



Resident Qualifying Criteria

Thank you for considering our community for your new home. The following qualifying criteria have been established in compliance with federal and state fair housing laws, and industry best practices. All applicants are required to meet these criteria to be considered for residency.

Occupancy Standards:

- The following occupancy standards apply based on two persons per bedroom, plus one per apartment home:

One Bedroom	(3) Three Persons
Two Bedroom	(5) Five Persons
Three Bedroom	(7) Seven Persons
Four Bedroom	(9) Nine Persons

- All occupants age 18 and older must complete an application and be included on the lease.

Age Requirement:

- All leaseholders must be at least 18 years of age or older.

Income Requirements:

- A. The combined gross monthly household income must be at least 2.5 times the monthly rent.
- B. All income must be current, verifiable, and supported by proper documentation.

Acceptable proof of income includes (but is not limited to):

- Employment Income (via pay stubs, employer verification), Retirement or Social Security (pension distributions, Social Security statements), Military Benefits (via pay stubs, LES – Leave and Earnings Statement, VA benefits with official award letters), Court-ordered support (child support, alimony), Trust funds (official documentation showing regular, ongoing disbursements or trust statements).

Income Verification:

- A. **Employed:** Must provide recent pays stubs, minimum of four consecutive periods and/or employer verification letter on company letterhead.
- B. **Self-Employment:** Must provide federal income tax returns, minimum of one year (IRS Form 1040 with Schedule C, E, or F) or bank statements showing consistent deposits for six months. If using bank statements, you must show an available balance of 3x the monthly rental amount for the signed term. **Example- a monthly rental amount of \$1200 for a 7-month lease term must show they have an available balance of at least \$21,000.*

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- C. **Retirement & Government Benefits:** Social Security / Disability award letters or pension or retirement distribution statements.
- D. **Military Income & Benefits:** Military Leave and Earnings Statements (LES), VA benefit award letters, Military retirement or pension statements.
- E. **Court Ordered support & Trust Funds:** Trust fund statements verifying scheduled distributions, Court – ordered child support or alimony (must provide court documents and proof or current payments).
- F. **Commission/Tip Employment:** Person who holds jobs that are commission only, base salary plus commissions, tips or bonuses will be considered self-employed and must submit the same proof of income as listed above in (B).
- G. **Unemployment/School Loans:** Unemployment benefits and school loans will not be accepted as proof of income. If unemployed, you must qualify with a guarantor or co-signer.

Guarantors:

- If an applicant does not meet the income or credit requirements, or they are a first-time renter, a guarantor may be accepted.
- Guarantors must:
 - Demonstrate verifiable gross monthly income of at least 5x the monthly rent.
 - Meet all other screening criteria, including credit and rental history.
 - Reside in the United States and provide valid identification.
- Guarantors sign a Guaranty Agreement and are financially responsible for all lease obligations, including rent, damages, and fees, but do not acquire occupancy rights to the unit.

Credit and Rental History:

- A credit and rental history check will be conducted for all applicants and guarantors.
- Negative credit history, unpaid rental balances, evictions, or open bankruptcies may result in denial.
- A discharged bankruptcy older than one year may be approved with conditions.

Criminal History:

The criminal records of all household members over 18 will be checked for all Felony and Class A Misdemeanor records. The information gathered as the result of this check would affect the approval of the application as follows:

- A. Applicants with any of the following felony conviction in the 20 years preceding the date of this application will be denied approval- murder, capital murder, aggravated kidnapping, sexual assault, aggravated sexual assault, indecency with a child, sexual performance by child, first degree criminal solicitation, compelling prostitution, trafficking of persons, aggravated robbery, burglary if committed with the intent to commit felony sexual assault, aggravated sexual assault, sexual abuse of a child, or prohibited sexual conduct, offenses under Section 481.134(c), (d), (e) or (f) of the Texas Health and Safety Code (or, such applicable state law, if allowed by law) if it is shown that the offender has been previously convicted of an offense for which punishment was increased under the aforementioned sections, offenses under Section 481.140 of the Texas Health and Safety Code (or similarly classified offenses in jurisdictions outside of Texas) relating to any

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felony conviction increased in punishment as a result of use of a child in commission of such offenses, and any offense where the offender used or exhibited a deadly weapon during the commission of a felony offense or during immediate flight therefrom.

- B. B.) Applicants will be automatically denied for any prior conviction for manufacturing or distribution of a controlled substance (or similarly classified offenses in jurisdictions outside of Texas).
- C. C.) Applicants will be automatically denied if they are currently subject to a registration requirement under Article 62.001, Code of Criminal Procedure, Sex Offender Registration Program (or similar Sex Offender Registration Programs in jurisdictions outside of Texas).
- D. D.) Any other felony or Class A misdemeanor conviction other than those set forth in 4.A. above related to violent criminal activity (or similarly classified offenses in jurisdictions outside of Texas) will result in denial if the conviction occurred in the seven (7) year period preceding the date of application.

Identification Requirements:

- Applicants must provide one form of valid, government-issued photo identification.
- Non-U.S. citizens or applicants without a Social Security Number must provide a valid passport and/or other government-issued identification. Additional qualification requirements, such as participation in a deposit alternative program or additional deposits, may apply.

Deposits and Fees:

- A non-refundable application fee of \$75.00 is required per applicant. A non-refundable application fee of \$50.00 is required per occupant over the age of 18.
- If approved, applicants may choose to pay a standard deposit or participate in a deposit alternative program (if available).
- If approved with conditions, applicants may be required to pay an additional conditional deposit or fee. This deposit or fee must be paid within 72 hours of application approval.
- Application and administration fees are non-refundable. If denied, any security deposit will be refunded in 30 days.
- If an applicant withdraws, cancels, or fails to move forward with the lease, the application fee, administration fee, apartment deposit and/or conditional fee will not be refunded.
- If an applicant provides false information on an application, or provides false proof of income, the application fee, administration fee, apartment deposit and/or conditional fee will not be refunded.

Pets:

- A maximum of two (2) pets per apartment is permitted, subject to management approval and pet screening.
- A current photo and rabies vaccination record must be provided for each pet.
- Breed restrictions and additional fees may apply.

Fair Housing Statement:

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- **We comply with all applicable federal, state, and local fair housing laws, and do not discriminate based on race, color, religion, sex, national origin, disability, familial status, or any other protected class.**

Acknowledgment:

By signing below, you acknowledge that you have read, understand, and agree to these qualifying criteria. You further authorize management to verify all information provided, including rental history, employment, and credit records.

Applicant Signature: _____ **Date:** _____

Applicant Signature: _____ **Date:** _____

