



**VILLAGE OF WALTHILL
APARTMENTS**

RESIDENTIAL POLICIES
&
PROCEDURES MANUAL

Updated
August 2018

The following policies have been established to ensure a streamlined process for all applicants to lease at Village of Walthill (VOW) Apartments. Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application.

FAIR HOUSING

VOW Apartments adheres strictly to all requirements of the Fair Housing laws. We do not discriminate against any applicant for any reasons of race, color, creed, national origin, sex, age, marital or familial status, or physical or mental disability or handicap.

APPLICANT

- Each person 18-years of age or older must completely fill out and sign an application along with an Addendum to Application form, which authorizes the release of personal information.
- Applications must be accompanied by a processing fee to be considered.
- Applicants have 3 (three) business days to turn in all required documents in addition to paying the processing fee. If applicants fail to do this within the stated timeframe, they will be removed from the waiting list.
 - Property Manager will review application and conduct a background check through Tenant Data. A letter of approval or denial will be sent to the current address of the applicant within 3 (three) business days of receipt of application.
 - Incomplete applications, which include missing required documents and non-payment of the processing fee, will not be processed.
- All applicants must provide a valid government issued photo identification.
- If applicant would like to view the apartment, s/he must contact the Property Manager to set up a time to do a walk-thru within the 3 (three) business day period of being contacted.

APPLICATION FEES

- There will be a non-refundable \$35.00 application fee for EACH applicant. Without this fee, the application is considered incomplete and will not be processed. These fees are NON-REFUNDABLE, even if the applicant is not approved.
- The application fee may be paid by cash, personal check, money order or cashier's check at the Walthill Village Office. Make personal check, money order or cashier's check payable to Village of Walthill.
- Address all mail correspondence to the following address:
Village of Walthill
PO Box 246
Walthill, NE 68067

1. RENTAL HISTORY CRITERIA

Requirements

- 12 months valid, verifiable rental (mortgage or military housing) history.
 - Valid rental history is a written lease or month-to-month agreement.
 - If rental history is less than 12 months, it will be taken into consideration.
 - Final decision is also dependent on credit history, income and length of employment.

Deniable Factors

- 3 or more late payments, NSF checks and/or noise complaints within a 12 month rental period.
- Unfulfilled lease obligations.
- Balance owing to a landlord (for rent or damages).
- Unpaid (and/or non disclosed eviction).
- Falsification of the rental application.

2. CREDIT HISTORY CRITERIA

Requirements

- At least 2 accounts established for 1 year and in good standing.
 - The following will be taken into consideration:
 - Credit score (620 or higher is good).
 - Derogatory credit history (past due accounts, collections, judgments, tax liens, charge off – excluding medical and student debt) in excess of \$500.
 - Past due or foreclosed mortgage.
 - Discharged bankruptcy.
 - Paid rental collection and/or judgment.
 - Final decision is also dependent on rental history, income and length of employment.

Deniable Factors

- Open bankruptcy.
- Unverifiable (and/or falsified) social security number.
- Unpaid rental collection or judgment.
- Poor credit score.

3. EMPLOYMENT HISTORY CRITERIA

Requirements

- 6 months of employment with current employer or in same field of work.
 - Employment that is less than 6 months will be taken into consideration.
 - Employment requirements will be waived for retired and self employment applicants. However, most recent tax returns will be required for verification of income.
 - Employment requirement will be waived for international students. An I20 will be required for verification.
 - Military personnel will be required to provide L.E.S. for proof of employment.
 - Final decision is also dependent on rental history, credit and income.

4. INCOME REQUIREMENT CRITERIA

Requirements

- Gross income that is 2.5 – 2.99 times the monthly rent (\$1,250.00 - \$1,500.00).
- Proof of income. Valid proof includes but is not limited to current paystubs, tax returns, W2's, I20's (International Students), Leave and Earning Statements (military) or bank statements.
 - Final decision is also dependent on rental history, credit and length of employment.

Deniable Factors

- Lack of proof of income (or falsification of income information).

5. PUBLIC RECORDS CRITERIA (Criminal & Eviction History)

Requirements

- Eviction and criminal records searches will be conducted. Any past evictions are grounds for immediate rejection.
- Criminal search includes felony and misdemeanor offenses.

Deniable Factors

- Verified (unpaid) eviction.
- Failure to disclose eviction or criminal records.
- Verified name and date of birth match on criminal conviction for the following offenses (disclosed or not):
 - Murder (1st and 2nd degree).
 - Manslaughter (1st degree).

- Assault (1st, 2nd, and 3rd degree).
- Robbery (1st and 2nd degree).
- Rape (All counts).
- Child Molestation (All counts).
- Rape of a Child (All counts).
- Kidnapping (All counts).
- Theft (1st and 2nd degree).
- Burglary (1st, 2nd degree and Vehicle Prowling 1st degree).
- Malicious mischief (1st degree).
- Arson (1st, 2nd degree and Reckless Burning 1st degree).
- Delivery or Sale (All counts).
- Possession with intent to Deliver (All counts).
- Any other offense, the commission of which would subject the applicant, if s/he were already a tenant, to termination of the rental agreement and eviction, as provided in the Uniform Residential Landlord and Tenant Act.

MOVE-IN MONEY REQUIREMENTS

- A security deposit of \$500.00 and a meter deposit of \$350.00 must be paid PRIOR to moving into an apartment. First month's rent (prorated) is also required.
 - Any outstanding bills with the Village must be paid.
 - Approved applicants have 2 (two) weeks from day of approval to pay the move-in money requirements.

AMOUNT OF RENT

- The monthly rent is \$500.00. A late fee of \$50.00 is applied if rent is late.
- Last Month's Rent of \$500.00 will be paid in six (6) installments where an additional \$85.00 is to be paid with the current's month rent for the first five (5) months, and an additional \$75.00 for the sixth (6th) month.
- If the tenant vacates the premises prior to the completion of his/her yearly lease, s/he will be responsible to pay 20% of the remaining months' rent.

*****Applicant's personal information will be kept confidential and in a secure location*****