

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:

- Public Housing
- Senior Housing
- Workforce Housing (Townhomes)
- Lincoln Place
- Gateway Place



Criminal:

When reviewing criminal history, we will look at the past 5 years, but reserve the right to look beyond that timeframe as well. We will evaluate type and severity of charges, and note patterns or frequency.

Credit:

The CDA will be performing a full credit check. The CDA does not base the approval or denial 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 to date, 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 for the past 5 years. If you were staying with family/friend and not a part of the lease, we will still need to verify this information with the landlord. It is important that you provide accurate information and to let us know if you were or were not on the lease; this information should be documented on the application.

Once we have all of the information collected for your file, your file will be turned in for review.

Check Your Email:

If your file is **APPROVED** your name will be applied to the waiting lists in which you were processed for. You will receive an email that states your file was approved. When we are able to offer you a unit, if you choose to not take the unit that is offered, you will be removed from this waiting list.

If your file is **DENIED** based on the screening criteria, you will receive an email stating your file has been denied.