

Application for Neighborhood and Community Development Funds

Submit original and 15 complete copies of this application to the CDBG Office by 4:30 p.m. on the 15th of the month, to be reviewed by the CDBG Committee on the first Thursday of the following month. When possible, please duplex your original and copies and send an electronic version to the assigned project manager (if known).

Program Title: CDBG HOME Funds Amount Requested: \$ 385,000
Agency: City of Madison Community Development Authority Tax ID/EIN/FEIN: To Be Created
Address: Room LL1215 Madison Municipal Bldg DUNS #: _____
Contact Person: Mark Olinger Telephone: 608-266-4635
Email: molinger@cityofmadison.com Fax: 608-266-8739

1. **Program Abstract:** Provide an overview of the project. Identify the community need to be addressed. Summarize the program's major purpose in terms of need to be addressed, the goals, procedures to be utilized, and the expected outcomes. Limit response to 150 words.

The Burr Oaks Neighborhood is currently not meeting the needs of its residents in supplying affordable, high-quality senior housing. As a consequence, the seniors are forced to relocate to the far west or east side of the City of Madison where affordable senior housing options are available.

The market study indicates that approximately 80% of future residents will come from the primary market area surrounding the development. Statistically, the seniors in this neighborhood cannot afford conventional market rate housing and therefore would benefit from having additional affordable living options. The HOME funds requested are needed in order for our project to meet the affordability of those in the neighborhood at 40, 50, and 60% of county median income.

The ultimate goal for this development is to offer affordable housing to local seniors in an effort to keep them as an integral part of the community and a foundation to the neighborhood.

2. **Target Population:** Identify the projected target population for this program in terms of age, residency, race, income eligibility criteria, and other unique characteristics or sub-groups.

The target population for Burr Oaks Senior Housing is persons over the age of 55 who meet income eligibility guidelines based on 40, 50, and 60% of county median income. All leasing activity will be in accordance with State of Wisconsin Fair Housing laws. Generally speaking, the target population will be seniors in the Burr Oaks and surrounding south side neighborhoods seeking affordable housing.

75 # unduplicated individuals estimated to be served by this project.

50 # unduplicated households estimated to be served by this project.

3. Program Objectives: The 5-Year Plan lists 9 project objectives (A through N). Circle the one most applicable to your proposal and describe how this project addresses that objective.

- | | |
|--|--------------------------------|
| A. Housing – Existing Owner-Occupied | G. Neighborhood Civic Places |
| B. Housing – For Buyers | K. Community-based Facilities |
| <input checked="" type="radio"/> C. Housing – Rental Housing | L. Neighborhood Revitalization |
| E. Economic Dev. – Business Creating Jobs | N. Access to Housing Resources |
| F. Economic Dev. – Micro-enterprise | |

Burr Oaks Senior Housing will provide quality, affordable rental housing for area seniors. One and two bedroom units ranging in size from 680 to 1,070 square feet will be rented to qualified tenants for \$520 to \$740 per month. The HOME funds program is critical in funding the project so that reduced rents may be offered to tenants. This affordable housing will allow area residents to "stay home" and not relocate to seek housing elsewhere.

4. Fund Objectives: Check the fund program objective which this project meets. (Check all for which you seek funding.)

- | | | | |
|-----------------------|---|----------|---|
| Acquisition/
Rehab | <input type="checkbox"/> New Construction, Acquisition,
Expansion of Existing Building | Futures | <input type="checkbox"/> Prototype |
| | <input type="checkbox"/> Accessibility | | <input type="checkbox"/> Feasibility Study |
| | <input type="checkbox"/> Maintenance/Rehab | | <input type="checkbox"/> Revitalization Opportunity |
| | <input type="checkbox"/> Other | | <input type="checkbox"/> New Method or Approach |
| Housing | <input checked="" type="checkbox"/> Rental Housing | Homeless | <input type="checkbox"/> Housing |
| | <input type="checkbox"/> Housing For Buyers | | <input type="checkbox"/> Services |

5. Budget: Summarize your project budget by estimated costs, revenue, and fund source.

EXPENDITURES	TOTAL PROJECT COSTS	AMOUNT OF CD REVENUES	AMOUNT OF NON-CD REVENUES	SOURCE OF NON-CD FUNDED PORTION
A. Personnel Costs				
1. Salaries/Wages (attach detail)	N/A			
2. Fringe Benefits	N/A			
3. Payroll Taxes				
B. Non-Personnel Costs				
1. Office Supplies/Postage	N/A			
2. Telephone	N/A			
3. Rent/Utilities	N/A			
4. Professional Fees & Contract Services	N/A			
5. Work Supplies and Tools	N/A			
6. Other:	N/A			
C. Capital Budget Expenditures (Detail in attachment C)				
1. Capital Cost of Assistance to Individuals (Loans)	N/A			
2. Other Capital Costs:	7,014,936			
D. TOTAL (A+B+C)				
	7,014,936			

6. Action Plan/Timetable

Estimated Month of Completion
(If applicable)

Describe the major actors and activities, sequence, and service location, days and hours which will be used to achieve the outcomes listed in # 1.

Use the following format:
(Who) will do (what) to (whom and how many) (when) (where) (how often). A flowchart may be helpful.

Construction is scheduled to begin on Burr Oaks Senior Housing by Fall 2010 and be open for leasing by summer 2011. This housing community will contain 50 dwelling units which will be the primary residence for 50 households. Therefore the service days and hours will be 24 hours a day and 7 days a week. A professional management company will oversee the property and see that a high-quality, safe living environment is provided for all residents.

7. What was the response of the alderperson of the district to the project?

Mr. Timothy Bruer is the alderperson for this district and is strongly in favor of this development. Alderperson Bruer and the City of Madison Community Development Authority have worked for several years to make this project a reality. Alderperson Bruer has stressed the need for affordable housing in the Burr Oaks Neighborhood and feels that this is a tremendous opportunity to revitalize the area, build high quality affordable housing, and keep local seniors in their home community.

8. Does agency seek funds for property acquisition and/or rehab? [If applicable, describe the amount of funds committed or proposed to be used to meet the 25% match requirements (HOME or ESG) with its qualifications.]

<input type="checkbox"/>	No	Complete Attachment A		
<input checked="" type="checkbox"/>	Yes	Complete Attachment B and C and <u>one</u> of the following:	<input type="checkbox"/>	D Facilities
			<input type="checkbox"/>	E Housing for Buyers
			<input checked="" type="checkbox"/>	F Rental Housing and Proforma

9. Do you qualify as a Community Housing Development Organization (CHDO)? (See attachment G for qualifications.)

No Yes - Complete Attachment G

10. Do you seek Scattered Site Acquisition Funds for acquisition of service-enriched housing?

No Yes - Complete Attachment B, C, F, and H

11. Do you seek ESG funds for services to homeless persons?

No Yes - Complete Attachment I

12. This proposal is hereby submitted with the approval of the Board of Directors/Department Head and with the knowledge of the agency executive director, and includes the following:

<input type="checkbox"/>	Future Fund (Attachment A)	<input type="checkbox"/>	Housing for Resale (Attachment E)
<input checked="" type="checkbox"/>	Property Description (Attachment B)	<input checked="" type="checkbox"/>	Rental Housing and Proforma (Attachment F)
<input checked="" type="checkbox"/>	Capital Budget (Attachment C)	<input type="checkbox"/>	CHDO (Attachment G)
<input type="checkbox"/>	Community Service Facility (Attachment D)	<input type="checkbox"/>	Scattered Site Funds Addendum (Attachment H)
		<input type="checkbox"/>	ESG Funding Addendum (Attachment I)

13. Affirmative Action: If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02(9) and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at: <http://www.cityofmadison.com/dcr/aaForms.cfm>.

14. Non-Discrimination Based on Disability: Applicant shall comply with Section 39.05, Madison General Ordinances, Nondiscrimination Based on Disability in City-Assisted Programs and Activities. Under section 39.05(7) of the Madison General Ordinances, no City financial assistance shall be granted unless an Assurance of Compliance with Sec. 39.05 is provided by the applicant or recipient, prior to the granting of the City financial assistance. Applicant hereby makes the following assurances: Applicant assures and certifies that it will comply

with section 39.05 of the Madison General Ordinances, entitled "Nondiscrimination Based on Disability in City Facilities and City-Assisted Programs and Activities," and agrees to ensure that any subcontractor who performs any part of this agreement complies with sec. 39.05 where applicable, including all actions prohibited under section 39.05(4),. MGO." <http://www.cityofmadison.com/dcr/aaForms.cfm>

Signature: _____
President-Board of Directors/Department Head

Date: 6/14/10

Signature: _____
Executive Director

Date: 6/14/10

For additional information or assistance in completing this application, please contact the CDBG Office at 267-0740.

ATTACHMENT B

COMPLETE IF PROJECT INVOLVES PURCHASE, REHAB, OR CONSTRUCTION OF ANY REAL PROPERTY:
 INFORMATION CONCERNING PROPOSALS INVOLVING REAL PROPERTY

ADDRESS	ACTIVITY (Circle Each Applicable Phase)	NUMBER OF UNITS		Number of Units Currently Occupied	Number of Tenants To Be Displaced?	APPRAISED VALUE:		PURCHASE PRICE (If Applicable)	ACCESSIBLE TO INDIVIDUALS WITH PHYSICAL HANDICAPS?		PRIOR USE OF CD FUNDS IN BUILDING?
		Prior to Purchase	After Project			Current	After Rehab/Construction		Currently?	Post-project?	
Cypress Way, Madison, WI	Purchase Rehab Construct	0	50	N/A	N/A	N/A	N/A	N/A	N/A	Yes	N/A
	Purchase Rehab Construct										
	Purchase Rehab Construct										

CAPITAL BUDGET

TOTAL PROJECT/CAPITAL BUDGET (include all fund sources)		Amount	Source/Terms**	Amount	Source/Terms**
Amount and Source of Funding: ***	TOTAL	Amount	Source/Terms**	Amount	Source/Terms**
Acquisition Costs:					
Acquisition	300,000	60,000	HOME	240,000	Constr. Loan / Equity
Title Insurance and Recording	8,000	8,000	HOME		
Appraisal	4,500	4,500	HOME		
*Precvlpmnt/feasibility/market study	6,500	6,500	HOME		
Survey	7,500	7,500	HOME		
*Marketing/Affirmative Marketing	92,500			92,500	Constr. Loan / Equity
Relocation					
Other:					
Construction:					
Construction Costs	4,768,374			4,768,374	Constr. Loan / Equity
Solts/site preparation	120,000			120,000	Constr. Loan / Equity
Construction management	40,000			40,000	Constr. Loan / Equity
Landscaping, play lots, sign	110,000			110,000	Constr. Loan / Equity
Const interest					
Permits; print plans/specs					
Other:					
Fees:					
Architect	150,000	150,000	HOME		
Engineering	22,000	22,000	HOME		
*Accounting	5,500	5,500	HOME		
*Legal	38,000	38,000	HOME		
*Development Fee	735,000			735,000	Constr. Loan / Equity
*Leasing Fee					
Other tax credit fee	74,389			74,389	Constr. Loan / Equity
Project Contingency:					
Furnishings:					
Reserves Funded from Capital:					
Operating Reserve	170,000			170,000	Constr. Loan / Equity
Replacement Reserve					
Maintenance Reserve					
Vacancy Reserve					
Lease Up Reserve					
Other (specify): Dev Soft Costs	145,049	23,300	HOME	121,749	Constr. Loan / Equity
Other (specify): Financing fees	19,313			19,313	Constr. Loan / Equity
TOTAL COSTS:	7,014,936	385,000		6,629,936	

* If CDBG funds are used for items with an amount, the total cost of these items may not exceed 15% of the CDBG amount.
 ** Note: Each amount for each source must be listed separately, i.e. Acquisition: \$30,000 HOME, \$125,000 CRF.
 *** Identify if grant or loan and terms.

RESIDENTIAL RENTAL PROPERTY

A. Provide the following information for rental properties:

Table A: RENTAL						
Site 1			Site 2		Site 3	
Unit #	# of Bedrooms	Amount of CD \$	Use of CD Funds*	Monthly Unit Rent	Includes Utilities?	Household Income Category
D1	1	\$35,000	Dev Costs	520	Heat included	< \$25,600
D2	1	\$35,000	Dev Costs	520	Heat included	< \$25,600
D3	1	\$35,000	Dev Costs	520	Heat included	< \$25,600
D4	1	\$35,000	Dev Costs	520	Heat included	< \$25,600
D5	1	\$35,000	Dev Costs	520	Heat included	< \$25,600
D6	1	\$35,000	Dev Costs	520	Heat included	< \$25,600
D7	1	\$35,000	Dev Costs	625	Heat included	< \$32,000
D8	1	\$35,000	Dev Costs	625	Heat included	< \$32,000
D9	1	\$35,000	Dev Costs	625	Heat included	< \$32,000
D10	1	\$35,000	Dev Costs	625	Heat included	< \$32,000
D11	1	\$35,000	Dev Costs	625	Heat included	< \$32,000

B. Indicate how the project will demonstrate that the housing units will meet housing and code standards.

Burr Oaks Senior Housing will be designed and built per current state building code.

C. Describe briefly your tenant selection criteria and process.

Attached to this application is a description of Horizon's tenant selection process.

D. Does the project include plans to provide support services to assisted residents or to link assisted residents to appropriate services? If yes, describe.

While Burr Oaks Senior Housing will be an independent senior apartment community, the development will have resources available such as community room, business center, exercise room, etc. These spaces will be available to third party service providers to utilize and assist our residents. Examples of these services are the South Madison Coalition for the Elderly, local banks, health care providers, and others.

ATTACHMENT F
(continued)

TOTAL PROJECT PROFORMA (total units in the project)

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Revenue															
Gross Income	228935	394749	402644	410697	418911	427289	435835	444552	453443	462512	471762	481197	490821	500637	510650
Less Vacancy	117084	47095	32212	32856	33513	34183	34867	35564	36275	37001	37741	38496	39266	40051	40852
Net Income	111851	347654	370432	377841	385398	393106	400968	408988	417188	425511	434021	442701	451555	460586	469798
Expenses															
Audit															
Taxes															
Insurance															
Maintenance															
Utilities															
Property Management															
Operating Reserve Pmt															
Replacement Reserve Pmt															
Support Services															
Affirmative Marketing															
Other															
Total Expenses	119234	211231	218903	224627	231138	237838	244735	251835	259142	266664	274406	282376	290579	299023	307715
NET OPERATING INCOME	-6357	139801	155507	156660	157775	159853	159890	160883	161831	162728	163574	164363	165095	165794	166368
Debt Service															
First Mortgage															
Other															
Total Debt Service															
Total Annual Cash Expenses															
Debt Service Reserve															
Cash Flow	0	5510	8925	9199	9459	9706	9775	9822	9846	9844	9816	9761	9676	9561	9415
Assumptions:															
Vacancy Rate	71.5%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%
Annual Increase	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Carrying Charges															
Expenses	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%



Horizon Management Services

SENIOR PROPERTY

RENTAL POLICY

Horizon Management Services, Inc. (Horizon) is an equal opportunity housing provider and will not discriminate because of race, color, religion, sex, handicap, familial status, lawful source of income, marital status, sexual orientation, military discharge status, physical appearance, political beliefs or national origin. The Horizon rental policy also complies with all applicable Federal, State and local statutes and ordinances with respect to discrimination.

Horizon does restrict residency at senior properties on the basis of age. As is allowed under the Federal Fair Housing Amendments Act of 1988, housing for older persons may limit occupancy to persons 55 years of age. Horizon does not permit anyone under the age of 50 years to reside in our senior apartment homes. Thus, each apartment must be occupied by at least one or more persons 55 years of age or older and no one under 50 years of age at the date of move in.

This is allowed under the Federal Housing Amendments Act of 1988 and the 1991 Wisconsin Act of 295. For more information or a copy of the Federal Fair Housing Act, please contact Horizon at (608) 354-0900.

Horizon Management Services, Inc.
5201 East Terrace Drive, Suite 300
Madison, WI 53718
Phone: 608-354-0900
Fax: (608) 608-354-0903



**HORIZN MANAGEMENT SERVICES RESIDENT SELECTION PLAN
RESIDENT SELECTION PLAN RESIDENT SELECTION PLAN**

Horizon uses the following criteria and standards in selection and evaluation of our applicants for residency. It is important that you read this information to decide whether our apartment community is right for you, before you complete the attached application. We encourage you to ask any questions about our resident selection plan and our application process.

1. Horizon is an equal opportunity housing provider and will not discriminate because of race, color, religion, sex, handicap, familial status, or national origin. The Horizon Rental Policy also complies with all applicable Federal, State and local statutes and ordinances with respect to Fair Housing and discrimination.

We can and do restrict the residency in our Horizon managed community homes on the basis of age. The Federal Housing Amendments Act of 1988 and the 1991 Wisconsin Act 295 allows housing providers to limit occupancy to persons 55 years of age or older and no one under age 50 years. Thus, each apartment must be occupied by at least one or more persons 55 years of age or older and no one under 50 years of age at the date of move in.

Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination with the U.S. Department of Housing and Urban Development, Assistant Secretary for Fair Housing and Equal Opportunity by calling 1-800-669-9777.

2. Horizon guards the privacy of individuals according to the Federal Privacy Act of 1974 and ensures the protection of such individual's records that we maintain. Horizon shall not disclose any personal information contained in its records to any person or agency unless the individual about whom such information is requested shall give written consent to such disclosure (as permitted in the Authorization for Release of Information Form in the attached application). This privacy in no way limits our ability to collect needed information to determine eligibility, or evaluate an applicant's suitability for tenancy.
3. Applicants must meet the HUD-established income limits for total household income for eligibility and admission in our Horizon managed community homes. Applicants who meet the age and income criteria will always have the opportunity to apply for residency. Horizon provides eligible applicants to complete a waiting list application if a vacancy does not exist. The waiting list is managed by and retained at the Leasing Department of the corporate office. Applicants are placed on the waiting list according to the date that their paperwork, plus proof of age and a \$100 refundable deposit, is received in the corporate office. The paperwork is date and time stamped immediately upon its receipt in the corporate office. The waiting list identifies who is next to be contacted for a vacant apartment when an opening occurs. If there is not a waiting list at the time of a vacancy, Horizon will select the next

applicant on a first-come, first-serve basis who meets the eligibility criteria.

**HORIZON MANAGEMENT SERVICES RESIDENT SELECTION PLAN
RESIDENT SELECTION PLAN RESIDENT SELECTION PLAN**

4. Pursuant to HUD, the Department of Housing and Urban Development, (Section 4350.3, CHG-24) and the Fair Housing Amendment Act of 1988 of the Federal Register (Section 100.202, Vol. 54, No. 13) regulations, Horizon may consider extenuating circumstances in evaluating information obtained during the screening process to assist in determining the suitability of an applicant for tenancy. Regulations do not require that a "dwelling be made available to an individual whose tenancy would interfere with other residents enjoyment of the property; would constitute a direct threat to the health or safety of other individuals; would result in substantial physical damage to the property of others; or would adversely affect the financial stability of the property". Horizon will complete landlord, personal and criminal background references during the application process. Horizon can deny admission using verified information on past behavior and/or conduct to document that applicant's ability, either alone or with assistance, to comply with the lease and other rules governing residency.
5. The applicant must answer all questions on this application. Applications will not be considered unless they are fully completed with instructions followed. The information in this application will be used to determine eligibility for an apartment. This information will be verified. Any false, misleading or incomplete information may result in a determination of ineligibility. The applicant is responsible to notify Horizon in writing immediately regarding any changes of information reported in the application, particularly regarding income. **WARNING:** Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentation of any material fact involving the use of or obtaining federal funds.

***Properties located within the City of Madison: City of Madison Equal Opportunities Ordinance applies:**
Applications will be considered for those applicants who decline to disclose their Social Security Number on applications when such disclosure is not compelled by state or federal law.
6. An applicant can not move in until Horizon has provided written notification of approval and a lease is signed and in effect. If the application is approved with residency following, only those persons listed in this application will occupy the apartment, and the resident/s will maintain no other place of residency.
7. Horizon will investigate applicant's credit and financial responsibility, rental and evictions history, and the statements made in this application, and to obtain a consumer credit report on the applicant from a consumer reporting agency that compiles and maintains files of consumers of a nationwide basis.

RESIDENT SELECTION PLAN - FLOW CHART FOR APPLICATIONS
RESIDENT SELECTION PLAN RESIDENT SELECTION PLAN FLOW CHART FOR

ACTION: **RESPONSIBLE PARTY:**
WAITING LIST APPLICATION OFFERED AS NO VACANCY

1. Prospective Resident/family receives tour of the property.
2. Completes Waiting List Application:

Requirements for Waiting List Application:

Waitlist App
Income & Asset Worksheet
Proof of Age
Signed & Dated

- | | |
|---|---|
| <ol style="list-style-type: none">3. Forward completed Application to Horizon office.4. Application date stamped upon receipt to office.5. File made, deposit delivered to Accounting, and Applicant added to Waitlist.6. Acknowledgment of Waitlist sent to Applicant and confirmation to Resident Manager. | <ol style="list-style-type: none">3. Resident Manager.4. Receptionist. |
|---|---|

APPLICATION OFFERED WITH VACANCY

1. Waiting List Applicants reviewed with Resident
2. Applicants called in the order of their Waitlist, offered apartment and applicant must decide within 48 hours.
** If Waiting List exhausts, the first applicant to complete an application on a first-come, first-serve basis holds the apartment.*
3. Completes the Application within one week of the offer:

Requirements for Application:

Complete Section 42 Application with all questions answered.
Proof of Age
Social Security Cards
Signed & Dated

4. App forwarded to Horizon office.
5. App date stamped upon receipt to the office.

6. File made with Application reviewed for completeness and submitted to Compliance for determination of eligibility.

ACTION: _____ **RESPONSIBLE PARTY:**
APPLICATION OFFERED WITH VACANCY
Continued

7. Compliance Process:

↓
Section 42:
1 to 3 weeks for determination and evaluation

8. Letter of final determination sent to Applicant.
9. File returned to Leasing and Resident Manager called.

<u>Approved:</u> Resident Manager gets start date from new resident which is within 30 days from approval date.	<u>Denied:</u> Usually denied because over income or unsuitable.
---	---

10. Lease documents sent to property.



AUTHORIZATION TO CONDUCT BACKGROUND CHECK
HORIZON MANAGEMENT SERVICES, INC.

Initial Applications:

Horizon will conduct background checks on all adult household members as a part of our residential screening process at all Horizon Management Services, Inc. properties. Horizon will obtain written consent from all adult members of the household prior to conducting checks.

During Residency:

If after entering into a Lease Agreement, unsolicited information is made available to Horizon concerning a particular resident warranting a Conviction Record check or further research, Horizon reserves the right to investigate. Tenancy may be terminated based on the results of such investigation.

**Grounds for denial of an Application for Residency
or Termination of Tenancy based on Conviction Record:**

1. Any applicant convicted, released from incarceration, parole, or probation for a felony within 5 years of the application date will be denied residency. If an applicant is convicted, released from incarceration, parole, or probation for a felony more than 5 years previous to the application date, in addition to being convicted, released from incarceration, parole, or probation for a misdemeanor within 3 years of the application date, the applicant will be denied residency. Horizon reserves the right to make exceptions, should it be determined that the misdemeanor does not place a Horizon managed property or its residents at risk.
2. Any applicant convicted, released from incarceration, parole, or probation for any drug related crime within 3 years of the application date, including possession of drug paraphernalia, will be denied residency.
3. Conviction of a misdemeanor will not be reason for denial of residency, unless the misdemeanor was for reasons including but not limited to; drug related offenses, theft, indecency, indecent exposure, battery, or property damages.
4. Any applicant that has been convicted of more than 5 misdemeanors may be denied residency, at Horizon's discretion, regardless of the reasons.
5. Any applicant owing previous landlord money for rent or damages will be denied residency at any Horizon managed property.

Effective November 1, 2007



***Properties located within the City of Madison: City of Madison General Ordinances apply.**

Time Limits on Exclusions. The exclusion for certain convictions shall not apply if more than two (2) years has elapsed since the applicant or member of the tenant or applicant's household was placed on probation, paroled, released from incarceration or paid a fine for the offenses set forth in Paragraph 1 unless the offense in one which must be reported under the Sex Offender Reporting Requirement of Sc. 973.048, Wis. Stats.

Effective November 1, 2007



CREDIT CHECK POLICY HORIZON MANAGEMENT SERVICES, INC.

Horizon will conduct credit checks as a part of our residential screening process at any property accepting applications for residency. All adult members of the household will be screened for credit worthiness. Horizon will obtain a written consent from all adult members of the household prior to conduction the credit check. Horizon will consistently apply this policy to all applications for residency at all of Horizon Development Group properties.

The following credit scores will be applied to each credit check to determine approval:

1. Scores between 171 to 300 will be approved
2. Scores between 170 to 145 will be approved conditionally
3. Scores between 144 or less will be denied

Applicants who are conditionally approved will be required to have a co-signer. The Co-Signer must accompany the applicant to the lease signing and is required to sign as guarantor on the lease.

For all applicants who are denied, Horizon will allow a pre-approved Co-Signer. All Co-Signer's are required to sign an authorization allowing Horizon to conduct a credit check. All Co-Signers are required to have a credit score of 171 or higher. If the Co-Signer is approved Horizon will continue to process the application. If the applicant is approved the Co-Signer must accompany the applicant to the lease signing and is required to sign as guarantor on the lease.

Applicants who are denied for the following will not be given the option of a Co-Signer:

1. Any applicant owing previous landlord money for rent or damages will be denied residency at Horizon's discretion.
2. Any applicant with a history of eviction may be denied residency at Horizon's discretion.

