

# Dakota County CDA Property Management Screening Criteria

**The CDA will be screening your file for criminal background, credit, and past landlord history.**

This is for all CDA owned and managed housing units:

- Public Housing
- Senior Housing
- Workforce Family Townhomes
- Lincoln Place
- Gateway Place
- Colleen Loney Manor
- Nicols Pointe
- Section 18/Demo Dispo



## **Criminal:**

When reviewing criminal history, we will review the past five (5) years for every adult household member, but policy allows us to look beyond that timeframe depending on the results of the report. We will evaluate the type and severity of charges and note patterns or frequency to determine program eligibility.

## **Credit:**

The CDA will perform a full credit check on every adult household member. The CDA does not base the approval or denial for housing heavily on your credit. Your credit report provides information such as past addresses, some landlord references, eviction action(s) filed, money owed to previous landlords, and other general information.

If you still have a balance due to a past landlord, your file will be denied. If you have an eviction action filed within the past 36 months your file will be denied.

The CDA also uses credit checks to ensure all utilities are paid, as a resident is responsible to put the utilities into their name and pay those monthly. The CDA pays for the following utilities: water/sewer and trash.

## **Landlord Reference:**

It is very important for you to provide where you have lived/resided for the past five (5) years. If you were staying with family member or friend and were not a part of the lease, we will still need to verify this information with the landlord. It is important to provide accurate information and to let us know if you were or were not a leaseholder; this information should be documented on the application.

**Once we have all of the information collected for your file, your file will be reviewed for program eligibility.**

## **Check Your Email:**

If your file is **APPROVED** you will be notified that you have been placed on the approved list for units in selected properties. When a unit becomes available, you will be contacted with a unit offer.

If your file is **DENIED** based on the screening criteria, you will receive an email with the reason(s) for denial. You can reapply to waiting lists, if desired.