

ROLLINS MARTIN APARTMENTS
DENIED APPLICATION POLICY
Effective 2/12/2019

Rollins Martin Apartments will follow this policy regarding denied applications and notify denied applicants of their rights via mail and/or email

If management denies an application for any reason, a rejection letter will be sent to the applicant within 7 days from the determination. The letter will state the following in writing:

1. The specific reasons for the denial
2. The specific lease criteria upon which the denial was based
3. Contact information for the third party company that provided the information on which the rejection was based.
4. The TDHCA form based on HUD Form 5380 “notice of Occupancy Rights under Violence Against Women Act” and the HUD Form 5382 “certification of Domestic Violence, Dating Violence, Sexual Assault, or stalking and Alternate Documentation.”

TSAHC does not have an appeal process for the denial of an application.

TSAHC will maintain a log of all denied applicants that completed the application process to include:

1. Houses name, basic household demographic and rental assistance information, if requested during any part of the application process. Note: TSAHC does not request demographic information for the household at the time of application.
2. The specific reason for which an applicant was denied, the date the decision was made
3. The date of denial; and,
4. The date the denial notice was mailed or hand-delivered to the applicant.

A file of all declined applications must be maintained the length of time specified in the applicable program's recordkeeping requirements and include:

1. A copy of the written notice of denial; and,
2. The Tenant Selection Criteria policy under which an applicant was screened.