



**STATEMENT OF QUALIFICATIONS ADDENDUM
THE CANOPY AT WEST RIVER TOWERS 3 & 4**

03/01/2026

Fees/Deposits:

- **Application Fee: \$85.00 per adult over the age of 18.**
 - **Application Deposit- \$250.00 (may or may not be refundable please refer to application)**
 - **Security deposit- \$500 with approved credit**
 - **Applications approved with conditions will be subject to an additional Security Deposit in an amount equal to one month's rent.**
- **Pet Fee: \$300.00 per pet**
- **Pet Rent: \$20.00 per month per pet**

Rent Range (subject to change)

1 Bedroom 22% NHTF Rent: \$306.00	
1 Bedroom 30% PBV Rent: \$2,117.00	2 Bedroom 40% PBV Rent: \$2,451.00
2 Bedroom 30% RAD Rent: \$1,202.00	2 Bedroom 40% RAD Rent: \$1,202.00
3 Bedroom 30% RAD Rent: \$1,603.00	3 Bedroom 40% RAD Rent: \$1,603.00
4 Bedroom 30% RAD Rent: \$2,114.00	4 Bedroom 40% RAD Rent: \$2,114.00
1 Bedroom 40% PBV Rent: \$2,117.00	
1 Bedroom 80% PBV Rent: \$2,117.00	
2 Bedroom 80% PBV Rent: \$2,451.00	
1 Bedroom 80% LIHTC Rent: \$1,440.00	

MINIMUM ALLOWABLE COMBINED HOUSEHOLD INCOME TABLE

1 Bedroom 80% LIHTC: \$43,200.00

MAXIMUM ALLOWABLE COMBINED HOUSEHOLD INCOME TABLE

1 Person:	22%-\$16,060.00	30%-\$21,900.00	40%-\$29,200.00	80%-\$58,400.00
2 Persons:	22%-\$18,348.00	30%-\$25,020.00	40%-\$33,360.00	80%-\$66,720.00
3 Persons:	22%-\$20,658.00	30%-\$28,170.00	40%-\$37,560.00	80%-\$75,120.00
4 Persons:	22%-\$22,946.00	30%-\$31,290.00	40%-\$41,720.00	80%-\$83,440.00
5 Persons:		30%-\$33,810.00	40%-\$45,080.00	
6 Persons:		30%-\$36,300.00	40%-\$48,400.00	



STATEMENT OF QUALIFICATIONS

The Canopy at West River Tower 3 & 4

Thank you for your interest in our community. These are the qualification requirements you will need to meet to be eligible for residency. When you meet the application standards you will have the peace of mind of knowing that you will be joining other residents who have also met strict standards.

If your application meets all the following criteria, you will be approved. If it does not, you may be approved with conditions which may require you to pay an additional security deposit. If you do not meet the requirements set forth, your application will be denied.

***NOTE:** We do business in accordance with the Fair Housing Act. It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin.*

APPLICATION SCREENING REQUIREMENTS

A complete application:

All lines must be filled in and questions answered for the application to be processed. All applicants over 18 must complete an application, and all occupants over 18 must sign the lease along with the lease holder(s). Anyone under 18 must be listed as an occupant on the lease.

Two (2) forms of identification:

We require a valid government-issued photo identification document (ID) for all applicants over the age of 18. Your second form of ID must be a social security card. If your social security card is marked **VALID FOR WORK ONLY WITH DHS AUTHORIZATION** and you report income, you must provide the authorization card as well.

Verifiable rental history:

The standard approval process requires verifiable rental history for the last two (2) years. It is your responsibility to provide necessary information that allows us to contact your past landlord(s) for this information. You must have a history of paying your rent on time, have given proper notice, have no dispossession warrant(s) filed, and must not owe any money to your current landlord or any previous. If we are unable to verify your previous landlord(s) and/or references, or no previous rental history exists, we reserve the right to charge an additional security deposit and/or deny your application if the other criteria set forth are not met. Verifiable, for these purposes, means **THIRD PARTY** verification from someone other than a relative. We will consider a mortgage as rental history if it has been active within the past two (2) years. However, if the mortgage is late or in default, you will be asked to give the reason, show documentation to support the reason, and may be required to pay an additional security deposit providing the other criteria set forth are met.



Income eligibility:

To become eligible for approval you must meet the monthly requirements set forth by this community which is outlined on the statement of qualifications addendum. Income will be verified by a third party. Some examples include employment verification, the collection of (4) four to (6) six current and consecutive paystubs depending on program requirements, the collection of SSI, SSD, SSA confirmation letters, the collection of legal settlement and divorce agreements, any other legal paperwork reflecting income (i.e. Child Support documentation, the collection of bank statements (when applicable), and the collection of IRA, 401K, or other asset statements). A complete list of income documentation will be provided to you by the property staff once the initial interview for application is complete.

For applicants that are reporting income from a contributor (a person who makes regular monthly contributions to the applicant), the following applies:

- 50% of income or less from contribution – A notarized affidavit from the contributor (form to be provided by office) AND (6) six months bank statements showing the amount of the contribution as a deposit. If the applicant cannot provide bank statements proving the contribution, then the application will be denied.
- More than 50% of income from a contribution – Supply the above documentation, PLUS the contributor must become a GUARANTOR for the leaseholder and earn at least (4) four times the monthly rent, have verifiable impeccable credit, and score automatic approval (no conditions). Criminal history of guarantors will not be considered. Guarantors must complete a *Guarantor Pre-Leasing Application* and pay the applicable application fee. Guarantors must also sign a *Lease Contract Guaranty* which must be signed in the office or notarized. Guarantors must sign a new *Lease Contract Guaranty* with each renewal.

Criminal History:

Credit accounts should have satisfactory ratings and all utility accounts must be current with no balance owing. If credit has been slow but all other qualifications for residency have been met, the application may be conditionally approved with payment of an additional security deposit. If the bankruptcy has been dismissed or discharged, we may require further information for review but may still approve your application and/or may require additional security deposit.

Applicants with collection or judgment accounts may be denied.

Bankruptcy discharged within the last twelve (12) months will be an automatic denial of application.

Negative accounts relating to medical care/expenses and educational expenses will not be considered in the credit history review.

Criminal background:

Criminal background will be reviewed for all adult members of the household who have satisfactorily met all above income, credit, and rental history criteria.

- A history of any criminal conviction is not a denial of a rental application in all cases; criminal history is evaluated based on the nature and time of the conviction, as well as any relevant mitigating information provided by the applicant. Criminal history screening will not consider arrests, charges, expunged convictions, convictions reversed on appeal, offenses where adjudications was withheld or deferred, pardoned convictions, vacated convictions, and sealed juvenile records.



- Felony conviction for 1) the manufacture, sale, or distribution of a controlled substance; 2) arson; or 3) homicide will, in most cases, result in a denial of the application. Current registration as a sexual offender will result in automatic denial of the application.
- If the criminal history screening produces any relevant conviction, you will be given notice of the specific information from the screening that creates the concern and will have an opportunity to provide any additional information for us to consider in the evaluation of your application.

PROPERTY SPECIFIC INFORMATION:

Maximum Occupants: Our community will abide by all local building and occupancy codes.

Students: Our community is a participant in the federal Low Income Housing Tax Credit program governed by Section 42 of the Internal Revenue Code. Based on this participation, there are certain restrictions to households comprised entirely of full-time students. If your household is comprised of all full-time students, please notify the management staff when submitting your application.

Pet Policy: We allow one (1) pet per apartment. Pets may not weigh more than 40 lbs. We do not allow breeds that are classified as aggressive, including but not limited to: American Pit Bull Terrier, American Staffordshire Terrier, Staffordshire Bull Terrier, Bull Terrier, Rottweiler, Chow Chow, Great Dane, Doberman Pincher, German Shepherd, Caucasian Ovcharka, Dogo Argentino, Saint Bernard, Fila Brasileiro, Perro De Presa Canario, Akita Inu, Husky, Bull Mastiff. All pets must be listed on your application and registered with the office. We also require verification that immunizations are up to date and a photo of your pet for the file. Additional information and requirements are available on the Animal Addendum and may be reviewed prior to moving in by request.

Applicants determined ineligible: Any applicant whose verified tenancy/screening history fails to meet the previously defined eligibility requirements shall receive written notification that their application has been rejected and the specific grounds for denying the application. The applicant has fourteen (14) days from the date of notification to respond in writing or request a meeting with a member of the management staff who did not make the initial decision to reject the applicant for a review and final decision of the appeal basis.

The staff member handling the appeal must give the applicant a written decision regarding the appeal within five (5) days of the response or meeting. The decision of the hearing is final. The following material will be kept on file for at least three (3) years from the date of the latest action: application, initial rejection notice, any application reply, staff's final response, and all interview records and verified information on which the staff based on the rejection. If reasonable accommodation is needed, please notify the owner/agent in the written appeal letter. The management agent shall have the right to request information reasonably needed to verify the mitigating circumstances, even if such information is of a confidential nature (e.g. doctors' report). If the applicant refuses to provide or give access to such further information the management agent may choose not to give further consideration to the mitigating circumstance.

Please refer to this community's Statement of Qualifications addendum for additional qualifying standards and fees/deposits.

I acknowledge the receipt of this screening/application criteria document:

Applicant Signature

Print Name

Date

