



WOODBIDGE

APARTMENTS

*A great place
to call home.*

NOW LEASING!



SCAN ME



SPACIOUS 1, 2 & 3 BEDROOM APARTMENT HOMES

Designed for comfort, convenience,
and everyday living.



POSSIBLE MOVE IN OR WAITLIST AVAILABLE



WELL-MAINTAINED COMMUNITY



HANDICAP ACCESSIBLE



PROFESSIONAL ON-SITE MANAGEMENT

FAMILY COMMUNITY

INCOME RESTRICTIONS APPLY

Make Woodbridge
YOUR NEW HOME!

CALL TODAY TO SCHEDULE YOUR TOUR!



256-601-0129



**1040 Mountains View Road NE
Hartselle, AL 35640**



<https://woodbridgeapts.net>



EQUAL HOUSING
OPPORTUNITY

FAIR HOUSING PROVIDER



HANDICAP ACCESSIBLE

Woodbridge

*Thank you for your interest in
our community!*

Welcome to Woodbridge! Thank you for picking up an application. Be sure to read the application instruction page to help you complete your application. Do not hesitate to contact us with any questions.

1 Bedroom/1 Bath

\$ 630

2 Bedrooms/2 Bath

\$ 730

3 Bedrooms/2 Bath

\$ 900

Amenities:

Highly energy efficient units with Energy Star Range/Refrigerator/Dishwasher/Central HVAC
With Washer & Dryer Connection/Patios/Outside Storage Closets/Window
Coverings/Carpeting/Clubhouse/Playground/Community Laundry Room/Covered Picnic Area

Property Perks:

Be sure to participate in the community's Educational services from Region's Bank, Safety classes from Hartselle Police and Fire Dept, State Farm insurance classes

Your rent includes:

Water, Sewer, Trash pick up, Lawn care and pest control

You are responsible for connecting and paying:

Electricity, Phone and Cable

Property Information:

Woodbridge
1040 Mountains View Road NE
Hartselle, AL 35640
(256)601-0129



Thank you for considering Woodbridge your new HOME!

Application instructions:

- Please return your completed application to the property manager or you can also mail completed applications to:
Vantage Management
CO Woodbridge
P.O. Box 170
Fyffe, AL 35971
- An application fee in the form of a check or a money-order in the amount of \$50, with an extra \$30 for each additional adult on the application. This will be required when your application is pulled from our waitlist for an available unit.
The fee is non-refundable
- If you would like to expedite the application process, return your application in person and bring the following items:
 - o State issued ID
 - o Social Security Card
 - o Proof of all earned and unearned income
 - o Proof of all assets if assets total over \$5000
 - o Proof of marital status
 - o Birth certificates and social security card for dependents on application
- All applications must be filled out completely. Do not leave anything blank. If there is a blank line on the application that does not apply to you, please write "None" in the section in question.
- Incomplete applications will not be reviewed. A thoroughly completed application will speed up the procedure and make the process easier on you.
- The use of "white out" or "NA" will automatically cause the application to be rejected.
- The Tenant Consent and Release form is part of the application and must be signed and returned with the application and application fee.

A security deposit equal to your rent will be due at lease signing. You will not be able to move in without paying a security deposit.

All payments must be check or money-order. *No cash will be accepted.*

Thanks again for your interest in our community!
Help us make this your new home!



Income Limits for Woodbridge Apartments

Your gross household income must be at or below the
income limits listed for your household size:

1 person	\$40,500
2 people	\$46,260
3 people	\$52,020
4 people	\$57,780
5 people	\$62,640
6 people	\$67,080
7 people	\$71,700
9 people	\$76,630

Tenant Selection Policies

1. All applications must be complete and properly signed and dated by the applicant. Those applications that are not complete and properly signed and dated will be rejected. All references given on applications are subject to verification. Misrepresentation of any facts on an application by the applicant would constitute fraud and will be grounds for rejection.
2. All applicants and households must be income eligible to qualify and be in compliance with Internal Revenue Code Section 42, along with all other IRS Housing Credit regulations and Home regulations
3. Applicants will be required to furnish verification of social security numbers for all household members. Picture Identification is required for all household members 18 years or older. Birth Certificates are required for all children 18 years or younger.
4. ☐ If this box is checked, this community operates as an Older Persons community requiring at least 1 household member to be 55 or older. Verification of age must be provided to meet this requirement.

☐ If this box is checked, this community operates as an Elderly community requiring all members to be 62 or older. Verification of age must be provided to meet this requirement.
5. Any applicant who fails to meet a requirement for eligibility will be given prompt written notification of the grounds for rejection. Pursuant to the Violence Against Women Act (VAWA) admission to the development shall not be denied on the basis that the applicant or household member is or has been a victim of domestic violence, dating violence or stalking, as defined in the aforementioned regulations, if the applicant or household member otherwise qualifies for admission. Written proof may be requested for all exemption requests filed under VAWA.
This written notification will include:
 - The ineligible household will be notified of rejection/ineligibility in writing and delivered and/or mailed to the household within five (5) business days from the date the determination was made.
 - Give specific reasons for the proposed action;
 - Advise the applicant of the right to respond to the notice or request a meeting with Management within five (5) calendar days of the date of the notice;
 - Advise the applicant of the right to request a reasonable accommodation if he or she feels that the reason for the denial is due to a disability.
6. Management will read all lease provisions and rules and regulations to the prospective tenant prior to allowing the tenant to sign the lease. By signing the lease document, the tenant is certifying that they are aware of all provisions in the lease and rules and regulations and will abide by those provisions.
7. Federal preferences for occupancy include applicants that are involuntarily displaced, those living in substandard housing (includes homeless), or those who are paying more than 50% of family income for rent and utilities. These preferences will be verified and will rank by equal weight. Preferences apply only to properties financed by the Department of Housing and Urban Development.

OCCUPANCY STANDARDS FOR ADMISSION WILL BE AS FOLLOWS:

	Minimum	Maximum
1 BR	1	4
2 BR	1	6
3 BR	2	8
4 BR	3	10

The exceptions to this will be if there are vacancies with no eligible applicants on the waiting list. In this case, the tenant will sign an “Occupancy Ineligible Addendum” to their lease agreeing to move to an appropriate size unit when one is available.

8. All screening documents will be kept on file with the application/tenant file and become property of the management agent.
9. All applicants are required to furnish all necessary documentation to ensure that they are eligible under all program rules and regulations.
10. Reliance on state or federal housing vouchers, Housing Choice Voucher program or comparable HOME TBRA vouchers will not be grounds to deny an application if the voucher covers the market rent for that unit type.
11. One waiting list subdivided by bedroom size is maintained. Preference for occupancy of units designed to accommodate persons with physical impairments (mobility, visual, and/or hearing) will be given to disabled applicants who require the accessibility features provided in the units, or as a result of VAWA emergency transfer request. Once these preferences have been satisfied, applicants are selected from the waiting list in chronological order based on the date and time their applications were submitted.
12. Any applicant, who is added to the complex waiting list and is not available to accept a unit when it comes available, will be withdrawn. If applicant wishes to reapply, they may do so by filling out a new application and paying a new application fee.
13. Approved transfer requests for current tenants will take priority over households on the waitlist.
14. Employee Occupancy Restrictions – to avoid actual or perceived conflicts of interest and to preserve the integrity of property management operations, current employees of the management company are not eligible to reside in any unit managed by the company. If an applicant becomes an employee of the management company after move-in, management reserves the right to require the household to vacate the unit at the end of the applicable lease term or as otherwise permitted by law and the lease agreement
15. At Rural Development properties, available rental assistance is given out in the following order:
 - Eligible very low-income tenants paying the highest percentage of adjusted annual income towards rent and utilities
 - Eligible very low- income applicants on the waiting list
 - Eligible low-income tenants paying the highest percentage of adjusted annual income towards rent and utilities
 - Eligible low- income applicants on the waiting list
16. At LIHTC properties, during lease up, if deeper (lower) rents are available, they will be given out to qualified applicants on a first come, first served basis and only to those applicants who are not receiving any other form of subsidy.

During regular operation of a family property (after initial lease up), when a lower rent becomes available, it will go to tenants who qualify for that rent based on move in date. If several tenants qualify and have the same move in date, it will go to the tenant with the lowest income.

During regular operation of an elderly property (after initial lease up), when a lower rent becomes available, it will go to elderly tenants who qualify for that rent based on move in date. If several tenants qualify and have the same move in date, it will go to the tenant with the lowest income.

Screening Policies

All applicants are held to a 4-point screening standard and a criminal background screening.

Applicant Screening

- Applicants at Family Properties must pass 3 of the 4 criteria to be considered for tenancy.
- Applicants at Rural Development Family Properties must pass 2 of the 4 criteria to be considered for tenancy.
- Applicants at Elderly Properties must pass 2 of the 4 criteria to be considered for tenancy.

The standards are as follows:

1. Leasing Desk Score: The Leasing Desk Score is a feature of Real Page leasing software. Factors that contribute to the Leasing Desk Score are: criminal background, check writing history, credit history and rental history.
 - a. Applicants must achieve a minimum of a 400 Leasing Desk Score. Pass or fail is not the factor in this standard. The minimum score must be 400.
2. Rent to income ratio:
 - a. Applicant must have 2.5 times the rent in income or have a Section 8 voucher. You can determine this by dividing the applicant's monthly income by 2.5. That amount must be equal or greater than the monthly rent.
3. Checking Account
 - a. Applicant must have a checking account with a positive current balance. Only checking accounts qualify for this standard. Savings accounts and Direct Express Cards do not count as meeting this standard.
4. Landlord Reference
 - a. These references will pertain to the payment of rents in a timely manner, to the care taken of the unit occupied, the history of violence, disruptive behavior, or abuse of a controlled substance and could be grounds for rejection. Applicants are required to have 2 years of positive landlord reference. If the applicant has lived with a family member during the prior 2 years, landlord references must be obtained from before that stay to meet this standard.

If an applicant has a previous eviction, the applicant will be rejected regardless of scoring on screening policies. If an applicant previously rented from any complex managed by Vantage Management and left with a balance owed for rent, utilities, damages or any other charge, they are ineligible to rent from any complex managed by Vantage Management in the future.

If an applicant owes a previous landlord (other than a complex managed by Vantage Management) money, the applicant must show proof that the amount has been paid off.

Any applicant who fails to meet the applicable screening requirements will be given prompt written notification of the grounds for rejection.

Criminal Background Policy

This policy does not apply to PBRA properties and Section 811 units. Please refer to the tenant selection plans for those properties.

A criminal background check will be completed on all applicants age 18 or older*. Applicants who have been convicted of or plead guilty of manufacturing methamphetamine in federally-assisted housing and/or are required to register as a lifetime sex offender will be permanently and automatically denied from housing.

Applicants who have been convicted of or have a deferred adjudication for the following offenses will be denied from housing now, but may reapply after the below mentioned time frames have expired:

Prospective tenants should be denied if they have felony convictions (or deferred adjudications) for the following in the last **15 years**:

- 1) Arson
- 2) Kidnapping
- 3) Rape, Sexual Assault or other crimes of a sexual nature
- 4) Manslaughter, Murder, or Capital Murder
- 5) 2 or more of any type of felony case that resulted in conviction (including multiple serious drug offenses)

* Applicant must have been released from jail or prison 3 years prior to applying for residency.

Prospective tenants should be denied if they have convictions (or deferred adjudications) for the following charges in the last **5 years**:

- 1) Misdemeanors involving crimes against property
- 2) Misdemeanors involving violent crimes
- 3) Serious drug related misdemeanor(s)
- 4) A serious drug related felony (If multiple drug related felonies are involved, see above)

Any applicant who fails to meet the applicable screening requirements or the criminal background criteria will be given prompt written notification of the grounds for rejection. We welcome an interactive dialogue with you regarding any concerns you may have about a rejection of your application due to criminal background screening results. We would also welcome any documentation you would like to submit for consideration that may help explain the circumstances of the criminal charge, which we will consider on a case-by-case basis.

Crimes related to circumstances protected under Violence Against Women Act (VAWA) may not be considered. For a reasonable accommodation request, please see the Site Manager of the property.

*While all households have been screened prior to tenancy, this does not create a guarantee as to the criminal history of each resident or occupant.