

## **Riverwood Apartments**

### **RESIDENT SELECTION CRITERIA**

Riverwood Apartments conducts applicant screening on all persons eighteen (18) years of age or older applying for an apartment at our community. This screening process is used to evaluate whether or not the applicant(s) may satisfactorily fulfill their lease obligations.

**Fair Housing** – Management supports the Federal Fair Housing Act and all State and Local laws prohibiting discrimination in housing with regard to race, color, religion, national origin, sex, familial status, handicap, sexual orientation, gender identity, and lesbian, gay, bisexual, transgendered (LGBT) individuals. Management is an Equal Opportunity provider and employer.

**Application Process** – Each adult household member eighteen (18) years of age or older must complete a rental application and pay a non-refundable application fee. Proof of a valid Social Security Number or Individual Taxpayer Identification Number (ITIN) may be required in order to complete the required credit and criminal screening.

**Income Requirements** – The annual gross income of the applicant's household must be at least 2.5 times the annual rent. For example, to qualify for an apartment renting for \$1,000 per month, the total annual household income must be at least \$30,000. The income verified should be stable with a reasonable expectation that it will continue during the course of the lease. For households that do not meet a minimum income requirement, the household needs to demonstrate assets to offset the annual rental payment and/or all requirements for credit history and rental history must be satisfied.

**Credit History** – Riverwood Apartments will use a consumer reporting agency to obtain credit reports and public record information regarding the applicant which may include credit history, landlord history, previous inquiries/addresses, social security numbers and other public records. Credit history will be compared to the criteria established by a third-party company. A copy of this criteria will be made available for review at all times at the rental office. If a co-signer is required, they must have a credit score of 700 or higher with no uncollected debts, have verifiable, stable annual gross income that is five (5) times the annual rent, and they have the ability to pay rent for the apartment co-signed in the event rent is past due and have wages that can be garnished. In addition, the co-signer is required to sign the lease and all addenda. Lastly, all applicants with a bankruptcy must provide the bankruptcy discharge paperwork and credit will have to be established since the date the bankruptcy was discharged.

If an application is denied or accepted with conditions as a result of the information obtained, the applicant(s) will be provided with "A Summary of Your Rights under the Fair Credit Reporting Act" and will be given the name, address and telephone number of the consumer reporting agency that provided the information. An applicant who is declined or accepted with conditions based on information provided by consumer reporting agency may obtain a free copy of the report and may initiate a reinvestigation to have any erroneous information contained in the report corrected. The consumer reporting agency will advise the applicant of the procedure to correct information contained in the report.

**Rental History** – Housing will be reviewed for negative rental/mortgage history including but not limited to; landlord debt, evictions and/or late payments. Applicants with no rental history must meet the income requirements and credit history requirements.

**Criminal History** – Riverwood Apartments will conduct a criminal background search on all applicants eighteen (18) years of age or older. Riverwood Apartments will deny an applicant if it is determined that any member of the applicant household has been convicted of a crime as defined in the criteria established by a third-party company. A copy of this criteria will be made available for review at all times at the rental office.

**Unit Transfer Policy** – Requests for transfers are only granted at lease renewal, except for reasonable accommodations. Contact the rental office to complete the appropriate paperwork if a transfer is needed.

**Preferences** – Riverwood Apartments does not have any special preferences.

**Violence Against Women Reauthorization Act of 2013 (VAWA)** – The Violence Against Women Act (VAWA) protects victims of domestic violence, dating violence, sexual assault, or stalking, as well as associated individuals from being denied housing or being evicted as a result of an incident that is reported and confirmed. If you are seeking VAWA protections, please contact the rental office.

**Required Renters Insurance** - Residents are required to provide proof of rental insurance for the assigned residential unit at time of move in. The policy must be maintained through the duration of the lease term and Riverwood Apartments must be listed as an insured on the insurance policy. Residents must provide proof of a minimum of \$300,000 personal liability on the residential unit assigned to the Resident. It is agreed that it is the Resident's responsibility to provide renter's insurance for personal property to safeguard against personal loss. Neither management nor the owner of the apartment community shall be liable to resident for any loss or damage of resident's personal property.

**Occupancy Standards** – Unless otherwise stated in local, state or federal restrictions, occupancy is limited to two persons per bedroom plus one extra occupant. For example, a 1BR unit could have up to 3 household members, a 2BR unit could have up to 5 household members and a 3BR unit could have up to 7 household members.

**Procedures for Approved Applications** – Each applicant will be notified when the application is approved. The required holding fee must be paid at the time of application and becomes non-refundable once the application is approved. Upon approval, the applicant will have thirty (30) days to take possession of the apartment once it has become available for occupancy. If the applicant fails to take possession within thirty (30) days, the application will be denied and the apartment will be made available to other applicants.

All rental monies due, any applicable fees and proof of utility transfer(s) in the resident's name will be required at time of move in.

**Procedures for Denied Applications** – If an applicant is denied, the applicant will be notified of the reason(s) for denial. Management will advise the applicant that he/she may, within ten (10) days of receipt of the notice (excluding weekends and designated Federal holidays), respond in writing or request to meet with Management to discuss the notice. If an applicant is denied based on the credit report, Riverwood Apartments will provide the applicant with the reason for denial and give the name of the credit bureau used to obtain the credit report. Applicants will also be given two (2) weeks to dispute any information on the credit report.

Once an application has been denied, the applicant(s) may submit a new rental application after sixty (60) days.

By signing below, you acknowledge the Resident Selection Criteria established by Riverwood Apartments.

**Applicant certifies any information provided is true and accurate and understands that false or inaccurate information shall be cause for denial of the application or termination of any subsequent rental agreements. If any individual listed on the application has a change in income, assets, household composition or student status prior to move-in, you must report the changes immediately. Failure to do so can result in termination of tenancy.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management Signature  
(Rev. 6/2025)

\_\_\_\_\_  
Date

