



25045 - A NEW CLENDENIN, INC.

To Potential Tenants of Riverview 25045
Apartments for Low to Moderate Income Tenants
107 Koontz Avenue Clendenin, WV 25045

Thanks for your interest in Riverview 25045 which provides rental housing for low to moderate income tenants. The application you requested is attached. Please complete the application in its entirety and return it as soon as possible **VIA U.S. MAIL**. Applications will be processed and vacancies will be filled on a first come first serve basis. Applications will not be considered unless they are 100% complete! Applicants will be notified as soon as reasonably possible if their application is incomplete.

Below is some additional information you should consider before you submit an application.

- There are 7 one bedroom apartments and 3 two bedroom apartments, all on the third floor.
- There is both elevator and stairway access to units.
- Some units require income to be below certain levels; others have no income limits. (See table attached and further discussion below.)
- Rental rates are set by HUD. If your household income is below the limit indicated on the table, rent is \$650 for a one bedroom unit and \$750 for a two bedroom unit. If your household income is above the limit, rent is \$850 for a one bedroom unit and \$950 for a two bedroom unit.
- One year lease is required.
- Applicants must be able to execute a lease and begin paying rent within 30-45 days of application being approved.
- Security deposit equal to one month's rent required payable at lease inception.
- No pets allowed.
- No smoking allowed in apartments or on property.
- \$40 application fee for each occupant aged 18 or older to cover background and credit check. **DO NOT SEND FEE WITH THE APPLICATION!** This will be collected in person if the application is approved for further processing.
- Kitchen appliances are provided (stove, refrigerator, microwave, dishwasher)

P.O. BOX 421, CLENDENIN, WV 25045

- Units are all electric; applicant must be able to get electricity in their name at time of move in.
- Tenant pays electric, cable, internet and phone. Landlord pays water and garbage.
- Shared laundry facility on the first floor is provided at no charge; there are no washer/dryer hookups in units.
- Only one parking space per unit is provided.
- Mail delivery is available on site to boxes by the main entrance; keys will be provided directly from the post office..
- Small storage units are available on the first floor for an additional charge.
- Landlord must be able to contact prior landlords and verify sources of income and assets for units with rental rates based on income limits. Other units require some verification as well.
- Once units are filled, a waiting list for future vacancies will be maintained if applicant desires to be on the list.

Attached is a table of current income limits set by HUD which are updated annually. Those with income BELOW the LOW INCOME limits (80%) are eligible for lower rental rates that are regulated by HUD and subject to annual change. Those with income ABOVE these limits will be charged rental rates that do not exceed Fair Market Value shown on the table, also regulated by HUD and subject to annual change. Rental rates currently in effect are listed above.

All applicants will be contacted upon receipt of application and advised of application status (approved for further processing, incomplete, or all units filled). Face-to-face meetings will be scheduled with those approved for further processing so that additional documents can be signed and the application fee can be collected. Meetings will be held at the Riverview complex so applicants will have an opportunity to tour the units that are available for rent.

Also attached is our Tenant Selection Criteria applicable to those whose income is below the limits discussed above.

APPLICATIONS MUST BE MAILED TO RIVERVIEW 25045 P.O. BOX 421 CLENDENIN, WV 25045. DO NOT DELIVER APPLICATIONS TO ANYONE IN PERSON! Contact Robin Thornburg via phone (681-324-7747) or email (Riverview25045@gmail.com) if you have further questions.

Thank you for your interest in Riverview 25045 apartments. We look forward to possibly welcoming you as a tenant soon!

Riverview 25045 Apartment Rental Committee

RENTAL APPLICATION

RIVERVIEW 25045 APARTMENTS 107 KOONTZ AVE. CLENDENIN, WV 25045

DATE OF APPLICATION: _____ DESIRED MOVE IN DATE: _____

NUMBER OF BEDROOMS DESIRED: ☐ 1 BEDROOM ☐ 2 BEDROOM

NO MORE THAN 2 OCCUPANTS PER BEDROOM PERMITTED.

NO PETS ARE ALLOWED. NO SMOKING ON RIVERVIEW 25045 PROPERTY IS PERMITTED.

WERE YOU A RESIDENT OF RIVERVIEW WHEN 2016 FLOOD OCCURRED? _____

HOUSEHOLD COMPOSITION:

LIST ALL PEOPLE TO OCCUPY UNIT			SS#	DATE OF BIRTH	RELATIONSHIP	FULL-TIME STUDENT? INCLUDING GRADE SCHOOL (Y/N)
FIRST NAME	MI	LAST NAME				
Head						
2						
3						
4						

DEMOGRAPHIC INFORMATION

*Providing the following demographic information is voluntary & has no bearing on your application for housing. This information is collected to aid in Fair Housing reporting.

SELECT THE RACIAL CATEGORY WITH WHICH YOU MOST CLOSELY IDENTIFY:

☐ African American/Black ☐ American Indian/Alaskan Native
☐ White ☐ Native Hawaiian/Other Pacific Islander
☐ Asian ☐ Other

SELECT YOUR NATIONALITY:

☐ HISPANIC OR LATINO ☐ NOT HISPANIC OR LATINO

SELECT YOUR GENDER:

☐ FEMALE ☐ MALE

SELECT YOUR MARITAL STATUS:

☐ SINGLE ☐ MARRIED ☐ DIVORCED
☐ SEPARATED ☐ WIDOW ☐ UNMARRIED COUPLE

PRESENT ADDRESS: _____

PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

HOW LONG AT PRESENT ADDRESS? _____ OWN OR RENT? _____

LANDLORD'S NAME: _____ LANDLORD PHONE: _____

AMOUNT OF MONTHLY RENT/MORTGAGE: _____ MONTHLY UTILITIES: _____

REASON FOR MOVING: _____

PREVIOUS ADDRESS: _____

HOW LONG AT PREVIOUS ADDRESS? _____ OWN OR RENT? _____

PREVIOUS LANDLORD'S NAME: _____ PHONE: _____

AMOUNT OF MONTHLY RENT/MORTGAGE: _____ MONTHLY UTILITIES: _____

REASON FOR MOVING: _____

RENTAL APPLICATION

GENERAL INFORMATION

HAVE YOU EVER BEEN EVICTED?

YES ____ No ____ IF YES, PLEASE EXPLAIN: _____

HAVE YOU OR ANYONE IN YOUR HOUSEHOLD EVER FILED FOR BANKRUPTCY?

____ YES ____ No IF YES, PLEASE EXPLAIN: _____

ARE YOU ENROLLED IN OR HAVE YOU APPLIED FOR HUD SECTION 8 VOUCHER PROGRAM? YES ____ NO ____

COURT RECORD AND RELATED BACKGROUND INFORMATION

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR, FELONY OR OTHER CHARGES?

____ YES ____ No IF YES, PLEASE SPECIFY AND EXPLAIN: _____

HAVE YOU OR ANYONE IN YOUR HOUSEHOLD EVER ENGAGED IN THE SALE OF ILLEGAL DRUGS?

____ YES ____ No IF YES, PLEASE EXPLAIN: _____

DO YOU OR ANYONE IN YOUR HOUSEHOLD CURRENTLY ENGAGE IN THE USE OF ILLEGAL DRUGS?

____ YES ____ No IF YES, PLEASE EXPLAIN: _____

EMPLOYMENT INFORMATION

CURRENT EMPLOYER: _____

CURRENT EMPLOYER ADDRESS: _____

IMMEDIATE SUPERVISOR OR OTHER CONTACT/TITLE: _____

EMPLOYER PHONE NUMBER: _____ HOW LONG EMPLOYED? _____

PREVIOUS EMPLOYER: _____

PREVIOUS EMPLOYER ADDRESS: _____

IMMEDIATE SUPERVISOR OR OTHER CONTACT/TITLE: _____

PREVIOUS EMPLOYER PHONE NUMBER: _____ HOW LONG EMPLOYED? _____

ADDITIONAL INFORMATION REGARDING RESIDENCE AND EMPLOYMENT MAY BE REQUESTED IF RESPONSES COVER LESS THAN A FIVE YEAR PERIOD.

RENTAL APPLICATION

FINANCIAL INFORMATION

ALL SOURCES OF INCOME MUST BE REPORTED. PLEASE ANSWER YES OR NO FOR EACH HOUSEHOLD MEMBER.

INCOME	APPLICANT RECEIVES		CO-APPLICANT RECEIVES		OTHER APPLICANT RECEIVES	
	YES	NO	YES	NO	YES	NO
Salary/Wages						
Overtime						
Commission/Tips/Bonuses						
Business/Self Employment						
Social Security						
Pension						
Disability/Death Benefits						
Unemployment						
Disability Compensation						
Worker's Compensation						
Severance Pay						
Public Assistance						
Alimony						
Child Support						
Recurring Monetary and Non-Monetary Gifts						
Armed Forces Special Pay/Allowances						

PLEASE LIST ALL MONTHLY AMOUNTS OF INCOME CHECKED YES ABOVE.

HOUSEHOLD	SALARY/WAGES	PUBLIC ASSISTANCE	SOCIAL SECURITY	PENSION	CHILD SUPPORT	OTHER	TOTAL
Head	\$	\$	\$	\$	\$	\$	\$
2	\$	\$	\$	\$	\$	\$	\$
3	\$	\$	\$	\$	\$	\$	\$
4	\$	\$	\$	\$	\$	\$	\$
5	\$	\$	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$	\$	\$

ALL FINANCIAL ASSETS MUST BE REPORTED. PLEASE ANSWER YES OR NO FOR EACH HOUSEHOLD MEMBER.

ASSETS	APPLICANT HAS		CO-APPLICANT HAS		OTHER APPLICANT HAS	
	YES	NO	YES	NO	YES	NO
Checking Account						
Savings Account						
Trust Fund						
Real Estate (land, home, property)						
Stocks/ Bonds						
Treasury Bills						
Certificate of Deposit						
Money Market Fund						
Retirement Account						
Annuity						
Whole Life Insurance Policy						
Other:						

RENTAL APPLICATION

PLEASE PROVIDE INFORMATION FOR ALL ASSETS CHECKED YES ABOVE.

BANK ACCOUNTS:			
HOUSEHOLD MEMBER'S NAME	NAME OF BANK	ACCOUNT NUMBER	ACCOUNT BALANCE

REAL ESTATE/OTHER ASSETS:			
HOUSEHOLD MEMBER'S NAME	ASSET DESCRIPTION	AMOUNT	APPRAISED VALUE OF REAL ESTATE

REFERENCES

Must Not be relatives and must be able to contact during normal business hours.

1. Name _____ Phone _____
2. Name _____ Phone _____
3. Name _____ Phone _____

VEHICLE INFORMATION: List any cars, trucks or other vehicles owned. ONLY ONE PARKING SPACE PER UNIT IS ALLOTTED. ADDITIONAL PARKING MAY BE AVAILABLE FOR A MONTHLY FEE.

Type of Vehicle _____ Year/Make/Model _____

License Plate # _____ Color _____

Type of Vehicle _____ Year/Make/Model _____

License Plate # _____ Color _____

Drivers license # for all legal drivers in household: Head _____ Other _____

Other _____ Other _____

RENTAL APPLICATION

WILL YOU BE ABLE TO GET ELECTRICITY SERVICE IN YOUR NAME UPON MOVE IN? _____ YES _____ NO

HOW DO YOU PREFER WE COMMUNICATE WITH YOU: _____ PHONE _____ TEXT _____ EMAIL _____ US MAIL

HOW DID YOU HEAR ABOUT US? _____ FLYER _____ FRIEND OR FAMILY _____ WEBSITE _____

_____ OTHER (describe) _____

EMERGENCY CONTACT:

NAME: _____ RELATIONSHIP: _____

PHONE NUMBER: _____ EMAIL: _____

THIS APPLICATION MUST BE SIGNED BY ALL MEMBERS OF THE HOUSEHOLD 18 YEARS OF AGE AND OLDER.

BY SIGNING BELOW APPLICANT AUTHORIZES LANDLORD AND ITS STAFF TO CONTACT ANY AGENCIES, LOCAL POLICE DEPARTMENTS, CREDIT BUREAUS, REFERENCES AND OTHER GROUPS OR ORGANIZATIONS TO OBTAIN OR VERIFY ANY INFORMATION OR MATERIALS THAT ARE DEEMED NECESSARY TO EVALUATE THE APPLICANT'S SUITABILITY FOR TENANCY..

APPLICATIONS WILL BE PROCESSED ON A FIRST-COME, FIRST-SERVED BASIS WITH PRIORITY GIVEN TO THOSE WHO WERE RESIDENTS OF RIVERVIEW DURING THE 2016 FLOOD.. BY SIGNING BELOW, APPLICANT ACKNOWLEDGES THAT IF ANY RESPONSES ARE INCOMPLETE, THE APPLICATION WILL BE RETURNED TO APPLICANT FOR PROPER COMPLETION. APPLICATION WILL NOT BE PROCESSED AND APPLICANT(S) WILL NOT BE CONSIDERED FOR TENANCY UNTIL RESPONSES ARE 100% COMPLETE. THE DATE THE LANDLORD RECEIVES THE APPLICATION 100% COMPLETED WILL BE CONSIDERED THE RECEIPT DATE OF THE APPLICATION.

APPLICANT CERTIFIES THAT ALL INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT AND UNDERSTANDS THAT FALSE STATEMENTS OR INFORMATION ARE PUNISHABLE BY LAW AND MAY LEAD TO CANCELLATION OF THIS APPLICATION OR TERMINATION OF TENANCY AFTER OCCUPANCY.

SIGNATURE: _____ (APPLICANT) DATE: _____

SIGNATURE: _____ (CO-APPLICANT) DATE: _____

SIGNATURE: _____ (CO-APPLICANT) DATE: _____

FAIR HOUSING POLICY:

WE ARE COMMITTED TO COMPLIANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL FAIR HOUSING LAWS. IT IS OUR POLICY TO PROVIDE HOUSING OPPORTUNITIES TO ALL PERSONS REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY, FAMILIAL STATUS, SEXUAL ORIENTATION, GENDER IDENTITY, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW. WE DO NOT DISCRIMINATE AGAINST ANY PERSON BECAUSE OF THOSE CHARACTERISTICS IN THE LEASING, RENTAL, OR OTHER SERVICES WE PROVIDE IN CONNECTION WITH HOUSING.

ALL APPLICANTS FOR HOUSING WILL BE CONSIDERED BASED ON EQUAL OPPORTUNITY. WE WILL EVALUATE ALL APPLICANTS FAIRLY BASED ON THEIR ABILITY TO PAY RENT, MAINTAIN THE PROPERTY, AND COMPLY WITH THE LEASE TERMS. WE DO NOT CONSIDER ANY FACTORS THAT ARE UNRELATED TO AN INDIVIDUAL'S ABILITY TO FULFILL THE OBLIGATIONS OF TENANCY.

TENANT SELECTION CRITERIA

RIVERVIEW 25045 APARTMENTS CLEDENIN, WV

The apartment units shall be rented and occupancy maintained on a first-come, first-served basis. All persons wishing to be considered for residency must completely fill out the Rental Application in writing and mail it to the Landlord at P.O. Box 421 Clendenin, WV 25045.

The Landlord shall maintain a single, chronological list of all applications received with date received noted. If multiple applications are received in the U.S. Mail on the same day, the post mark date will be used to establish the chronological order in which the applications are entered. If multiple applications bear the same postmark date, a blind selection process will be employed to select the order of entry.

All applications will be reviewed and either rejected, accepted, or placed on a waiting list. Incomplete applications will not be considered for occupancy and applicants will be notified of incomplete status in writing via U.S. mail. "Complete" shall mean that the applicant has supplied sufficient information on the application so that the applicant's eligibility can be evaluated without further contact.

Potentially eligible and acceptable applicants, for whom the right size unit is not available, will be placed on a waiting list and informed that they will be contacted, by U.S. Mail or by email if an email address was provided, when an appropriately sized unit becomes available. Any applicant who does not respond within ten days from the date of notice will be removed from the waiting list.

Complete applications for which a right-sized apartment is available will be processed to determine eligibility. The process will include, but is not limited to:

1. Landlord Verification

Prior landlords (if applicable) will be contacted to determine each applicant's responsiveness in meeting rental payment obligations, care and cleanliness of a unit, and proper social behavior. This verification will be performed in writing or via email if possible. If no written or emailed response is received, then contact by phone will be attempted with the results recorded. If no responses can be obtained from current and prior landlords, this provides insufficient information for evaluation and the applicant may be rejected at Landlord's discretion.

2. Income

Sources of income and/or employment will be verified in writing or via email. If no response is received to written or emailed requests, then contact by phone will be attempted with results recorded. Sources of income that must be listed on the application and subject to verification shall include, but shall not be limited to:

- a) Full and part-time employment (including self-employment)
- b) Pensions or severance pay of any kind
- c) Disability
- d) Workers Compensation

- e) Temporary Assistance for Needy Families (TANF)
- f) Child support
- g) Social security
- h) S.S.I.
- i) Unemployment compensation
- j) Alimony or child support
- k) Life Insurance Policy
- l) Annuities
- m) Dividends from stock
- n) Interest and investment earnings
- o) Recurring Gifts/Contributions
- p) Armed forces pay of any kind
- q) Real estate income
- r) Bank account information

A. Gross income limits established by federal regulation and based upon family size will be applied in determining eligibility. Landlord will communicate the current income limits to applicants.

B. All applicants with very little or no monthly income must be able to demonstrate and support their ability to meet basic living expenses, including payment of utilities and rent.

C. Applicants for family housing may be any combination of non-elderly, elderly disabled or handicapped, non-disabled or non-handicapped.

D. The number of persons in a household that can reside in a unit shall be within the following limits:

# of bedrooms in unit	min # of occupants	max # of occupants
1	1	2
2	1	4

3. Credit Criteria

A consumer credit report will be run to check each applicant's previous record in meeting financial obligations. Applicants can be denied for poor credit history, including, without limitation, excessive delinquencies, monies owed for rent payments, monies owed for utility payments, monies owed for judgments, bad debt chargeoffs, and whether any collection proceedings have been instituted against the applicant.

4. Criminal Background

Background checks will be run to check each potential occupant's criminal record. Applicants can or will be denied based on the following criminal activities:

- a) Convicted sex offenders will be denied automatically.

- b) Violent felony convictions are grounds for automatic denial. Non-violent felonies, older than 10 years, will be reviewed by Landlord and may be grounds for denial based on the number of instances and the severity of the crimes involved.
- c) Misdemeanor convictions will be reviewed by Landlord and may be grounds for denial based on the number of instances and severity of the convictions .

5. Tenancy

Applicant has the responsibility to determine the ability to meet the legitimate and uniformly applied requirements of tenancy, thus assuming full risk and responsibility of living within and upon the project premises.

6. Mental and Legal Capacities

Applicant must possess the mental and legal capacity to enter into a lease agreement and the ability to care for themselves in the absence of a caretaker.

7. Non-Discrimination

All applicants will be evaluated without regard to their race, color, creed, religion, national origin, sex, familial status, age, and disability, sexual orientation, gender identity, or any other characteristics protected by law.

8. Priorities

In filling a vacant unit, priority shall be given to transfers of current residents who require transfer in order to comply with established occupancy standards and lease provisions. Date of application shall determine the order of the waiting list. If no households requiring a unit transfer are on the waitlist, vacant units will be filled on a first-come, first-served basis using the date of application recorded on the waiting list.

9. Protections

The Landlord may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other "good cause" for termination of assistance, tenancy or occupancy rights of the victim of abuse.

The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse.

The Landlord may request in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, shall be completed and submitted within 14 business days from the date of the request, or an agreed upon extension date, to receive protection under the Violence Against Women Act. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

10. Rejection Criteria

It is the sole discretion of Landlord to reject applications based on one or more of the following selection criteria:

1. Applicant's income exceeds the appropriate income limits
2. Household characteristics are not appropriate for the type of unit available
3. Family size is not appropriate for the size of unit that is available
4. History of unjustified and chronic non-payment of rent or financial obligations, including prior evictions
5. History of disturbing the quiet enjoyment of others
6. A risk of intentional damage or destruction to a rental unit or surrounding premises by the applicant or those under the applicant's control
7. History of violence and harassment of others
8. History of violations of the terms of previous rental agreements such as damaging property or failing to maintain a unit in a decent, safe and sanitary condition
9. Applicant has been convicted of a felony
10. Applicant has been convicted of a misdemeanor other than a minor traffic offense in the last five years
11. Application is incomplete or found to contain false information
12. Applicant move-in date cannot be determined

11. Notification of Rejection

If the Landlord does not place an applicant on the waiting list or immediately process the applicant for admission, the Landlord shall promptly notify the applicant of the rejection in writing via U.S. mail and explain the reason(s) for the rejection. The notice of rejection shall also specify that the applicant has the right to respond to the Landlord in writing or request a meeting with the Landlord within 14 days to discuss the rejection.

Any meeting with the applicant to discuss the Landlord's rejection will be conducted by a member of the Landlord's staff who was not involved in the initial decision to deny the application. Within 5 business days of the meeting or receipt of a response from the applicant, the Landlord will advise the applicant in writing of the final decision on admission.

By signing below, I acknowledge that I have received a copy of the complete Tenant Selection Criteria.

Applicant Signature

Date

Co-applicant Signature

Date

Landlord – 25045 – A New Clendenin, Inc.
dba Riverview 25045

Representative of Landlord Signature

Date



KANAWHA & CLAY COUNTIES

2024 Income Limits (Effective 06/01/2024)

Area Median Income for Charleston Metro Area is \$78,300

	1	2	3	4	5	6	7	8
	Person	Person	Person	Person	Person	Person	Person	Person
	Very Low Income Limit (50%)	\$43,250	\$49,450	\$55,650	\$61,800	\$66,750	\$71,700	\$76,650
	Extremely Low Income Limit	\$27,400	\$30,900	\$33,900	\$36,900	\$41,700	\$44,000	\$47,950

75% of all new Section 8 Housing Choice Voucher admissions & 40% of Public Housing admissions must be at or below E

2025 Payment Standards & Fair Market Rents (FMR's)
(Effective 10/01/2024)

Bedroom Size	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Payment Standards	~~\$760~~	~~\$897~~	~~\$1,093~~	~~\$1,430~~	~~\$1,430~~
Fair Market Rent (FMR)	\$723	\$856	\$1054	\$1,356	\$1,397

The FMR for unit sizes larger than 4 bedrooms is calculated by adding 15% to the 4-bedroom FMR for each extra bedroom

