



Greene Meadow Apartments

100 Greene Meadow Lane • Chambersburg, PA 17201

Phone: 717-267-2040 • Fax: 717-261-0106 • TTY/TDD: 800-654-5984

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On your application all blanks must be notated, i.e., complete landlord name, address, zip code and telephone number, complete employment address and zip code and complete addresses and account numbers for all banking institutions. Some blanks will not apply to every applicant. However, every one of these blanks must be filled in with "No" or "None" indicating it does not apply. **DO NOT use 'N/A' or "Not" Applicable**. If the application is not completed properly, it will be returned to the applicant.

TENANT SELECTION CRITERIA

1. A completed Rental Application must be turned in along with a \$25.00 non-refundable processing fee per each adult (18 years or older). No application will be processed until a **fully completed** application and processing fee are presented.
2. A credit check, national criminal background check and county background check will be run on every applicant. We will also be pulling past landlord information from a central database. Past landlord information obtained will be one factor used in making a decision on the acceptance or denial of an application. Until all background checks are completed, your application will not be placed on the waiting list.
3. Another factor to determine whether the applicant(s) can meet all of their rental obligations, data will be obtained from the application, credit report, landlord report (s) and through discussion with the applicant(s).
4. At least two credit references **must** be provided for **each** applicant.
5. Applicant(s) must be income eligible for the complex as determined by USDA/RD'S 3560 Adjusted Income Limits and IRS Section 42 Tax Credit Limits where applicable.
6. Applicant(s) must qualify under occupancy standards as determined by unit size:
 - a. 1 Bedroom – 1 to 3 occupants
 - 2 Bedroom - 2 to 5 occupants
7. All income and expenses must be "third party" verifiable in writing.
8. A security deposit equal to one month's rent or basic rent (whichever is greater) is required at or before move-in.
9. We have a no pet policy. Certifiable "companion animals" that meet our criteria are accepted.

Applicants will be rejected due to:

1. A history of chronic non-payment of rent or other financial obligations
2. A negative household budget after financial obligations have been taken into consideration
3. Negative past landlord history, i.e.,
 - a. Violation(s) of previous lease
 - b. History of disturbing the "quiet enjoyment" of neighbors
 - c. Violence
 - d. Harrassment and other criminal activities
4. Assets and/or income that cannot be verified in writing by a qualified "third party"

"This Institution is an Equal Opportunity Provider"

To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD) RH- 118 | 1of 2 Rev: 4/2015