

**RESIDENT QUALIFYING CRITERIA
AFFORDABLE
FOR WEST VIRGINIA PARK APARTMENTS**

We are delighted that you are interested in leasing a dwelling in our apartment community. In order to help you in making your decision, we have listed below the criteria for qualifying as a resident with us.

1. Each adult (18 years and older) must complete an application. (Married couples may complete one application). All persons 18 or older in the apartment must be lease signers. Emancipated minors must show written legal proof of status. If your household is comprised of full time students, we are unable to lease to you unless you are married and filing a joint tax return. Full time means attending/having attended an educational institution for 5 months or more during the current calendar year.
2. Employment and monthly income must be verifiable. Total monthly income of all applicants must be two and a half (2.5) times the monthly rent. Section 8 recipients must qualify with two and a half (2.5) times their portion of the monthly rent. Senior Citizens (55+) and Disabled persons on SSI must qualify at two (2) times the monthly rent.
3. Applicant must have a minimum of six (6) months of current, verifiable employment. Prior employment verification required if on current job less than six (6) months. If applicant is starting a new job, the future position and salary must be verified in writing and effective on or before the proposed move-in date.
4. Applicant must have a minimum of six (6) consecutive months of verifiable resident history. All known rental addresses will be verified. Less than six (6) month's of rental history will require an additional deposit equal to one month's rent. First time renters must have verifiable income and good credit with no blemishes.
5. All persons residing in the apartment must be listed on the TAA Rental Application. There are a maximum number of occupants for adult status in each floor plan that cannot be exceeded at any time during your residency.

OCCUPANCY LIMITS/SECURITY DEPOSIT

<u>UNIT TYPE</u>	<u>ADULT STATUS</u>	<u>FAMILIAL STATUS*</u>
One Bedroom	2	2
Two Bedroom	2	4
Three Bedroom	3	6

* Newborns don't count towards occupancy limit until they reach the age of 12 months.

6. Pets are welcomed at this community. We allow a maximum of two (2) pets per apartment, each with their own deposit. Breed and weight restrictions apply and management must approve of the animal prior to move-in. Pet rent is \$15 per month.
7. A credit and criminal report will be processed on each applicant. Credit history is screened through a third party vendor for approval recommendation. Consideration is given to timely payment history, debt-to-income ratio, previous mortgage history, reported rental history and utility debt. Applicant must have a check verification code of "accepted" as provided by "Telecheck" in order to enjoy the privilege of paying rent and other charges with a personal check. If the applicant fails to meet this requirement, but is otherwise approved for residency, they will be required to pay by cashier's check or money order only. Late rent paid (past the 4th of the month) must be paid by money order or cashiers check only.
8. In accordance with the Fair and Accurate Credit Transaction Act of 2003 (FACTA), all applicants must provide a government issued ID during the application process. Identification provided must match information provided on the rental application. If applicant has a "fraud alert" noted on their credit report the application will be denied until identity can be confirmed by our screening contractor using the contact method provided on the credit report.
9. Applicant(s) may be denied occupancy for the following reasons:
 - Any felony conviction, sex offence, or criminal charge that is a pending case;
 - No misdemeanors associated with violent, sex or drug related crimes, or other crimes against persons or property will be accepted, even if serving deferred adjudication or case pending;
 - Poor credit or rental history of any applicant including but not limited to non-payment or frequent late payment of rent, eviction, drug use, poor housekeeping, poor supervision of applicant's children, unruly or destructive behavior by applicant, applicant's children or applicant's guests or violence to persons or property by applicant, applicant's children or applicant's guests.

We do not discriminate on the basis of race, color, creed, religion, sex, national origin, disability or familial status.



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