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RESIDENT RENTAL CRITERIA

Thank you for choosing Hudson View Park Apartments or Village Green Apartments to be your new home. Below is our screening policy for you to read and understand prior to applying for your new apartment home.

We are an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color religion, sex, disability, familial status, sexual orientation, or national origin. We comply with all state and local Fair Housing Laws.

All persons 18 years of age or older will be required to complete a rental application.

Please note that while these are our current rental criteria, nothing contained in these requirements shall constitute a guarantee or representation by us that all residents and occupants currently residing in the community have met these requirements. There may be residents and occupants that have resided in the community prior to these requirements going into effect; additionally our ability to verify whether these requirements have been met is limited to the information we receive from the various resident credit reporting services used. It is the policy of this community to comply with all applicable fair housing laws including those which prohibit discrimination against any person based on race, sex, religion, color, familial status, national origin or handicap. The following may be completed on all applicants: credit check, rental history verification, income verification and criminal history verification.

1. **Occupancy Guidelines – Two per bedroom.** We allow only two per bedroom and only bedrooms may be used as sleeping areas. Therefore, one bedroom has a maximum of two (2) occupants, two bedrooms a maximum of four (4) Occupants, three bedrooms a maximum of six (6) Occupants and four bedrooms a maximum of eight (8) Occupants.

2. **Application Process** – The following is required when filling out the application:

- a. An Original Valid Photo ID
- b. Two copies of your most recent paystubs
- c. **Non-refundable \$20 background/credit check fee for persons over the age of 18 paid by either personal check, money order or cash**
- d. **Reservation Fee of \$500** to hold the apartment off the market until your application is reviewed and processed. This fee will be applied toward your security deposit once your application is approved. The \$500 reservation fee is refundable if your application is denied. **If the application is approved and you cancel the move in, the \$500 fee will not be refunded to you.**

3. **Age** – Applicants must be 18 years of age or older unless deemed to be an adult under applicable law with respect to the execution of contracts.

3. **Rental Criteria** – A credit report will be completed on all applicants to verify credit ratings. Verifiable income along with verified credit history will be entered into a credit-scoring model to determine rental eligibility. Unfavorable accounts will negatively influence this score. The following will result in a denial of the application: open bankruptcy, collection accounts (excluding medical) greater than \$200, and past-due non-telecommunication utility accounts greater than \$200.

4. **Income** – Gross income will be combined and entered into the credit scoring model for income eligibility. All applicants will be required to provide two consecutive pay stubs for the last 6 weeks from the date of application. If handwritten pay stubs are supplied, the documents must be notarized. Applicants must have a combined income of **2.5** times the monthly rent. Additional sources of verifiable income may be considered including but not limited to: child support, pensions, GI benefits, disability, trust funds, and social security.

5. **Employment** – If applicant has not yet started their employment, the applicant may provide “a letter of intent” or “offer letter” from the intended employer.

6. **Self-employment, retired or unemployed** – Such applicants must provide the previous year’s income tax return as well as the last 3 months of bank statements from the date of application.

7. **Criminal History** – A criminal background check will be performed for each applicant and occupant age 18 years or older. The application will be denied for any of the following reported criminal related reasons that have occurred within the timeline identified below prior to the application date regardless of the applicant’s age at the time the offense was committed.

Offense

- Felony or probable felony based on state DOC records within the past 120 months
- Sex related offense
- Terrorist related offense
- Misdemeanor – murder, homicide or manslaughter within the past 36 months
- Misdemeanor – assault, battery and/or domestic violence within the past 36 months
- Misdemeanor – kidnapping, endangering children and/or child pornography within the past 36 months
- Misdemeanor – prostitution solicitation within the past 36 months
- Misdemeanor – fraud id, theft credit card within the past 36 months
- Misdemeanor – arson, drug and/or gang related offenses within the past 36 months
- Misdemeanor – charge or pending charge within the past 36 months

8. **Pets** – Pets are allowed; however, the applicant must comply with all community pet policies and the pet must be PRE-APPROVED by Management prior to bringing the pet into the community. All applicable nonrefundable pet fees, pet deposits and pet rent must be paid in advance. Visiting pets are not permitted at any time.

9. **Falsification of Application** – Any falsification in Applicant’s paperwork will result in the automatic denial of Application. In the event that an Applicant falsifies their paperwork, Owner has the right to hold all deposits and fees paid to apply towards liquidated damages.

Application will not be considered until the application has been fully executed and returned with all required documentation, and all applicable application deposits and fees have been paid. I have read and understand the screening policy of this Community.

Applicant_____ Date_____

Applicant_____ Date_____

Applicant_____ Date_____

Applicant_____ Date_____