



## APPLICATION PROCESS

Hercules Living will be accepting applications to join the waitlist for available apartments.

- STEP 1:** Register at [www.livingatmainstreet.com](http://www.livingatmainstreet.com) to receive important information about renting an apartment at Main Street Apartments!
- STEP 2:** Beginning March 16, 2020, schedule an in-person\* appointment - by calling 301-804-9477 to submit a fully complete application! (In person appointments will be scheduled on a first-come, first-serve basis and cannot be made prior to March 16, 2020.)
- STEP 3:** When scheduling your in-person appointment, a leasing specialist will provide you with a customized list of items that you will be required to bring to your appointment. At your appointment, the leasing specialist will assist you in completing the application! (In-person appointments will be scheduled beginning on April 3, 2020)
- STEP 4:** Once preliminarily approved at your in-person appointment, you will be placed on a waiting list for the next available apartment at Main Street Apartments!

### Main Street Apartments Monthly Rental Rates

Floorplan	30% Income Levels	50% Income Levels	60% Income Levels	Market Rate
Studio, 1 Bath	\$559	N/A	N/A	TBD
1 Bed, 1 Bath	\$588	\$1,044	\$1,271	TBD
2 Bed, 2 Bath	\$705	\$1,251	\$1,524	TBD
3 Bed, 2 Bath	\$806	\$1,437	\$1,753	TBD

All rents are subject to change without notice

\*Applicants are invited to submit requests for accommodations of policy because of disability status, and/or needs under the Violence Against Women Act, to the Property Manager for prompt, confidential consideration.



## Qualifications to Live at Main Street

In order to qualify for an apartment at Main Street Apartments, households applying for income restricted apartments (whether composed of individuals, roommates or families) must meet the requirements outlined by the Low-Income Housing Tax Credit (LIHTC) program **and** Hercules Living's screening criteria.

Households seeking apartments that are not subjected to income restrictions (market rate apartments) must meet Hercules Living's screening criteria.

### Maximum Income Restrictions

Based on the criteria established in the state of Maryland for Rockville, the household's annual gross income cannot exceed the following maximum amounts. Limits are based on the total number of persons in the household and are subject to change:

Income Limit	1 person	2 people	3 people	4 people	5 people	6 people
30% Limit	\$25,500	\$29,130	\$32,760	\$36,390	\$39,330	\$42,240
50% Limit	\$42,500	\$48,550	\$54,600	\$60,650	\$65,550	\$70,400
60% Limit	\$51,000	\$58,260	\$65,520	\$72,780	\$78,660	\$84,480

### Minimum Income Restrictions

In order to qualify for an apartment at **Main Street Apartments**, annual household income must be a minimum of two-and one-half times (2.5x) the monthly rent. Asset exceptions will apply

Minimum annual income levels are as follows:

Floorplan	30% Income Levels	50% Income Levels	60% Income Levels	Market Rate
Studio, 1 Bath	\$16,770	N/A	N/A	TBD
1 Bed, 1 Bath	\$17,640	\$31,320	\$38,130	TBD
2 Bed, 2 Bath	\$21,150	\$37,530	\$45,720	TBD
3 Bed, 2 Bath	\$24,180	\$43,110	\$52,590	TBD

### Hercules Living's Screening Criteria

In addition to meeting the above referenced income qualifications, households must satisfy Hercules Living's screening criteria at the time a completed application is submitted. The screenings that take place at application submission are **preliminary**. **Final documentation of household income eligibility and other qualifying factors will be verified at the time a specific apartment becomes available.**

Hercules Living's screening criteria includes:

1. Credit Review,
2. Criminal Background, and
3. Student Status

## 1. Credit:

An application may be denied for the following reasons:

- Bankruptcy not discharged,
- Foreclosure of real estate unrelated to divorce settlement,
- Judgment not satisfied,
- Repossession of personal property, and / or
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- Accounts if delinquent or late over thirty days at least three (3) times within the current year.

**Please note: The absence of a credit file shall not adversely affect the Applicant. Final credit screening prior to move-in will determine the amount of the refundable security deposit or bond in lieu of deposit.**

## 2. Criminal Background:

An application can be denied when any applicant has a history of illegal activity involving convictions for crimes of physical violence to persons or to property and / or other such criminal acts that would constitute a clear and present threat of substantial harm to others or to the apartment community itself or constitute a clear and present threat to or adversely affect the health, safety and / or welfare of other individuals, residents and / or property.

Criminal acts and activities, which would be a condition to deny an application, would include, but not be limited to convictions for the following:

- Homicide/Murder;
- Rape or child molestation;
- Attempted murder;
- Attempted rape or sex crimes;
- Lifetime sex offender status;
- Threats against person(s) or harassment;
- Destruction of property or vandalism;
- Drug Trafficking/Manufacturing;
- Receiving stolen property;
- Fraud;
- Prostitution/solicitation;
- Disorderly conduct;
- Arson; and/or
- Any weapon conviction.

### **Criminal Background Standards:**

**In conducting its above referenced Criminal Background check, Hercules Living will adhere to and will comply with HUD's Office of General Counsel Guidance on Application of Fair Housing Act Standards to the Use of Criminal Records by Providers of Housing and Real Estate-Related Transactions (04/04/2016).**

### **Reconsideration of Previously Denied Applicants:**

**Hercules Living may reconsider the application of a previously denied applicant if Hercules Living has sufficient evidence that the members of the household are not and have not engaged in criminal activity for a period of two (2) years.**

**Hercules Living may, but is not required to, allow an applicant to exclude a household member when that member's past history or current actions would prevent the household from being eligible.**

**Consideration of the Circumstances Relevant to a Particular Case:**

**Hercules Living may consider all the circumstances relevant to a particular household's case. These types of circumstances may include:**

- **The seriousness of the offense'**
- **The degree of participation in the offending activity by the household member'**
- **The extent to which the applicant household has taken responsibility and takes all reasonable steps to prevent or mitigate the offending action, and/or**
- **The effect of the offending action on the program's integrity**

### **3. Student Status:**

A household may not be comprised entirely of full-time students (as defined by the educational institution)

for more than four (4) months of the calendar year, unless the household meets one of the following exemptions:

- Single parent(s) with dependent child claimed by a parent on tax returns,
- Temporary Assistance for Needy Family (TANF) recipient(s)'
- Participation in certain job training programs,
- Married, eligible to file joint returns, or
- Formerly in foster care.

### **Preferred Employee Program**

Current employees of Montgomery County or the City of Rockville will receive priority on the waitlist for available apartments. If a member of your household is an employee of Montgomery County or the City of Rockville, please notify Hercules Living and plan to provide documentation supporting this status.

### **Information Disclosure**

Should an applicant desire Hercules Living to communicate about the application's status with a third party (relative, assistant, or other designated person who will not be a member of the household) please notify Hercules Living during the application appointment and be prepared to complete an authorization form. Should the applicant / resident wish to change or to revoke that permission at any time, they will need to provide the desired change in writing.

### **Waiting List for Available Apartments**

Qualified applicants will be placed on the waiting list for the next available apartment based on the time and date that **all** of the following items are received by Hercules Living.

- The completed application, inclusive of all required information and signatures, preliminarily approved by Hercules Living,
- Copies of picture identifications for all adults of the household,
- Copies of birth certificates for all minors of the household, and
- Certified funds or electronic payment of the application fee of \$35 per adult.

**If all items are not provided at the same time, the position on the waitlist will be determined by the date and time the last item was received.**

There is a single, computerized, waiting list for all available apartments. The list will factor all the applicant's qualifications and preferences (such as the apartment floorplan) into the selection order.

**It is the sole responsibility of the applicant to ensure that the application is complete, including all required supplemental documentation.**

**Completed applications can only be submitted in person, by appointment.**

**Appointments will be made on a first-come, first-served basis beginning on March 16, 2020 at a location to be determined.**

**Further information on scheduling an appointment will be made available prior to March 16, 2019.**

**Completed applications will be accepted beginning on April 3, 2020 by appointment only.**

### **Available Apartments**

As specific apartments become available in the building, applicants will be contacted based on their position on the waiting list to determine their interest in the available apartment.

**Please be certain that Hercules Living always has your current contact information.**

### **Securing an Apartment at Main Street**

- Applicants must respond to the notification regarding the available apartment within 2 (two) business days. If the applicant does not respond, Hercules Living will contact the next household on the list. The applicant who did not respond will remain on the waiting list but will be moved to the end of the list.
- Applicants must submit a \$100 holding fee within 2 (two) business days to reserve the available apartment. The holding fee will be applied to the refundable security deposit or applied to the bond in lieu of deposit. The holding fee is refundable should the application be denied. Additional details available upon request.
- Applicants must be prepared to move into the apartment at the time required by the apartment community.
- **Final documentation of household and income eligibility will be verified at the time a specific apartment becomes available. Please be prepared to work with Hercules Living to complete this step promptly by providing the necessary documentation as requested.**
- Applicants who choose not to accept the offered apartment will remain on the waiting list but will be moved to the end of the list.
- Applicants who wish to be removed from the waiting list should submit the request in writing.
- When all apartments are occupied, the remaining applicants on the waiting list will be contacted periodically to ensure that they are still interested in living at Main Street Apartments. As apartments become available, applicants will be contacted based on their position on the waiting list.