

# **RiverPlace Apartments**

## **Qualification Standards and Procedures For Rental Applications**

RiverPlace Properties, LLC abides by the Fair Housing Act as amended, the Maine Human Rights Act, and the Fair Housing provisions of the City of South Portland Code of Ordinances, which prohibit discrimination in housing based on race, color, religion, sex, handicap, familial status, sexual orientation, or national origin. All applicants for an apartment in the RiverPlace community will be required to meet the following qualification standards and procedures. Once we receive a fully completed application with the required back up documentation, we will review the application and will endeavor to issue a decision within five (5) business days. You will be informed of our decision in writing.

### **Income**

Total gross monthly household income less credit obligations must be three times the monthly rent for the unit. Applicant's and co-applicant's incomes and credit obligations may be, in management's discretion, combined for this requirement so long as all such parties will be parties to the Lease and or guarantors of Resident's performance. Written verification of income is required and income must be consistent to be considered. Additional income such as child support and alimony will be taken into account if supported by a copy of the court order and/or copies of checks for the previous 12 months.

### **Employment**

Prospective residents must show stable, verifiable, employment (previous 5 years) or a verifiable source of income in order to qualify. In the case of self-employed applicants, the applicant must provide copies of Schedule C from three prior years' tax returns or financial statements from a certified public accountant. If the applicant is not employed, proof of adequate income from non-employment sources must be provided such as bank statements or investment account statements.

### **Credit Check**

A satisfactory credit report on each applicant is required. Credit reports will be considered unsatisfactory if they contain the following:

- Slow payments - payments on accounts made in excess of 30 days
- Unpaid accounts in collection
- Liens, judgments, or bankruptcies

If a bankruptcy was discharged more than 3 years prior to the application date and the applicant has since re-established satisfactory credit, the application will be considered.

### **Criminal Background Check**

A satisfactory criminal background check on each applicant is required. RiverPlace will not lease to anyone who has been convicted for illegal drug-related criminal activity or violent criminal activity, a crime against a minor, or a sexual offense in the past ten (10) years. Additionally, RiverPlace will not lease to anyone who has had a felony conviction in the past ten (10) years.

### **Rental History**

Acceptable housing references for all applicants for the prior three years are required and will be verified by phone. Unacceptable rental history includes, but is not limited to:

- Two or more late payments in any one year period
- Evictions
- Noise and/or damage complaints
- Insufficient notice to vacate
- Violation of community rules and regulations
- Lease default

Applicants with insufficient rental experience or no previous rental experience will be considered if the applicant(s) pay first and last months' rent and a security deposit in advance.

**Maximum Number of Occupants**

The following are the maximum number of occupants allowed in each apartment:

<b>Type of Apartment</b>	<b>Maximum Occupancy</b>
One bedroom with den	2
Two Bedroom	4 (no more than two of whom may be adults)
Two Bedroom with den	4 (no more than two of whom may be adults)

Please note that it is the policy of RiverPlace that no more than two adults may occupy an apartment at RiverPlace without the express prior written consent of Management. You will be asked to list the names of all occupants on the RiverPlace rental application for the purposes of ascertaining the occupant density of the unit applied for and for no other purpose.

**Application Requirements**

- Completed and signed Rental Application form
- \$35 per adult non-refundable application fee
- \$500 of the Security Deposit shall be deposited with the Rental Application
- Income and employment verification documents as outlined above
- Names and phone numbers of individuals who must be called in order to verify employment and housing references.

These qualification standards are subject to change and modification at any time in the discretion of RiverPlace Properties, LLC and RiverPlace Properties, LLC reserves the right to waive or modify any of the foregoing standards and/or procedures on a case-by-case basis.