

POLICY AND PROCEDURE

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Community: Colorado Lake Cooperative

Subject: Cooperative Screening Criteria Policy

Approved By: The Board approved on July 29, 2020.

PURPOSE

Colorado Lake Cooperative offers stable long-term housing for moderate to low income people. The initial lease terms are fifty years and is intended to offer security to the individual members, as well as the membership. It is important to the membership as a whole for new applicants to be carefully screened.

Applicants will be thoroughly screened for income, credit, criminal, eviction and references will be checked. Applicants need to demonstrate via these checks (and possibly additional information provided by the applicant) that the applicant(s) can pay the space lease on time, maintain their home and space, be a safe and responsible neighbor, and be an active participant as volunteer activities are needed.

Because there is a high cost to the cooperative to remove a member that does not succeed in compliance with the lease agreement or the park rules the minimum screening criteria is as follows:

Credit History - The following items may disqualify acceptance of an applicant:

- Credit score must not fall below 640, as per the Cooperative Bylaws 3.1(3)(c). Credit scores are provided by Trans Union.
- Current unpaid collections, judgments, and tax liens.
- Bankruptcy reports will be taken into consideration. Applicants with a bankruptcy are encouraged to include a written explanation with the application to assist in the decision-making process.
- If the credit score is not scored because the applicant has zero credit or very low credit, applicant can still be accepted with condition based on their excellent rental history.

Criminal History - A criminal background check is required for all applicants.

- Applicants with a criminal history are encouraged to include a written explanation with the application to assist in the decision-making process. The explanation should include the nature of the conviction, how long ago the conviction occurred and where the conviction occurred.
- Applicant will be evaluated on the following qualifications; the proposed member and the household occupant are not an individual who may constitute a direct threat to the safety of any individual, the Community, or the property of others; and

- The proposed member and any household occupant are not a current illegal substance abuser and does not have a history of violent or drug-related crimes.

Landlord Reference(s)

- Requires a minimum of 2 years positive unrelated landlord reference(s).
- Applicants with no previous rental history; previously owned a home, or lived with relatives, may use personal references of next-door neighbors or will need to prove the ability to pay the rent and not disturb neighbors.

Prior Eviction Record - The following items may disqualify membership acceptance:

- An eviction in the last three years. Extenuating circumstances will be reviewed.
- Evictions more than three years but less than five years will also be considered but are not automatic denials. Consideration will be given for good credit and rental references for older evictions. As with all criteria, you may submit a written explanation with your application for an exception to be considered.

Personal References(s)

- A minimum of two personal references selected by the applicant. Personal references cannot be related to the applicant.

Income

- Stated income must be verified in writing. Applicants must be able to show stable employment for at least two years, with no gap in the employment history.
- Verification may include; a pay stubs, placed on company letterhead, letter of benefit assignments, and/or tax statements.
- Self-employed must provide two years of tax returns to verify income.
- Valid income types include, but is not limited to Wages, Salaries, Tips, Social Security Benefits, Retirement, Pension or Saving Accounts, Stocks or Bonds. Applicants may choose to prove additional income from social assistance (i.e. TANF, Oregon Trail Card, etc.) to help.
- Demonstrate an acceptable debt to income ratio.
- Total combined monthly income must be at least 3X the amount of monthly space rent and house payment. (For Example: \$300 house payment + \$600 space rent = \$900 X 3=\$2,700 monthly income).

Income Limit

While there is currently no absolute upper income limit to qualify as a resident of the Colorado Lake Cooperative, the current loans on the purchase of the land and infrastructure of the park require us to have a certain percentage of low income residents. (Please review the Lease Agreement and Community Bylaws for more information). While the current loan is in place,

we may ask residents to volunteer information about their incomes to make sure we are in compliance.

Pet - See the pet policy for pet rules. Please note a rule change in 2019.

- **All new cats must be indoor cats only. Any new cat may NOT be an outdoor cat.**

False Statements

- An applicant's application may be denied in the event the applicant provides false or misleading information to the cooperative, or the cooperative's property manager, in association with their application for membership.

Interview

- The Board reserves the right to request an in-person interview with the applicant to discuss any questions the Board may have regarding applicant's application.

Fair Housing: Colorado Lake Cooperative is an equal housing provider and recognizes the protected classes of race, color, national origin, religion, gender, familial status, disability, marital status, source of income, sexual orientation including gender identity, and domestic violence victims.

