

**Riverton Community Housing  
Resident Selection Criteria**

**An Equal Housing Opportunity Provider** 



Please read carefully as all items listed require specific action as described below. Check off items as they are completed. To ensure timely processing of your application, please turn in all items together:

- CHANGE OF ROOMMATE FORM.** This form is a contract. You must sign in agreement to become the **New Roommate** of the apartment/townhome, and the form will not be accepted until all **Current Lessees** and the **Departing Roommate** have also signed in their corresponding sections. This completed document will release the departing roommate from his/her responsibility for the unit and, therefore, place the new roommate under responsibility as long as the application for the new roommate is approved by office management. If there is no departing roommate then the corresponding section can be left blank.

***Change of Roommate Policy (Chateau Only)***

*A \$100.00 fee will apply to Change of Roommate applicants who have not lived in their current apartment for more than 6 months, or are requesting their 2<sup>nd</sup> Change of Roommate within 12 months of the 1<sup>st</sup> Change of Roommate Application. This fee should be paid by the applicant prior to approving application.*

- APPLICATION.** Your application to become a resident at a Riverton community must be made on the form provided, which identifies the screening company we use. As an alternative, you may also apply online at [www.riverton.org/apply-now](http://www.riverton.org/apply-now). The application needs to be filled out completely, accurately, and legibly. We will not process an incomplete application. Any misstatements or omissions made on your application, whether discovered before or after you move into the building, is grounds for denial of an application or termination of an existing tenancy. Information must also be verifiable. If information given to us on the application cannot be checked out and verified, this is a basis for rejection.

- **RENTAL HOUSING HISTORY.** Two Years of favorable, verifiable rental housing history (non-relative). See Exceptions below\*
- **QUALIFYING CREDIT.** Credit references will be checked. An adverse credit reference, a high amount of household debt, an open balance due to a prior housing provider, open collections, bankruptcy and judgments may be grounds for rejection of an application.
- **EVICTION FILINGS.** Unlawful detainer or eviction case history will be checked. Eviction actions within the past three (3) years for non-payment of rent, or eviction actions for any period of time for breach of lease, failure to vacate, or other reasons besides non-payment, may be a basis for rejection of your application.
- **CRIMINAL HISTORY.** Applicants who have a criminal history may be rejected.
- **SOCIAL SECURITY NUMBER.** All those applying on or after April 1, 2012 MUST possess a Social Security number (SS#).

- MINIMUM INCOME.** *We need an official document that verifies the applicant's income (Tax forms, pay stubs, etc.)* Income coverage of 2-1/2 times the rent amount is required. Income from all sources will be counted but must be verifiable, reliable, and predictable. See Exceptions below\*

- PROOF OF AGE AND IDENTITY.** Every adult (age 18 or over) who will be living in the apartment is required to complete a rental application and to provide a government-issued photo ID showing their date of birth. Acceptable ID includes a valid state-issued driver's license, a Minnesota identification card or a valid passport. The photo identification must match any social security card supplied.
- STUDENT STATUS.** (Not required for Cole Townhomes, Fourth Street Co-op or Franklin Co-op applicants) Applicants must meet student status criteria and **submit Student Status Verification paperwork** (unofficial/official transcript or other documentation). Residents are expected to provide proof of student status annually.
- GUARANTOR/COSIGNER FORM.** This form is required only for applicants who do not meet the income criteria or who do not meet the rental housing history requirements. Guarantors must be over 18, non-students, and live in the state of Minnesota. A guarantor must have sufficient income and credit to satisfy the guarantor's personal household obligations as well as the rent and utilities for the applicant's apartment. Out of state guarantors may be considered, for parents or other persons with an obligation of support, for student applicants.

*\*Exceptions. Exceptions may be considered for applicants who do not have a housing history because they are first-time renters, or applicants who are on the borderline for acceptance because of household income and credit reasons. Exceptions are based solely upon the discretion of Management and will depend upon the overall strength of the balance of the applicant's application and/or the application of any co-tenant, may require the prospective tenant to pay an additional security deposit and/or advance payment of first and last month's rent. Alternately, a Guarantor may be required*

**BUSINESS RELATIONSHIP.** The relationship between a landlord and a tenant is a business relationship. A courteous and business-like attitude is required for both parties. We reserve the right to refuse residency to anyone who is verbally abusive, swears, is disrespectful, makes threats, has been drinking, is argumentative, or in general displays an attitude at the time of the rental showing and application process that causes Management to believe we would not have a positive business relationship.

**OCCUPANCY STANDARDS.** The number of residents allowed in each apartment size is limited to the following:

Efficiencies & 1 Bedrooms:	2 persons (maximum)
2 - 4 Bedrooms:	4 persons (maximum)
Cole Townhomes 3 Bedrooms:	5 persons (maximum)

***We are an equal opportunity housing provider. We do not discriminate on the basis of sex, race, color, creed, national origin, ancestry, marital status, religion, familial status, disability, affectional preference, or status with respect to receipt of public assistance or any other protected class category or status that may be provided by local or state law. We do provide reasonable accommodation to persons with disabilities.***

**I acknowledge receipt of these criteria:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

