

TENANT CRITERIA

1. Applicant must provide verification of six months continuous employment; not necessarily at the same place of employment. Current employment must be local.
2. Applicant must have local monthly income that is 2.5 times the amount of rent. Only pay stubs and/or W-2's will be accepted as verification of employment. A notarized letter may also be requested. In the instances that child or spouse support is being used as qualifying income, a court order as well as 6 months verification of continuous payment must be provided. If self-employed, applicant must submit documents to support income reported on the application such as previous year's tax return. A notarized letter may also be requested. All applicants that are self-employed must be reviewed by Riverdale Management C.F.O.
3. If applicant has previously rented, they must have an excellent rental reference. No rental judgments on a credit report are accepted even if they have been paid/satisfied.
4. Applicant must show that he/she has established a good credit history:
 - a) No outstanding balances on judgments or collections is accepted unless the balance is under \$200.00 and that amount must show verification that it has been paid in full.
 - b) All collections and judgments with a balance over \$200.00 must be paid in full.
 - c) No rental judgments are accepted even if the judgment has been paid/satisfied.
 - d) All credit with a rating of 0-5 must be current with no amount past due.
 - e) All credit with a rating of 6-9 with balances UNDER \$200.00 may be brought current. If OVER \$200.00, balance must be paid for one full year.
 - f) Medical and student loans are not "counted against" the applicant.
 - g) Bankruptcies must be discharged. With Chapter 13 bankruptcies, applicant must show payment plan by attorney and still qualify with 2.5 times the income, minus payment.
5. Any persons over the age of 18 must fill out a separate rental application unless married and applying as a married couple. The person needing the apartment is the person that must qualify. There is a limit of 2 (two) persons per bedroom. Co-signers are accepted for full-time students, the co-signer must be local and qualify by the criteria standards.
6. Unless married, income is not combined. Each person must qualify individually. However, if there is one person that meets all criteria (credit, rental, employment, and salary) and the other person meets all the criteria but is short on income, the applicant will be considered.
7. Everyone 18 or over must appear on the lease, if an applicant does not meet the criteria they may be added as an occupant. An application must be filled out by each adult living in the apartment.
8. Applicant must not have been convicted of a felony for crimes against persons or for any drug related convictions within the last 5 years.