

Property: \_\_\_\_\_

### APPLICATION REJECTION LETTER

Applicant Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_ Response required by: \_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(14 days from today's date)

Dear \_\_\_\_\_:

We would like to take this opportunity to thank you for your interest in residency at our property. However, we cannot accept your application for the reason(s) marked below:

- ☐ **Application is incomplete.**
- ☐ **Applicant failed to fully and accurately disclose rental history based on EIV information**
- ☐ **Misrepresentation** in the application procedure for the apartment or certification process.
- ☐ Your records of **previous residency** do not demonstrate a willingness or ability to pay rent and/or abide by the terms of your lease.
- ☐ You **failed to respond** to requests for information or follow-up letters.
- ☐ Your **household composition** does not meet established occupancy requirements
- ☐ Your **income is above the HUD**-approved income limits.
- ☐ Your **income is above the Tax Credit (IRS Section 42)** approved income limits.
- ☐ You **failed to provide** documentation and verification of social security numbers for all household members.
- ☐ Your **student status** does not meet the HUD Student eligibility requirements.
- ☐ Your **student status** does not meet the *Tax Credit (IRS Section 42)* Student eligibility requirements.
- ☐ **Members of household did not declare** citizenship or noncitizenship or sign a declaration electing not to contend noncitizenship status.
- ☐ **Failed to sign and submit** consent forms or Authorization for Release of Information (9887/9887a)
- ☐ **Non-compliance with Rental Agreement** which includes evidence of any failure to comply with the terms of rental agreements at prior residences, such as failure to recertify as required, providing shelter to unauthorized persons, keeping pets, or other acts in violation of rules and regulations.
- ☐ **Balance owed** to present or prior landlords.
- ☐ **Balance owed** to the local utility provider for present or prior.
- ☐ **Evidence of unsanitary or hazardous Care of Unit** through acts of neglect causing or permitting any damage to or misuse of premises and equipment, resulting in health or safety problems or in damage to the premises.
- ☐ **Credit does not exhibit a satisfactory history in meeting financial obligations resulting in a** consistent, severe or recent history of deficiencies in overall credit or rent payment which indicate the family will be unable or would otherwise fail to pay when due rent for the apartment and other expenses relating to occupancy of the apartment. See attached credit letter for further information. **(IR-082B)**
- ☐ **Record of Disturbance of Neighbors, Destruction of Property or Other Disruptive or Dangerous Behavior** or conduct which adversely affects the safety or welfare of other persons by physical violence, gross negligence or irresponsibility, which damages the equipment or premises in which the family resides; or which is disturbing or dangerous to neighbors or disrupts sound family and community life.
- ☐ **Violent Behavior** includes evidence of acts of violence or of any other conduct, which would constitute a danger or disruption to the peaceful occupancy of neighbors.
- ☐ **Conviction or adjudication** other than acquittal for violent crimes and felonies in all states, including but not limited to: criminal homicide, manslaughter, armed robbery, assault, arson, etc. within the last 10 years.
- ☐ **Conviction or adjudication** other than acquittal, which involved injury or potential injury to a person or property within the last 5 years.
- ☐ **Conviction or adjudication** other than acquittal for non-violent crimes, the severity or existence of crime vary from state to state including, but not limited to: other simple assaults, forgery, fraud, embezzlement, weapons, etc. within the last 3 years.
- ☐ **Conviction** of more than 3 felonies or misdemeanors of any kind, within 15 years of the application.
- ☐ **Conviction or adjudication** other than acquittal for the sale, distribution or manufacture of any controlled or illegal substance within the past 5 years.



- ☐ **Conviction or adjudication** other than acquittal involving illegal use or possession of any controlled or illegal substance within the last 5 years.
- ☐ **Current illegal** user or addict of a controlled or illegal substance.
- ☐ **Conviction or adjudication** other than acquittal, for any sexual offense.
- ☐ **Registration on any state sex offender registry.** If you and your household wish to live at \_\_\_\_\_ Apartments and receive federal HUD assistance, the household member whose name appears on the state sex offender registry must be removed from your household.
- ☐ **Conviction or adjudication** other than acquittal, which involved bodily harm to a child.
- ☐ Any **conviction or adjudication** other than acquittal, for domestic violence, dating violence, sexual assault or stalking, unless otherwise protected pursuant to the Violence Against Women Act within the last 5 years.
- ☐ **Eviction for Drug Related Criminal Activity from federally assisted housing for drug related criminal activity within the last 3 years.**
- ☐ **Alcohol abuse** or pattern of abuse, of alcohol interferes with the health, safety or right to peaceful enjoyment of the premises by other residents.
- ☐ **Other:** \_\_\_\_\_

You have the right to respond in writing or request a meeting within 14 days to dispute the rejection. If you believe there are mitigating circumstances that should be considered that would allow us to continue processing your application, please advise us so we may schedule a meeting to discuss your request.

And, if you are a person with a disability, you have the right to request reasonable accommodations to participate in the informal hearing process.

Your response to this letter does not preclude you from exercising other avenues available if you believe that you are being discriminated against on the basis of race, color, religion, sex, national origin, familial status, or handicap.

\_\_\_\_\_  
Signature of Manager

\_\_\_\_\_  
Date

**PENALTIES FOR MISUSING THIS CONSENT:** Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 42 USC 208 a(6)(7) and (8). Violations of these provisions are cited as violations of 42 USC 408 a (6) (7) and (8).

Interstate Realty Management Company does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements against persons with disabilities.

If you need assistance in this process, please contact:

Sandy Cipollone  
Section 504 Coordinator  
Interstate Realty Management Company  
3 East Stow Road  
Marlton, NJ 08053  
Phone (856) 596-0500 Fax (856) 596-6093 TDD 711

