

EXHIBIT F
APPLICANT REJECTION FOR BAPTIST MANOR

Date _____

Dear _____:

Thank you for your interest in renting an apartment at **Baptist Manor located at 276 Linwood Avenue in Buffalo, NY**. After careful consideration and review of your application, we regret we are not able to accept your application for tenancy at this time for the following reasons:

- Unwilling to comply with the screening process; examples: refusing home visit, not disclosing financial information required to complete move-in certification.
- Having a family composition that does not conform to the units available for rental.
- Not meeting criteria for this program meaning that members of the household do not meet the age and/or income requirements.
- Landlord reference checks have revealed a pattern of nonpayment of rent, unsanitary living conditions, and/or disturbances in the community.
- Home visit revealed a pattern of unsanitary living conditions, and/or over-crowded conditions, and/or insect infestation.
- Your household members have failed to meet disclosure requirements and document SSNs of all household members, or does not execute a certification stating that no SSNs have been assigned.
- Household consists of all full-time students.
- Household has an unsatisfactory history of meeting financial obligations (including, but not limited to timely payment of rent, outstanding judgments or a history of late payments of bills). If your application is rejected based on your credit report, you will be provided with the reasons for rejection and given the name of the credit bureau that performed the credit check. You have 14 days to dispute any information on the credit report.
- Having a household member who has been evicted from a federally assisted site for drug-related criminal activity within the past three years.
- Having a household member who has a current addiction to or engagement in the illegal use of a controlled substance.
- Having a household member that is subject to a state sex offender lifetime requirement.
- Having a household member with a criminal conviction that involved physical violence to persons or property, or endangered the health and safety of other persons within the past five years.
- Having a household member with a criminal conviction in connection with the manufacture or distribution of a controlled substance within the past five years.
- Having a household member for whom there is reasonable cause to believe that the member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents.
- Having a household member involved in any other drug-related, violence, or other criminal activity that would threaten the health and safety of residents, owners, employees, or agents, or disrupt residents' peaceful enjoyment of the site.

If you have a question about this notice or Baptist Manor's tenant screening criteria please contact me at (716) 881-1120 or by email at lbrennan@baptist-manor.org.

Applicant Appeal Process

If you disagree with this decision, you have fourteen (14) days to respond in writing or request a meeting to dispute the rejection. Appeal requests must be mailed or delivered to:

Baptist Manor
276 Linwood Avenue
Buffalo, NY 14209

Within fifteen (15) days of receipt of the written appeal request, a meeting will be scheduled between the Applicant and Office Manager. This meeting will be held at a mutually convenient time and date within fifteen (15) days of receipt of the written appeal request.

Applicants may present any information that has a bearing on the reason for the original rejection. A final written decision will be sent to the applicant within five (5) days of the meeting. Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process.

If a final notice of rejection is issued, the applicant will have the right to appeal within fourteen (14) days of receipt of the final determination by contacting:

New York State Homes and Community Renewal (NYS HCR)
38-40 State Street
Albany, NY 12207
Attn: Office of Legal Affairs – Hampton Plaza

Sincerely,

Lynn Brennan
Executive Director

Regardless of whether or not you decide to respond to this notice, you may still exercise other avenues of relief available to you if you believe that you have been discriminated against on the basis of race, color, creed, religion, sex, sexual orientation, gender identity or marital status, national origin, age, familial status, ancestry, unfavorable military discharge, receipt of governmental assistance, or handicap.

The agency named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR Part 8 dated June 2, 1988).

HUD Regional Office of Fair Housing and Equal Opportunity
465 Main Street, 5th Floor
Buffalo, NY 14203
(716) 551-5755

Cc: Notice and application to be filed alphabetically by last name and retained for a period of five (5) years.