

**Appeal Notification Form**

Date \_\_\_\_\_

File # \_\_\_\_\_

Property Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Dear Applicant \_\_\_\_\_

RE: We have reviewed your full Rental Application originally dated\_\_\_\_\_. File #\_\_\_\_\_

Before housing applicants, the owner/agent must apply standards for admissions screening included in the Tenant Selection Plan. We have discovered criminal information for the household member indicated above during the screening process. The criminal information provided by you on the rental application appears to be inconsistent or incomplete with the results of the criminal background investigation.

***We are providing you an opportunity to help resolve these inconsistencies and/or provide additional information that may affect our decision to accept or reject your application before continuing to process your/your household's application.***

The specific criminal activity discovered that is the basis for intent to deny is/are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Criminal convictions may require additional screening, which will require additional time for screening and an a possible additional charge of \$\_\_\_\_\_, (to be determined).

*Determinations as to criminal screening will be made on the following factors and information, which will be required for every conviction, we cannot complete the application screening without this information:*

- 1) the facts of the crime you were convicted of;*
- 2) the actual charge you were convicted of;*
- 3) your age at the time of the conviction;*
- 4) criminal conviction prior to the conviction;*
- 5) criminal convictions and pending charges since the conviction;*
- 6) how much time has passed since the conviction;*
- 7) For drug charges if you are in, or have completed recovery or treatment since the conviction. Failure to provide any information is a basis for denial of tenancy.*

\*\*\*A review of your written response and/or meeting with you will be conducted by a member(s) of the management staff /owner. \*\*\*

**If you feel that the criminal screening results are incorrect and you wish to appeal the decision to deny, you must contact the management office within three (3) business days.** If we can verify that the criminal

screening results are incorrect or additional information you provide would affect our decision to potentially rent to you, the final eligibility determination process will continue.

If you fail to respond to this notice and provide adequate documentation or information regarding your criminal history, as determined by the owner/agent, within **three (3) business days**, the owner/agent may reject your application.

**Consideration of the Need for Reasonable Accommodation**

You have the right to request a reasonable accommodation to assist in facilitating a meeting with the owner/agent. The owner/agent will consider extenuating circumstances where this would be required as a matter of reasonable accommodation.

If you have any questions at all, please feel free to contact the management office. We look forward to hearing from you.

Sincerely,

\_\_\_\_\_ Phone # \_\_\_\_\_  
Manager/Landlord

\_\_\_\_\_  
Apartments/Property

**Office Use Only:**

Date Letter Mailed or Provided to Applicant	Time Mailed or Provided to Applicant	Name of Person Mailing or Providing Letter to Applicant
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Additional contact application/inquiries

Phone #
Date/Time
Person Spoken to:
Re: