



## What You Will Need...

Thank you for visiting **Riggs Crossing Senior Residences**. For us to begin processing your application, we will need the items shown below that apply to you and anyone who will be living in the apartment. Please bring all items with you, and please plan for your appointment to last approximately one-hour:

- **Identification**  
All household members must provide current government ID; acceptable forms of ID include Drivers License, State Identification Card, Passport, Permanent Resident Card, etc. Expired identification will not be accepted. If no ID or documents are available, approved DHCA self-certification or DHS statement accepted as proof of identity.
- **Employment/Other Income**  
All household members who are employed must sign a Verification of Employment form giving us permission to verify their gross anticipated earnings for the next 12 months.  
If any household member has other income such as Social Security, Disability, Worker's Compensation, VA Benefits, Unemployment Compensation, TANF etc., we must have benefits statements providing proof of the gross amount being received over the next 12 months
- **Separation/Child Support**  
If your marital status is listed as separated, you will need to complete the Marital Status Form.  
If you are currently receiving alimony, child support, or any form of back child support, we need a copy of the court order from the courthouse that is not more than 120 days old. If you receive child support, back child support or alimony and it is NOT court ordered, we need a NOTARIZED statement from the person paying the recurring support that lists the amount and frequency of payment.
- **Recurring Gifts/Contributions**  
If any member of the household is receiving recurring gifts/contributions from someone who will not be living in the apartment, we must have a NOTARIZED statement from the person paying the gift/contribution that lists the amount and frequency of payment.
- **Assets**  
On the application, please be prepared to list the AVERAGE SIX-MONTH BALANCE for the checking account and the CURRENT BALANCE for all other applicable assets. Verification of these assets may be required depending on the total value. Once the application has been returned, the community staff will advise you regarding any further verification if necessary.
- **Fees**  
An application fee of \$11 is due at the time of application; this may be paid in the form of a money order, certified check or cashiers check. Cash is not accepted. The Application Fee may be refunded if management does not use it for the purpose of conducting a screening for any purpose.

**NOTE: all verification listed above must be dated within 120 days of your anticipated move in date.**  
**Riggs Crossing anticipated to open for first move-ins March 2025.**

*We appreciate your cooperation in getting these very important documents to the Riggs Crossing office as soon as possible!  
With these required documents, we will be able to begin quickly processing your application.*

Visit our website:

[www.RiggsCrossing.com](http://www.RiggsCrossing.com)



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## Application Disclosures

In addition to the materials listed above for the purpose of completing an application, please be advised of the following disclosures in advance of completing an application:

**Application Fee:** This \$11 fee offsets management's cost of reviewing the materials you've provided and conducting the appropriate application screening and review. This fee is non-refundable *unless*, for any reason, the application is not reviewed or screening is not conducted. If Management does not conduct a screening, the application fee will be refunded within fourteen (14) days.

**Screening Information:** As described in the Applicant Release and Consent form, management may retrieve information, without limitation, from public criminal and civil records (including judgments for possession in the last three (3) years), past and present employers, banks and other financial institutions, credit bureaus, and government agencies disbursing any public benefit(s) during the course of the application screening process. Management does not deny applications based solely on an applicant's credit score, but may deny applications based upon information within a credit or consumer report which directly relates to the applicant's fitness as a tenant. **If you have a housing subsidy, Management will only consider negative credit, collections, and rental history which occurred during the time period *after* the subsidy award.**

**Automatic Denial:** The following criteria may result in automatic denial of your application: Credit report - if an applicant's credit report indicates any collection activity over the last 12 months or three (3) late payments on any debt over a 12-month period, these findings may result in an automatic denial. Rental History - if an applicant has a judgement for possession (eviction) within the last three (3) years or, has made three (3) or more late rent payments over a 12-month period, this will result in an automatic denial.

**Rental History Verification:** Management will conduct a rental history verification. Applicants are required to provide address(es) for the previous 12-month period. Management will request an account ledger from the applicant's prior landlord(s). Management requires confirmation from previous landlord(s) that at a minimum, applicant made 9 out of 12 rental payments on time over a 12-month period.

**Application Processing:** Management will respond with a decision related to your application within 5 business days of receipt of your completed application package. You have the right to dispute any information relied upon by management that is inaccurately or incorrectly attributed to you, and you have the right to receive a response from Management related to any such dispute. If you believe Management resolves any dispute incorrectly, you have the right to pursue a civil action in the Superior Court for the District of Columbia.

**Records Request:** If you receive an adverse action as a result of screening, you will receive the specific grounds for the adverse action, a copy of any third-party report contributing to that adverse action upon request, and you have the right to dispute any adverse action by providing additional information. If upon receipt of any such explanation you believe the adverse action was improper, you have the right to file a complaint with the DC Office of Human Rights. Management will respond to any such dispute within ten (10) days of any additional information provided.

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