

POLICY AND PROCEDURE

Date Issued: April 9, 2022

Number: 202203-VLC-001

Page 1 of 3

Community: Vida-Lea Community Cooperative

Subject: Cooperative Screening Criteria Policy

Approved By: The Board during the March 19, 2022, Board meeting.

PURPOSE

Vida-Lea Community Cooperative offers stable long-term housing for moderate to low-income people. The initial lease term is 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 650 (six hundred fifty), as per the Cooperative Bylaws 3.1(3)(c). Credit scores are provided by Trans Union.
- Less than a minimum two (2) years of positive credit history within the past five (5) years.
- 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 conditions 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 the jurisdiction where the conviction occurred.
- Applicant will be evaluated on the following qualifications: the proposed member and any

of 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 do not have a history of violent or drug-related crimes.

Landlord Reference(s)

- Requires a minimum of two (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 ago 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. If employment is the sole source of income, applicants must be able to show stable employment for at least two years, with no significant gap(s) in the employment history.
- Employment verification may include pay stubs, verification 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 are 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.
- Non-traditional sources of income, such as family financial support in the form of loans/gifts, may be considered on a case by case basis. Applicants are encouraged to provide an explanation and be prepared to verify such non-traditional sources of income.
- 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. (e.g. \$200 house payment + \$300 space rent = \$500 X 3=\$1,500 monthly income). Income shall be about three times the space rent and house payment.

Income Limit

Below 80% AMI for Lane County. Exceptions may be available.

Age Restricted Community

- This is a Housing for Older Persons Community, to qualify as a member one applicant must be fifty-five years old or older. No children may reside in the community.

Pets

Two pet maximum (CATS indoors only) - see also Section 4 of the Rules for Pet requirements.

- Applicants should disclose all pets that will be coming with them to the park. You may be asked to bring your pet to an interview so the board may meet and verify the demeanor of your pet(s).

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 or phone/virtual interview with the applicant to discuss any questions the Board may have regarding applicant’s application.

Fair Housing: Vida-Lea Community 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.

Attested by:

Deborah Babb
Secretary, Deborah Babb

4/9/22
Date

