

MetroWest

LEASING STANDARDS AND CRIME FREE MULTI-HOUSING PROGRAM

1. Review Definitions

4.1 Purpose: The MWMA seeks to promote the security of the Owners and Residents of Property within MetroWest, since a safe and thriving community is a paramount goal. The implementation of standards for leasing Property is necessary in order to define the character of the community by lowering crime, assuring the safety of Residents, preserving property values and generally maintaining the intended quality, character and image of the community. In furtherance of this, all Community Associations and Multi-Housing Properties shall establish and maintain their own written process and policies (“Leasing Standards”) for Leases within their communities or Properties, which Leasing Standards must at all times be consistent with and subject to the Governing Documents for MetroWest and the provisions of these Rules and Regulations.

Rental Application Process for COA & HOA

Minimum Background Check

3. **4.2** Annually by January 1st of each year provide Renters Compliance and Leasing Standards being implemented.
4. **4.2.1 Initial Term of Lease no less than seven (7) months** (*unless individual governing documents state as some do not allow less than twelve (12) months*).
5. **4.2.2** Establish Adopted Written Rental Application Criteria/Policy.
 - Written Board Resolution (*Board should adopt the Written Rental Application Criteria/Policy*).
6. **4.2.4 Crime Free Addendum must be executed by Owner and any/all Tenant/Occupant over age of 18.**
7. **4.2.5 ID must be verified & License Plate Number(s) must be provided.**
8. **4.2.6 Any/All renters over the age of 18 must have national/international background check** (*only exemption is found in MWMA Leasing Standards 4.2.8.*).
9. **4.2.7** Hire and implement Tenant Screening Provider (*application fee they charge versus application fee the community charges*)-Community could make ancillary income.
10. **Include 4.6** Leasing Standard Provision in all Leases (*include MetroWest Crime Free Lease Addendum*).

PROCESS

- Email from Owner/Landlord/Property Manager/POA to Community of request to rent home.
- **Written Criteria acknowledgement executed by Owner.**
- 4.2.7 Bona-fide third-party service provider qualifying all rental applicants via the same criteria (*they obtain all information and documentation required via property criteria or MWMA Leasing Standard*). Link can be provided per community and then community provides to Applicant. Copy of background check results is returned to Management (copy can be provided to Applicant). Community Rental Application Criteria should stipulate timeliness of when Owner would receive a response involving application approval or denial.
- ***All MWMA Leasing Standards must be included in the leasing review/qualification process as stated above.***
- 4.6 Required provision in leases - all leases for any property in MetroWest, whether it be residential or commercial, include within them the following provision (*See 4.6*).
- 4.2.6 All Tenants or Occupants, 18 years of age or older (unless exempt via 4.2.8) **shall not be approved by an Owner.**
A complete nationwide (or international if applicable) criminal background which searches at a minimum, for any felony convictions or any other convictions for any crimes against children or involving domestic violence. **If any such conviction is uncovered in the criminal background check for the crimes described in paragraph 5 of the attached MetroWest Crime Free Lease Addendum, the Tenant/Occupant shall not be approved for residency.**
- 4.2.7 Any rental applicant must be approved or denied by authorized Management (which received the community's above Board approved Rental Application Criteria Policy via Board Resolution), Community Board via Board motioned resolution, or third-party service provider.
- Management notifies applicant(s) of rental application approval or denial.
- Management will not be allowed to "share" applicant background check from one community to another (unless within the same community/management company within thirty (30) days).
- 4.2 Communities must annually, on or before January 1st of each year provide all policies and standards required for leasing property per MWMA Rules & Regulations Leasing Standards.

PROS

NO COST TO COMMUNITY

ANCILLARY INCOME

**REDUCES OWNER BURDEN
APPLICATION PROCESS**

ONE STOP PROCESS

EFFICIENT PROCESS

LESS LIABILITY

CONS

NONE

NONE

OWNER NOT SEEING RESULTS FROM APPLICANT

NONE

NONE

NONE