

# WEST VIRGINIA PARK

## RESIDENT QUALIFYING CRITERIA AFFORDABLE

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. Waitlist policy – Only “potentially eligible applicants” for whom an appropriate unit is not available are placed on a waitlist. When a unit comes available, the first person on the list will be offered the available unit. If they refuse the unit, the process will continue until the unit is leased.
3. Employment and monthly income must be verifiable. Total monthly income of all applicants must be two and a half (2.5) times the tenant pair portion of the monthly rent. Resident income cannot exceed maximum allowable per tax credit guidelines. Senior Citizens (55+) and Disabled persons on SSI must qualify at two (2) times the monthly rent. The income of households participating in the voucher program, or receiving any other type of rental assistance, is not required to exceed \$2,500 annually.
4. 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.
5. Applicant must have a minimum of six (6) consecutive months of verifiable rental history. All known rental addresses will be verified. Less than six (6) months of rental history will require an additional deposit equal to one months rent. First time renters must have verifiable income and good credit with no blemishes.
6. 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

<u>UNIT TYPE</u>	<u>ADULT STATUS</u>	<u>FAMILIAL STATUS*</u>	<u>SECURITY DEPOSIT**</u>
One Bedroom	2	2	\$100
Two Bedroom	2	4	\$200
Three Bedroom	3	6	\$300

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

\*\*All deposits refundable after move-out less lawful deductions. Check will be mailed to forward address provided by tenant no more than 30-days after move-out.

7. 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. A separate Animal Addendum will be executed at the time of move-in.
8. 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. Applicants with an open bankruptcy will not be accepted. 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 4<sup>th</sup> of the month) must be paid by money order or cashiers check only.

- 9. 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.
- 10. Applicant(s) may be denied occupancy for the following reasons:
  - Any felony or misdemeanor conviction, pending case or deferred adjudication associated with sexual offenses, theft of property (exclude by check), damage to property, drug violation, violence and injury to persons.
  - Poor credit or rental history of any applicant including but not limited to non-payment or frequent late payment of rent, unpaid housing debt, 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 will comply with state and federal fair housing anti-discrimination laws.

**I ACKNOWLEDGE THAT I HAD AN OPPORTUNITY TO REVIEW THE PROPERTY'S RENTAL SELECTION CRITERIA, WHICH INCLUDES REASONS WHY MY APPLICATION MAY BE DENIED, SUCH AS CRIMINAL HISTORY, CREDIT HISTORY, CURRENT INCOME, AND RENTAL HISTORY. I UNDERSTAND THAT IF I DO NOT MEET THE PROPERTY'S RENTAL SELECTION CRITERIA OR IF I FAIL TO ANSWER ANY QUESTION OR GIVE FALSE INFORMATION, THE PROPERTY MAY REJECT THE APPLICATION, RETAIN ALL APPLICATION FEES, ADMINISTRATIVE FEES, AND DEPOSITS AS LIQUIDATED DAMAGES FOR ITS TIME AND EXPENSE, AND TERMINATE MY RIGHT OF OCCUPANCY.**

**I ACKNOWLEDGE IT WILL TAKE UP TO 30 DAYS TO RECEIVE A REFUND IF MY APPLICATION IS DECLINED FOR REASONS THAT DO NOT RESULT IN MY APPLICATION DEPOSIT BEING LAWFULLY RETAINED.**

Applicant	Date	Applicant	Date
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