



RESIDENT SELECTION AND QUALIFYING CRITERIA
(Revised and Distributed 04.01.15)

IT IS THE POLICY OF REALTEX HOUSING MANAGEMENT TO ENSURE EQUAL HOUSING OPPORTUNITIES IN COMPLIANCE WITH THE FEDERAL FAIR HOUSING ACT, THE LOUISIANA, MISSISSIPPI, AND TEXAS FAIR HOUSING ACTS AS AMENDED, AND APPLICABLE LOCAL LAWS. REALTEX HOUSING MANAGEMENT DOES NOT DISCRIMINATE IN THE LEASING OF DWELLINGS, AND IN OTHER HOUSING-RELATED TRANSACTIONS, BASED ON RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, FAMILIAL STATUS (INCLUDING CHILDREN UNDER THE AGE OF 18 LIVING WITH PARENTS OR LEGAL CUSTODIANS, PREGNANT WOMEN, AND PEOPLE SECURING CUSTODY OF CHILDREN UNDER THE AGE OF 18), SEXUAL ORIENTATION AND HANDICAP (DISABILITY).

ALL REASONABLE ACCOMMODATIONS REQUESTED TO COMPLETE THE APPLICATION PROCESS WILL BE CONSIDERED. IF YOU WOULD LIKE TO REQUEST A REASONABLE ACCOMMODATION TO ASSIST YOU DURING THE APPLICATION PROCESS, PLEASE COMPLETE OR HAVE COMPLETED FOR YOU A REASONABLE ACCOMMODATION FORM AND SUBMIT TO THE SITE MANAGER. THIS FORM MAY BE SUBMITTED IN PERSON AT THE LEASING OFFICE OR VIA EMAIL AT rwmngr@realtexmanagement.com THE SITE MANAGER WILL FORWARD YOUR REQUEST TO HIS/HER IMMEDIATE SUPERVISOR FOR CONSIDERATION. YOU WILL BE ADVISED OF OUR DECISION REGARDING THE REQUEST WITHIN 5 BUSINESS DAYS OF THE DATE OF THE REQUEST.

Federal law prohibits us from rejecting prospects because they hold a Choice Voucher or other similar rental assistance voucher. All prospects are subject to the same eligibility qualifying requirements and therefore may be rejected for any valid reason.

ELIGIBILITY CRITERIA

In the selection of applicants for residency, Eligibility Criteria have been established. All applicants will be screened carefully and the following eligibility standards will be applied:

1. You are applying for residency at an ***affordable housing community*** with qualifying regulations imposed by IRS Section 42 (LIHTC), HOME, HUD, LTWFH, USDA or other similar affordable housing programs.
2. **Provide Information:** All applicants must cooperate in completing the rental application in its entirety and provide information necessary to management to determine their eligibility for residency.



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3. **Income Limits:** Applicants must qualify under the income guidelines established by the governing affordable housing program. Maximum income limits adjusted by household size are provided by management upon request (please ask your management representative for more information). Minimum income limit guidelines are as follows: The combined gross monthly household income of all household applicants for each apartment unit must be equal to or exceed **2.0** times the monthly rent amount. Applicants with a Choice voucher or other similar rental assistance, income must equal to **2.0** times the resident's share or portion of the monthly rent obligation. Third Party Rental Assistance Housing Vouchers will be considered in determining income. Income must be verified, in writing. Management will verify with third parties or through other appropriate means of all income information that prospects provide. Applicants who are accepted for residency must cooperate and recertify the household's income annually, a minimum of 60 days prior to the expiration of the lease.
4. **Occupancy Standards:** All applicants must meet the established occupancy standards. As a HUD policy, there should be no more than two (2) persons per bedroom. Management shall take into consideration mitigating circumstances in cases where applicants or residents have a verifiable need for a unit that would not meet the established occupancy standards. For example, the U.S. Department of Housing and Urban Development (HUD) allows for one (1) child 24 months of age or younger to live with two residents in a one bedroom unit. When the time arrives for recertification, however, residents must relocate to an apartment unit which suits their current needs based on familial size or other circumstance(s).
5. **Social Security Numbers:** All applicants must disclose and provide documentation of a government issued social security number for all household members.
6. **Birth Certificates:** Birth certificates must be provided for anyone under the age of 18 or as otherwise required under applicable programs
7. **U.S. Citizenship:** All applicants must present 1) a valid State issued driver's license; 2) Government issued Social Security number; 3) Form I-94 Arrival-Departure Record; 4) temporary resident alien card verifying approved entry by the United States government (I-94W); 5) I-551 Permanent Resident Card (Alien Registration Receipt Card); 6) Form I-688 Temporary Resident Card; 7) Form I-688A Employment Authorization Card 7) a valid Meticula Consular identification document.
8. **Age Restrictions (where applicable):** If the community you are applying for residency is a 'Senior Community', the **Head of Household, Spouse and/or Co-Head of Household must be a minimum of 55 years of age.**

ACCEPTANCE CRITERIA

All applicants must cooperate in completing the rental application and providing information necessary to determine acceptable credit, rental history, criminal history, income, and/or employment income verification, if applicable. For acceptance, the applicant and all members of the household must demonstrate:



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1. Rental History : A willingness and ability to:
 - a. Conform to the community rules and regulations;
 - b. Respect for the rights of others;
 - c. Abide by the lease and house rules;
 - d. Pay rent and utilities on time plus other applicable charges.
2. Sanitary and Housekeeping Skills: Sanitary and Housekeeping habits at prior residence(s) that did not adversely affect the health, safety, or welfare of other residents or cause damage to the apartment community.
3. Credit History: Meeting all financial obligations on a timely basis; including rent, utility payments, loans and credit cards.
4. Criminal History: Any applicant or household member with any type of felony conviction shall not be accepted for housing.
5. Employment: Applicant must supply six (6) consecutive pay stubs showing verifiable employment. If less than six months of employment history, an additional security deposit or guarantor may be required.
 - a. If retired or not employed, applicant must pass income, credit and criminal criteria, or pay an additional security deposit or provide a guarantor
 - b. If self employed, applicant must produce current bank statements which show sufficient funds to meet minimum the income requirements, or pay an additional security deposit or provide a guarantor
 - c. No job, except for full time students (minimum of 9 hours) must provide verification of enrollment, and must provide either additional security deposit or provide a co-signor.

REJECTION CRITERIA

Management reserves the right to reject applicants for housing if it is determined that the applicant or any member of the household falls within any one or more of the following categories:

1. **Misrepresentation:** Any misrepresentation in the application process or procedure for the apartment or income certification process for any apartment home.
2. **Records of disturbance of neighbors, destruction of property or other disruptive or dangerous behavior:** Includes behavior or conduct which adversely affects the safety or welfare of other persons by physical violence, gross negligence or irresponsibility, which damages the equipment or premises in which the family resides, or which is disturbing or dangerous to neighbors or disrupts the quiet and peaceful enjoyment of their home and community.
3. **Violent Behavior:** Includes evidence of acts of violence or any other conduct, which would constitute a danger or disruption to the peaceful occupancy of neighbors.
4. **Non-Compliance with Lease Agreement of other required community rules and guidelines:** Includes evidence of any failure to comply with the terms of the rental



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agreements at prior residence, such as failure to recertify as required, providing shelter to unauthorized persons, keeping pets, or other acts in violation of rules and regulations.

5. **Owing utility Providers:** Applicants who owe a balance to present or prior utility providers for their residences will not be considered for admission until the account is paid in full and reasonable assurance is obtained that the contribution causes for failure to pay the utility bill have changed sufficiently to enable the family to pay and maintain utilities in the name of head of household.
6. **Owing Prior Landlords:** Applicants who owe a balance to present or prior landlords will not be considered for admission until the account is paid in full and reasonable assurance is obtained that the cause of nonpayment of rent or damages have changed sufficiently to enable the family to pay rent and other charges when due.
7. **Unsanitary or Hazardous Housekeeping:** Includes generally creating any health or safety hazard through acts of neglect and causing or permitting any damage to or misuse of premises and equipment. If the family is responsible for such hazard, damage, or misuse, including but not limited to , causing or permitting infestation, foul odors, or other problems injurious to other persons' health, welfare, or enjoyment of the premises, depositing garbage improperly , failing to use in a reasonable and proper manner all utilities , facilities, services, appliances and equipment within the dwelling unit or failing to maintain them in a clean condition , or any other conduct or neglect that could result health or safety problems or damage the premises.
8. **Credit History:** A consistent , severe, recent history of deficiencies in overall credit or rent payment which indicate the family will be unable or would otherwise fail to pay when due rent for the apartment and other expenses relating to occupancy of the apartment.
9. **Criminal Activity:** Management has established a policy to reject all applications where the applicant or any household member has engaged in certain criminal activity. The activities that are grounds for rejection of an application are as follows:
 - a. Any conviction or adjudication other than acquittal within the last 7 years that involved injury to a person or property.
 - b. Any conviction or adjudication other than acquittal for the sale, distribution, or manufacture of any controlled substance.
 - c. Any conviction or adjudication other than acquittal within the last 7 years involving illegal use or possession of illegal drugs.
 - d. Any current user of illegal drugs or whose illegal use of drugs or pattern of illegal use of drugs would likely interfere with the health , safety, or right to peaceful enjoyment of the property by other residents.
 - e. Any act which results in the person's tenancy constituting a threat to the health or safety of other individuals, results in substantial physical damage to the property of others, or interferes with the peaceful and quiet enjoyment of the premises.
 - f. Any conviction or adjudication other than acquittal, for any sexual offense, or applicants that are subject to a state lifetime sex offender registration program.
 - g. Any conviction or adjudication other than acquittal, which involved bodily harm to another person.



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- h. Evictions for drug related Criminal Activity: If the applicant or any household member has been previously evicted from federally assisted housing during the last three (3) years for drug related criminal activity, the application will be rejected (unless the evicted member has successfully completed an approved drug rehabilitation program or the family member who was responsible for the eviction is not part of the application).
- i. Alcohol Abuse: If there is reasonable cause to believe that the applicant or any household member's behavior or pattern of behavior- as a result of alcohol abuse- is likely to interfere with the health, safety or right to peaceful enjoyment of the premises by other residents, the application will be rejected.
- j. Management reserves the right to require criminal background checks at each recertification / renewal through a local police precinct in the area of the property a person has applied to lease from
- k. Any conviction or adjudication other than acquittal, for terrorist related crimes.
- l. At the time for lease renewal, management reserves the right to have a background check performed on a resident, by which the resident's potential renewal will be subject to.

Applications will be processed only after a fully completed application is submitted. If an application is rejected, the management will provide a written denial letter within seven (7) days of the determination, which fully describes the specific reason for denial and will include contact information for any third parties that provided information on which the rejection was based.

10. Pets are not permitted on the property, permanently or temporarily, without the prior written permission from management in the lease documents or an addendum to the lease. If pets are allowed at the community you are applying for, management may require a refundable pet deposit and /or non-refundable pet fee be paid (for each pet living in a unit). Deposits vary from \$250.00 for a pet weighing up to 25 lbs, \$300.00 for a pet weighing up to 50 lbs, and \$350.00 for a pet weighing up to 75 lbs. Management limits two (2) pets per apartment, which individually must not exceed 75 pounds at full growth. *(Depending on the individual community, this policy may vary.)* Birds larger than a cockatiel will require pet monies. No reptiles, pigs, rabbits, ferrets, or dogs defined by the management company as an "aggressive breed" are permitted. Violation of this policy will result in a daily fine to be imposed on your rent account or possible termination of the lease. **NOTE:** Service Animals and animals deemed as "companion" as prescribed in writing by a medical physician are not considered "pets" under this policy. No fee or security deposit will be assessed as a result.
11. If an applicant is unable to meet a requirement above, Management may consider acceptance of guarantor (please ask your management representative for more details on guarantors).
12. All households comprised of only full-time students generally are not eligible for occupancy under IRS Section 42, HUD and Long Term Workforce Housing programs



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unless they meet certain exceptions. Households containing any adult students regardless of full time or part time status must meet additional exceptions in order to qualify for residency under HOME or HUD programs.

13. **Security Deposits** are fully refundable, less lawful deductions.

Waitlist Policy

Qualifying applicants that are interested in living at a Realtex property will be directed to the Business Management Office where they will meet with a Resident Leasing Specialist to complete a Guest Card and Rental Application for Housing. During this initial session, the Resident Leasing Specialist solicits basic information from the prospect such as anticipated move-in date, size of family, and housing requirements, as well as collects copies of their supporting documentation/ information, if readily available, to process the application.

The Resident Leasing Specialist will advise prospects of the availability of the housing size that they qualify to occupy. If the desired size/type or mobility/audio/visual equipped apartment home is not available, the prospect will be entered/ placed on the property's data base waiting list. This waiting list shall be separated by unit type (bedroom size, mobility/ audio/visual) and maintained in date order as to when the guest card was received for up to six (6) consecutive months before each applicant on the waiting list is called by the Leasing Specialist to verify and/or update the information, and to confirm if alternative housing has already been secured to be removed from the list, or if the interest in the community remains unchanged allowing the prospect to remain on the list for the next six month period if the desired size/type apartment remains unavailable. The Waitlist will be closed if wait time reaches one full year. If waitlist is closed, the date of closing will be posted in the Leasing Office.

Current residents wishing to transfer to a different unit size or type must make the transfer request in writing to the Business Manager. Residents requesting transfers will be entered on the waiting list in the same manners as new applicants. Transfers will be considered only if one or more of the following circumstances apply:

Reasonable Accommodation for medical reasons.
Current unit too large or too small for family size.
Protections under VAWA regulations.

In-house transfers specifically for Reasonable Accommodation or for protections under VAWA will take priority over new applicants on the wait list.

If a current resident requests and qualifies for a unit with a lower income restriction than the unit in which they currently reside, the resident shall make the request in writing. If no unit of the appropriate size and income restriction is currently available current residents requesting lower income restriction will be placed on the wait list in the same manner as an applicant not currently residing in the development who has been placed on the wait list for a unit of the same size and income restriction.



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Applications will be processed in the order in which they are received. Applicants that are not approved for occupancy will be informed in writing within 7 days of the date of determination. The notification will include the specific reason for denial and contact information for any third parties that provided the information on which the denial was based.

I have been afforded the opportunity to ask any questions that pertain to the Resident Selection Guidelines. ANYONE WHO FALSEFIES ANY INFORMATION ON HIS OR HER APPLICATION WILL BE DENIED ACCEPTANCE. THE DEPOSIT WILL AUTOMATICALLY BE FORFEITED.

By signing below, I certify that I have received, read and understand a copy of these guidelines.

Signature of Head of Household

Date

Signature of Co-Head of Household

Date



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