



**May River Village  
&  
TB & HE Management Company, Inc.**

**Resident Selection Criteria**

May River Village will accept as Lessee any person who submits a complete and accurate application for an available apartment home; meets the standards set forth below; and agrees to abide by the lease agreement and rules and regulations set forth by TB & HE Management. We do business in accordance with the Fair Housing Act as amended, prohibiting discrimination in housing based on race, color, religion, sex, national origin, disability, or familial status. We also conduct business in accordance with the Violence Against Women Act, as amended, prohibiting discrimination against victims of domestic violence.

**Income & Eligibility Requirements:** The annual gross income of the applicant's household must be less than or equal to the maximum income limits as established and annually revised by the requirements of the Low-Income Housing Tax Credit Program for the appropriate household size. In addition, some apartment homes have maximum income limits based upon the HOME Investment Partnership Program.

The resident's portion of the annual rental rate cannot exceed 40% of the resident's annual household income. For example, to qualify for an apartment renting for \$1,050 per month, the household's total annual income must be at least \$31,500 ( $\$1,050 \times 12$  divided by 40%). The income verified should be stable with a reasonable expectation that it will continue during the lease term. For households that do not meet the minimum income requirements, consideration will be given to substantial assets used to offset the annual rental payments, periodic gifts from a reliable source and/or excellent credit and rental history.

Furthermore, the Low-Income Housing Tax Credit Program **prohibits all tenants of an apartment to be full-time students** unless certain exceptions are clearly met and appropriately documented. Applicants who are or have been full-time students for any 5-month period during any calendar year of residency must meet one or more of these exceptions in order to reside in May River Village.

Household assets and income will be calculated in accordance with the requirements of the Housing Opportunities Through Modernization Act (HOTMA).

**Credit History Requirements:** A credit report will be requested from the credit bureau and scored by a professional, nationally recognized credit company. Credit history must be in good standing. In addition, TB & HE Management does not accept the following: eviction history, pending bankruptcy, previous or current landlord balances, utilities in collections, or unpaid non-sufficient funds (NSF) checks. TB & HE Management reserves the right to deny any application with any of these conditions. If an applicant is rejected based on the credit report, management will provide the applicant with the reason for the rejection and provide the name and contact information of the credit bureau that

performed the credit check. Applicants will be given one (1) week from notification of denial to dispute any information on the credit report.

**Rental History Requirements:** Applicant must indicate the name(s), address(es) and telephone number(s) of current and previous landlords/mortgage holders. May River Village will verify two years of previous rental/mortgage history. Applicants with negative rental or mortgage history will not be accepted. Examples of negative history include but are not limited to: history of evictions, foreclosures, breach of lease, delinquent rent payments, or damages. If management is made aware of a previous bed bug infestation or exposure to bed bugs at the applicant's current residence, management may require that the applicant provide proof of all household items (furniture, clothing, personal items) being treated, inspected and bed bug free from a licensed pest control company. Additionally, management reserves the right to inspect all items intended to be moved into the community to verify that there is no evidence of a bed bug infestation. Failure to comply with these steps may be cause to reject the applicant.

**Criminal History:** TB & HE Management will not accept any applicant who engages in or has a history of engaging in any criminal activity. Every adult applicant is required to sign a consent form allowing all relevant criminal information to be released. Applications with criminal conviction history that has occurred in the past 7 years that could affect the health or safety of any residents, their guests, or property employees, as described below, will not be eligible for residency:

- Any household member(s) has one (or more) conviction of a felony or misdemeanor against persons,
- Any household member(s) has one (or more) conviction of a felony or misdemeanor involving destruction of property, or any other offense that poses a threat to the well-being and safety of our residents, employees, or community, or
- Any household member(s) has been convicted of a felony or misdemeanor involving the possession of drugs with the intent to distribute, the production of drugs, or the possession of drugs the content of which may harm others by their storage or use.
- May River Village will also review any pending criminal charges or investigations.

All leaseholds will be required to sign a crime free lease addendum in addition to the standard lease agreement.

**Registered Sex Offenders:** TB & HE Management will not accept any household members who are subject to state sex offender lifetime registration requirement (if applicable by state).

**Occupancy Standards:** The apartment home must have enough space to accommodate the applicant's household. In selecting an apartment size for the applicant, Management's occupancy standards must comply with Federal, State and local fair housing and civil rights laws, landlord-tenant laws and zoning restrictions.

The following standards shall be used as a guideline:

Studio	2 Persons
One Bedroom	2 Persons
Two Bedrooms	4 Persons
Three Bedrooms	6 Persons

**Accessible Units:** Available Accessible Units will first be offered to qualified applicants with disabilities.

**Pet Policy:** No pets are permitted to reside in any apartment home at May River Village.

**Assistance Animal:** May River Village will provide a reasonable accommodation to allow assistance animals to our applicants and residents with disabilities who have a verifiable or obvious need for the reasonable accommodation.

**Application Process:** To apply for residency, the applicant must fully complete and sign a Rental Application (one per household, additional forms required if more than 2 adults in the household) and submit these items to the leasing office along with an application fee of \$26 per adult household member. Upon receipt, a credit & criminal background check will be processed and all sources of household income and assets will be verified through third-party verification. If additional information is required, the leasing office will contact the applicant to request additional information or clarification. Upon receipt of all of the verifications, applications are scored and applicants are notified in writing of the results.

**Waiting List:** If an applicant would like to apply to be placed on the waiting list for an apartment that is not currently available, they will complete the same application process described above. If approved, the applicant will pay a hold deposit of \$100 to be placed on the waiting list. This deposit will be credited to the applicant's required security deposit at move in. If applicant desires to be removed from our waiting list, the hold deposit will be refunded. When an apartment comes available, approved applicants on the waiting list are notified in writing (starting with the names that have been on the list the longest) of the availability of an apartment home. Applicant has five (5) days to respond to either accept the apartment and schedule a move-in, or reject the apartment and either stay on the waiting list for the next apartment, or be removed from the waiting list.

**Tobacco Free Property:** The use of any tobacco product is prohibited in all common areas and apartment units, including porches and balconies. This policy applies to residents and guests. Resident will be required to sign a tobacco-free lease addendum at the time of move-in.

**Transfer Policy:** Unit transfers are not permitted except to accommodate a disability, an approved change in household composition, or emergency situation due to disaster or a claim under VAWA. Unit transfers will be considered after completing one (1) full year and at time of lease renewal. If transferring to a unit in another building, Resident may be required to re-apply to determine income eligibility per the Low-Income Housing Tax Credit Program rules.

**Application Rejection Procedures:** Each denied applicant will be promptly notified in writing of the reason(s) for rejection. This notice 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, requesting to meet with Management to discuss the notice and response. Any individual applicant or applicant household which has been denied residency at May River Village twice during any three (3) month period will not be considered for occupancy until six (6) months following their most recent application denial.

*Incomplete application information will result in delaying the application process. In addition, misrepresentation of any information related to eligibility, rental history, criminal history, income, assets, student status or family composition will result in the rejection of the application. Should the applicant have questions or concerns regarding the aforementioned selection criteria, please address these concerns with the Management prior to placing your application for rental. Once the application has been placed, the application fee is a non-refundable processing fee.*



We encourage and support the nation's affirmative housing program in which there are no barriers to obtaining housing because of race, color, religion, sex, national origin, disability or familial status.

