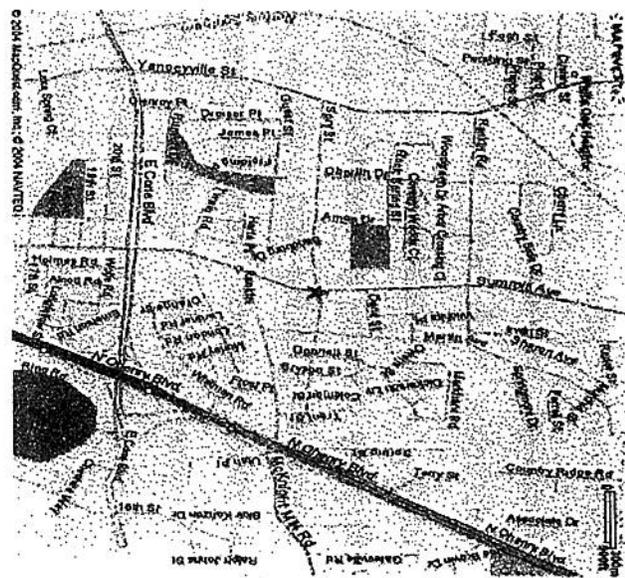
ONE BEDROOM OPTION

Rents ranging from \$495-~~\$500~~ per month
\$400



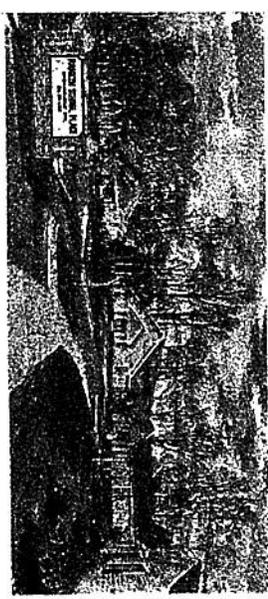
TWO BEDROOM OPTION

Rents ranging from \$575-\$685 per month



Rankin School Place

1611 Spry Street
 Greensboro, NC 27405



Beacon Management Corp.
 408 Battleground Avenue
 Greensboro, NC 27401

(336) 545-9000

Telephone: (336) 375-6711
 Fax: (336) 375-6771
rankinschool@beacon-nc.com

Revised 04/2013

Rankin School Place

Rankin School Place is an exciting, well designed small apartment community for seniors located in an ideal setting in northeast Greensboro. Situated in a quiet neighborhood, the property enjoys close proximity to shopping, banking, services, restaurants, churches and major highways.

Rankin's architecture has been carefully planned and modeled after the very popular St. Leo's Place in Greensboro's Charles B. Aycock Historic District. The community's facilities have been designed with the important things in mind—safety, convenience, comfort, and affordability.

48 one-bedroom and 8 two-bedroom beautiful apartments are

included. The two-bedroom dwellings provide double master bedrooms each with their own bath. All buildings are age-friendly offering ground-level non-ambulatory access and a variety of security features. Each apartment possesses its own heating and air conditioning system and personal patio space with storage. Kitchens are fully equipped with range, refrigerator, dishwasher and washer/dryer connections.

The community building displays a spacious and beautifully appointed activity room, a resident computer center, an on-site management office, and a coin-operated laundry. Outdoor seating, garden spots, and generous landscaping compliment the property's exterior.

If you are age 55 or older, you can make this attractive new

community your address. One need not be wealthy to live at Rankin. In fact, one's annual income at the time of admission may not exceed \$24,720 for a single person or \$28,260 for a married or two-person household. Please note that income limits are revised annually and you will need to check with the Site Manager for any updates.

If you have questions or would like more information on leasing opportunities, please feel free to contact us at the management office of Rankin School Place at:

**1611 Spry Street
Greensboro, NC 27405**

Telephone: (336) 375-6711

Fax: (336) 375-6771

rankinschool@beacon-nc.com

Or visit us on the web at:
www.beacon-nc.com
