

WELCOME

NAME _____

ADDRESS _____

CITY/STATE _____

HOW DID YOU HEAR ABOUT US?

- Driving By _____
- Newspaper _____
- Resident _____
- Other _____

TYPE OF APARTMENT DESIRED

1 Bedroom _____
2 Bedroom _____
3 Bedroom _____

ARE YOU?

- Married
- Single

How many family members? _____

When do you need apartment _____

\$15.00 APPLICATION FEE for EACH ADULT APPLICANT
DUE BEFORE YOU RENT AN APARTMENT

NON-REFUNDABLE: MONEY ORDER OR CASHIER'S CHECK ONLY

NO CASH ACCEPTED FOR ANY PURPOSE

Security Deposit and Rents must be paid by Money Order

HUD CONTRACT PROPERTIES ARE EXEMPT FROM APPLICATION FEES

For Leasing Agents Use only

(Receipts for Application Fee for Security Deposits May be Attached Here)

Comments _____

Date: _____ Manager Yulonda Jackson



TDD COMMUNICATIONS 1-800-735-2989



TTY: 1-800-735-2988



RURAL RENTAL HOUSING ASSOCIATION OF TEXAS, INC.

RENTAL APPLICATION

Application Submitted For Office Use Only
Date Received:
Time Received:
Application Fee: \$ 15.00

Application Assignment For Office Use Only
Apartment No.:
Lease Date:
Rent: \$

Bay City Village
Property Name

ABOUT YOU: (TENANT OR CO-TENANT)

Applicant's full name:
Present address:
Phone Number: (Home) (Cell)
Driver's License Number: (State)
Social Security Number:
Date of Birth:
Marital Status (Optional):
Why are you moving?
Do you receive job related or other income?
Current Landlord:
Their Phone Number:
How long have you lived there?
Current Monthly Rent: \$
Previous Landlord:
Address:
How long did you live there?
Their Phone Number:
Previous Monthly Rent: \$
Are you currently attending any kind of school?
E-Mail Address:

YOUR SPOUSE: (Note: Co-Tenants are required to complete a separate rental application)

Full Name:
Present address:
Phone Number:
Do you receive job related or other income?
Drivers License Number:
Social Security Number:
Date of Birth:
Are you currently attending any kind of school?

OTHER OCCUPANTS: (Anyone other than spouse, that is 18 or older, must complete a separate application)

Does the tenant or co-tenants have legal custody of all minor children listed below?
Do you or any occupant have a live-in attendant?
Do you anticipate any changes in household size (new members, birth of child, adoption, foster child, etc.)?
Name: Relationship: SSN: Birth date: Student

VEHICLES: (List all vehicles, including motorcycles, RVs and trailers to be parked by you, your spouse or any occupants of the apartment.)

Vehicle Type: Year: Color: License No.
Vehicle Type: Year: Color: License No.

PREFERENCES:

What size unit are you requesting?
Are you applying for a handicap accessible unit?
Do you wish to claim the deduction available for handicap or disabled persons?
Do you wish to make any modifications to the apartment to accommodate a handicap or disability?

EMERGENCY:

In the case of an emergency, notify
Address: Relationship:
Daytime phone number: Evening phone number:
In the case of serious illness, death or disappearance, is the above named person authorized to take possession of your property?
In the case of serious illness, death or disappearance, is the apartment property authorized to return any monies (rent or security deposit) due to the resident to the above named person?
Other instructions:

FORM VALID FOR RRHA OF TEXAS MEMBERS ONLY

GENERAL INFORMATION:

Do you have a pet? Yes No Breed: _____ Age: _____ Weight: _____
 Are all household members citizens of the United States of America? Yes No
 If any member is not a United States citizen, is that person a qualified resident alien as defined by law? Yes No
 Have you or anyone in your household (adult or juvenile) ever been convicted of, pled no contest to, or entered a guilty plea, to any criminal offense other than minor traffic violations? Yes No If yes, please describe: _____
 Have you or anyone in your household ever lived at this apartment property? _____
 Do you or anyone in your household use a controlled substance (drugs)? _____
 Have you or anyone in your household ever:
 1) broken an apartment lease? _____
 2) been requested to vacate an apartment? _____
 3) been evicted or sued for non-payment of rent? _____
 4) been evicted or sued for damage to rental property? _____
 5) received deferred adjudication for a felony? _____
 6) been convicted of a felony? _____
 7) been arrested and convicted as a sex offender? _____
 Have you given notice to your present landlord of your intent to move? _____
 How did you hear about us (Newspaper ad, Internet, friend, etc.) _____
 Is any member of the household a veteran? _____
 Are you seeking housing because you have been displaced by a Presidentially declared disaster? _____
 Do you have a Letter of Priority Entitlement (LPE)? _____
 Please list each state that you or any member of the household have ever resided _____

 Were you or any member of the household age 62 or older AND receiving HUD Rental assistance on or prior to Jan. 31, 2010? _____

STUDENT STATUS:

USDA requirements (determines eligibility for housing):

Will any tenant or co-tenant attend an institution of higher learning in the coming year? Yes No
 1) Has the student established a separate household from parents for at least one year prior to occupancy? Yes No
 2) Is the student claimed as a dependent on their parent's tax return? Yes No
 3) Is the student financially independent from their parents? Yes No

HUD (determines eligibility for Section 8 rental assistance):

1) Is the student 24 years of age or older? Yes No
 2) Is the student a veteran? Yes No
 3) Is the student married? Yes No
 4) Does the student have a dependent child? Yes No
 5) Is the student disabled? Yes No
 6) Is the student currently living with their parents who are receiving section 8 assistance? Yes No
 7) Are the student's parent's income eligible to receive section 8 assistance? Yes No

LITTC requirements (determines eligibility for housing):

Has any tenant or co-tenant in the household attended school full-time for at least 5 months in the past year? Yes No
 Does any tenant or co-tenant in the household intend to go to school full-time in the coming year? Yes No
 If the answer is "Yes" to either of the questions above, complete the section below:

LIST the name of each Full-time Student: _____

NOTE: Households where all of the members are full-time students are not eligible unless they meet one of the exemptions:

- 1) Are all adult members of the household married and file a joint income tax return? Yes No
- 2) Does the household receive assistance under Title IV of the Social Security Act (i.e., AFDC/TANF)? Yes No
- 3) Is the student a single parent with a minor child? Yes No
- 4) If you have children, do you claim them on your federal income tax return? Yes No
- 5) Has any member of the household received assistance under the Job Training Partnership Act or similar federal or state law? Yes No
- 6) Has any member of the household previously enrolled in a foster care program? Yes No

CREDIT:

Credit Reference #1: _____ Phone #: _____
 Address: _____ Account #: _____
 Credit Reference #2: _____ Phone #: _____
 Address: _____ Account #: _____

ASSET & INCOME QUESTIONNAIRE

The information on this form is authorized to be collected by the USDA Rural Housing Service to determine an applicant's eligibility and the amount the tenant must pay toward rent and utilities. This information may be released to appropriate Federal and State agencies. However, this information will not otherwise be released, except as permitted or required by law. Failure to disclose certain items of information requested may result in a delay in the processing of an application or its rejection.

INCOME:

Does any member of your household have a job? Yes No (Include wages, salary, overtime pay, military pay, commissions, fees, tips, bonuses, etc.)

Household Member Name	Employer (Name, Address & Phone No.)	Gross Monthly Wages
		\$
		\$
		\$

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Does any member of your household own a business or rental property? Yes No

Name of Business	Type of business	Years of Ownership	Monthly Profit
			\$

Does any member of your household receive payments or benefits from Social Security, SSI, annuities, veterans benefits, retirement funds, pensions, insurance policies, etc.? Yes No

Household Member Name	Source (SS, Veterans, etc.)	Monthly Income
		\$
		\$
		\$

Does any member of your household receive unemployment, disability, death benefits, workers compensation payments, public assistance/TANF, etc.? Yes No

Household Member Name	Source (Unemployment, workers comp, etc.)	Monthly Income
		\$
		\$
		\$

Does any member of your household receive alimony, child support or regularly recurring contributions from someone not residing in the dwelling? Yes No

Household Member Name	Amount you are entitled to receive	Gross Amount received monthly
	\$	\$
	\$	\$
	\$	\$

Does any member of your household receive interest or dividend income? Yes No

Household Member Name	Source	Monthly Income
		\$
		\$
		\$

List all other household income. (Include severance pay, education grants, scholarships, etc.)

Household Member Name	Source	Monthly Income
		\$
		\$
		\$

Total Monthly Income \$

Total Annual Income expected for the next 12 months \$

ASSETS:

Total Cash on Hand for all members of the family \$

Does any member of your household have a bank account (checking, savings, etc)? Yes No

Account Holder	Bank (Name & address)	Interest Rate	Account Number	Avg 6 month Balance
				\$
				\$
				\$

Does any member of your household have Direct Express Card or any other type of debit card that receives a monthly deposit? Yes No

Account Holder	Source	Account Number	Balance
			\$
			\$

Does any member of your household own stocks, bonds, IRA, 401K, CD or retirement account? Yes No

Account Holder	Financial Institution (Name & address)	Income	Account Number	Current Value
				\$
				\$
				\$

Does any member of your household have a life insurance policy that has cash value? Yes No

Household member name	Description (Term, whole life, etc.)	Policy #	Cash Value
			\$
			\$

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FORM VALID FOR FRHA of Texas MEMBERS ONLY

Does any member of your household have personal property held as an investment (gem & coin collections, antique autos, art, etc.)? Yes No

Description	Current Value
	\$

Does any member of your household own any property? Yes No

Household member name	Location of property	Appraised Value	Outstanding Mortgage
		\$	\$
		\$	\$

Has any member of your household sold or given away any assets in the last two (2) years? Yes No

Household member name	Description of property	Market value or appraised value	Amount of Sale
		\$	\$
		\$	\$

Have you or any household member received any lump sum payments, such as lottery winnings, inheritance or insurance settlements?
 Yes No (If yes, please describe) _____

Does any member of your household own any asset not listed above? Yes No (If yes, please describe in detail.) _____

EXPENSES:

CHILD CARE: To enable a household member to be employed or attend school, does anyone in your household pay for childcare services? Yes No (If yes, please list each provider): _____

MEDICAL EXPENSE: (Complete this section when the Tenant or Co-Tenant is at least 62 years old, or handicapped or disabled.)

Does your household pay medical expenses that are not covered by insurance? Yes No

If the answer is yes, you may be eligible for a reduction in your monthly rental payment. Please submit to the property manager the information necessary to document the amount of un-reimbursed medical expenses you expect to pay in the next 12 months.

Please list all states in which any and all occupants have ever resided:

- Applicant: _____
- Co-Applicant: _____
- Other occupant #1: _____
- Other occupant #2: _____
- Other occupant #3: _____
- Other occupant #4: _____

Are any proposed Applicants or occupants subject to a lifetime sex offender registration of any state? Yes No (If yes, please list below) _____

If any member of the household is subject to a lifetime sex offender registration, you will be given the opportunity to permanently remove the individual from the household and, if such person is not permanently removed and barred from the property, you will not be allowed to occupy an apartment.

If you or any occupant of the household falsifies any information or otherwise fails to disclose criminal history in this application or in any recertification forms, then your occupancy shall terminate and you shall be evicted.

CERTIFICATION AND SIGNATURES: (All Adults in household must sign application.)

All statements contained in this application are true and correct. I authorize the owner or its representatives to contact any person to verify any information contained herein. In the event that information given above is discovered to have been false or incomplete, the applicant understands that their application may be rejected or they may lose any subsidy that the Federal Government pays and have their rent increased and be sued for eviction. The Applicant also certifies that the unit applied for will be the Applicant's Household's permanent residence and it does/will not maintain a separate subsidized rental unit in a different location.

Signing this acknowledgment indicates that you have had the opportunity to review the landlord's tenant selection criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income, and rental history. If you do not meet the selection criteria, or if you provided inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.

Date _____

Signature of Applicant _____

Date _____

Signature of Applicant _____

WARNING: Section 1001 of Title 18, United States code provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States makes a false, fictitious, or fraudulent statement or representation, or makes or uses any false writing or document knowing the same to contain false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000.00 or imprisoned not more than five years, or both."

CENSUS INFORMATION (OPTIONAL):

The information regarding race, national origin, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Development/USDA, that Federal laws prohibiting discrimination against tenant applicants on the basis of race, color, national origin, religion, sex, familial status, age and handicap are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race, national origin and sex of an individual applicant on the basis of visual observation or surname.

ADULT APPLICANT #1

- Ethnicity:
 - Hispanic or Latino
 - Not Hispanic or Latino
- Race: (Mark one or more)
 - White Black or Africa American
 - American Indian/Alaska Native Asian
 - Native Hawaiian or other Pacific Islander
- Gender: Male Female

ADULT APPLICANT #2

- Ethnicity:
 - Hispanic or Latino
 - Not Hispanic or Latino
- Race: (Mark one or more)
 - White Black or Africa American
 - American Indian/Alaska Native Asian
 - Native Hawaiian or other Pacific Islander
- Gender: Male Female

This institution is an equal opportunity provider. Esta institucion es un proveedor de servicios con igualdad de oportunidades.



RENTAL CRITERIA FOR AFFORDABLE HOUSING

Welcome to **Bay City Village** we are a THF Housing Management Corporation managed Multi Family property. The following rental criteria are compiled to ensure that this community is your **BEST MOVE**.

- Before touring **Bay City Village** we require a valid driver's license or other government issued photo identification.
- All applications for apartment homes 1) will be accepted on a first come first serve basis and in accordance with our wait list policy 2) are subject to the availability of the apartment type requested 3) will be approved by complying with the rental criteria listed below 4) require the receipt of the application fee, pet fees (if applicable).
- Rental applications are to be completed entirely. Any omissions or falsifications may result in rejection of an application.

Bay City Village has been designated as an Affordable Housing property by the state of Texas. Our community is designed to facilitate the housing needs for low and moderate-income families. Resident at these communities requires that applicants meet certain qualifying criteria as established by the government and THF Housing Management Corporation.

This Development will comply with state and federal fair housing and antidiscrimination laws, including but not limited to consideration of reasonable accommodations requested to complete the application process for all applicants and residents regardless of race, color, religion, national origin, sex, familial status and disability/handicap.

Screening criteria will be applied in a manner consistent with all applicable laws, including the Texas and Federal Fair Credit Reporting Act, program guidelines and the Department's rules. We comply with all federal, state and local regulations regarding fair housing and antidiscrimination laws, including but not limited to consideration of reasonable accommodations requested to complete the application process for all applicants and residents regardless of race, color, religion, national origin, sex, familial status and disability/handicap. During the Application process we will verify your rental, employment and credit history. *Specific animal, breed, number, weight restrictions, animal rules, and animal deposits will not apply to households having a qualified service/assistance animal(s).*

Applicants, who are not approved, will be notified in writing within seven (7) days of the determination, pursuant to the Federal Fair Credit Reporting Act. If you are denied, contact **Bay City Village** at 940-495-2219 if you owe a previous landlord and it appears on the credit history, this is grounds for denial. If you are approved as an applicant for this first stage, you will be subject to a criminal background check (stage 2). Any Felony charges with in the past 10 years and / or convictions and / or deferred adjudication for any drug related activity or crimes against persons and / or property will be grounds for denial.

Stage 1 Criteria

All applicants must comply with the following prior to occupancy.

- Applicant must be of legal age (18 years or legally emancipated).
- All applicants of legal age must complete an application and meet all rental criteria.
- Each US Citizen who applies must have verification of Social Security Number or TAX ID number (TIN) and a government issued picture identification card. Non-US Citizens must provide a US government issued ID and an identification number. A valid form of legal identification is necessary at the time of application and move-in.
- All applicants are required to execute the lease agreement and each applicant is individually responsible for the total amount of the rent.
- Applicant's gross monthly income must be at least 2.5 times the resident's rental portion. Those having a gross income of less than 2.5 times the monthly rental portion will not be approved. **Co-signers are not accepted.**
- Previous rental history will be reviewed. Applicants are required to list two (2) years of residential history on their rental application.
- Applicant must have 6 months of verifiable employment. If less than 6 months, applicant must have 1 year of verifiable previous employment or if unemployed (retired, disabled etc.), must provide documentation illustrating the ability to pay rent, plus verifiable sources of income. Applicants unable to provide such documentation will not be approved. If self-employed the applicant must provide a photocopy of tax return from the previous year or a financial statement from a CPA verifying employment and income.
- Occupancy Standards – Applicant must not have more than two persons (over the age of 6) residing in a one-bedroom apartment, not more than four persons (over the age of 6) in a two-bedroom apartment, not more than six persons (over the age of 6) in a three-bedroom apartment.
- Applicant must submit the application fee as a money order or cashier's checks. **NO CASH ACCEPTED.**
- **Bay City Village** will collect security deposit at the time of the lease signing.
- Each applicant is required to pay individual application fees. For this purpose, married applicants will be treated as one applicant as long as they share the same last name.
- **Bay City Village** allows animals under 30 lbs. and under 18 inches high. The following breeds or partial breeds are not permitted: Rottweilers, Pit bulls, Akitas, Dobermans, Chows, German shepherds and Australian shepherds. Exotic animals and reptiles are not accepted. The appropriate deposits must be paid, and an Animal Agreement must be signed. A refundable pet deposit for each pet of \$200 is due prior to pet arrival.
- Full time students are eligible under the Tax Credit Program as long as these exceptions are met: TANF Recipients, Job Training Program, Single Parent/Dependent Child, Married/Joint Return and Previous Foster Care. Verification of exceptions will be required. Under the Home Program, an individual does not qualify as a low-income or very low-income family if the individual is a student who is not eligible to receive Section 8 assistance under 24CFR 5.612
- Applicant understands that application fees are non-refundable.

- Applicants understand that they will not be able to occupy or take possession of an apartment unit until all supporting paperwork is complete and signed by all parties.
- Individuals with a disability wishing to request a reasonable accommodation to complete the application process should contact the apartment manager at the management office or call 940-495-2219. Personas con discapacidad que necesiten solicitar una acomodacion razonable para completar el proceso de aplicacion, deberan comunicarse con el administrador de la propiedad en la oficina o llamar por telefono al 940-495-2219

Transfer Policy Statement:

New applications and transfer request will be taken in order of date received. A wait list will be maintained, and applicants will be contacted as unit type requested becomes available. Preference will be given to applicants requesting an accessible unit in accordance with 24 CFR 8.27 and applicants requesting a unit and or transfer as covered by VAWA, Violence against Women Reauthorization Act of 2013. A transfer related to a reasonable accommodation can be requested verbally or over the phone, with the management office at the property. Your request will be considered, and the office will respond to your request, in writing, within 7 business days. Approval or denial will be sent in writing. There is no appeal process. Unit transfers don't require a new deposit to be submitted to hold the new accessible unit. Current unit deposit will be refunded if unit is turned over without damages. Unit transfers to different building will require full certification for income eligibility. Unit transfers within the same building will be a trade of unit designation. **(Management maintains a separate transfer policy for residents wishing to transfer from one apartment to another. Copies of the THF HMC Apartment Transfer Policy are available in the business office upon request).**

Non-renewal and/or Termination Notices:

Non-renewal: Residents will be non-renewed due to lease violations and late rent payments.
 Termination Notices: Residents will be served termination notices due to breach of lease and/or non-payment of rent.

Wait List Procedure:

Management will maintain a waiting list for all apartments in the property. The waiting list will be kept in chronological order, on an electronic form, according to apartment size. Current residents desiring to transfer to another apartment in accordance with the Apartment Transfer Policy may be placed on the open waiting list in the same manner as all other applicants except those with an eligible preference, see below. It is our policy that preference will be given, under circumstances and with non-accessible apartments, to existing/current residents over any applicant on our waitlist for the following reasons:

- Residents requiring an accessible apartment, or
- Residents requesting a reasonable accommodation, or
- Resident protected under VAWA, or
- Residents' households needing to accommodate a family size increase/decrease.

Procedure for Prioritizing Applicants needing accessible apartments

In accordance with 24 CFR 8.27 titled Occupancy of Accessible dwelling apartments:
 Management will adopt suitable means to assure that information regarding availability of accessible apartments reach eligible individuals with a disability and shall take reasonable nondiscrimination steps to maximize the utilization of such apartments by eligible individuals whose disability requires the accessibility features of the particular apartments. To this end, when accessible apartment becomes vacant, Management before offering such apartments to a non-disable applicant shall offer such apartment:

- First, to a current occupant of another unit of the same project, or comparable projects under common control, having handicaps requiring the accessibility features of the vacant unit and occupying a unit not having such features, or, if no such occupant exists, then
- Second, to an eligible qualified applicant on the waiting list having a handicap requiring the accessibility features of the vacant unit.

Additionally, when offering such accessible apartment to an applicant not having a disability requiring the accessibility features of the apartment, Management may require the applicant to agree (and may incorporate this agreement in the lease) to move to a non-accessible apartment when available.

Procedure for being placed on the waitlist

New Applicant/Current residents can ONLY be added to the waitlist when waitlist is open unless for a preference as listed above. An applicant/resident desiring to be placed on an open waiting list will be asked to provide certain information, which allows a tentative determination (subject to confirmation) of the applicant's eligibility.

The following information will need to be provided:

- Date the applicant's information was received
- Name of the Head of Household
- Family size and Household characteristics
- Contact information-phone #/ email or other preferred contact method
- Apartment size desired-there will be various waiting lists depending on specific community's unit mix
- Estimated anticipated annual income, assets now owned and disposition of assets during the previous two years
- Need for an accessible apartment or eligible preference
- Comments-record of correspondence between management and applicant
- Removed/rejected date
- Move in date preferred

Bay City Village has apartments available at the 30% 50% 60% rent level and waitlist for this lower rent level is available. If you qualify for an apartment at a lower rent restriction (see 50% 60% income limits by household size) and you would like to be placed on an open waitlist for the next apartment in the size and rent level desired, please include that information in addition to the information listed above. As those apartments, in the size and rent level identified above become vacant, you will be notified in the manner described under the section of this policy **Notification of Apartment Availability from the Waitlist**. *This development prioritizes existing households over prospective applicants.*

Please Note:

- **Bay City Village** do not use pre-applications and cannot promise a possible length of waiting time as turn-over cannot be predicted.
- An applicant fee will not be charged / processed to an applicant placed on an open waitlist unless an applicant has been notified on availability and desires to proceed with the application process.

Disability status is **only** required if the applicant is requesting an accessible apartment or reasonable accommodation. Verification of the disability may be required under certain circumstances where the need of such request is not easily implied; no specific medical information need be submitted.

Notification of Apartment Availability from Waitlist

When an apartment becomes available, the Waitlist will be reviewed to fill the vacant apartment using the maximum income limits and household size as guidelines. Contact will be made via telephone and /or e-mail using the information provided to Management. The applicant will be notified of the expected date when an appropriate apartment will become tentatively available.

Once Management has contacted the applicant regarding the upcoming apartment availability, the applicant will have **two (2) calendar days to respond to management** as to a decision on moving forward with the application process. If the applicant refuses occupancy, he or she will remain on the waitlist, in chronological order, if desired. Should an applicant refuse occupancy **two (2) times**, the applicant will be permanently removed from the waiting list.

Interviewing Waiting List Applicant(s)

An interested prospect, desiring to lease/pre-lease the available apartment, will be expected to come in to the office to complete an application package and conduct an initial interview with Management within **two (2) calendar days from acceptance of an apartment**. This interview will be to determine the applicant's housing eligibility under LIHTC program.

Applicant will be subject to all screening material and other requirements noted in this Resident Selection Criteria consistent with all applicable laws, including the Texas State and Federal Fair Housing Acts, the Federal Fair Credit Reporting Act, program guidelines, and the Department's rule. Final occupancy determination is not made until, certification, verifications and compliance procedures are completed.

Please note, if the applicant fails to show up to the initial appointment, Management reserves the right to permanently remove applicant's name from waitlist.

If eligible for occupancy, the applicant will be allowed **two (2) calendar days** to turn in required documentation associated with the processing of the application from the date of acceptance of apartment. The available apartment will be held for a maximum of **fourteen (14) calendar days** for an applicant (from the time the apartment is vacant) to effective move in date of lease. If after this time, the approved applicant willingly cancels the application/move in to the property, then the application will be cancelled. Additionally the applicant will be permanently removed from the waiting list. If the applicant is found to be ineligible, then **written notification with specific reason for denial/rejection will be made within seven (7) calendar days** of the determination.

Upon denial, the next household on the waiting list will be notified immediately.

Updating Waitlist Information

The applicant will be required to re-contact the office once every six (6) months to update personal information and must alert the office regarding a change of phone number, address, or household composition as it occurs. This contact must be completed by phone or in writing.

Management staff may contact applicants on the waiting list periodically in the form of a phone call or e-mail (if provided) to confirm continued interest. If there is no response from the applicant within **seven (7) calendar days** (i.e. the e-mail is returned undeliverable, the phone number is disconnected, or a negative response is received) the applicant will be permanently removed from the waiting list without further notice.

Closing the Waitlist

New applicant/current residents can **ONLY** be added to the waitlist when waitlist is open unless for a preference as listed under Procedure for being placed on the waitlist. New applicant/current resident information is **NOT** accepted when the Waitlist is closed.

The waiting list may be closed when it contains at least two (2) years' worth of applicants, generally 20-80 applicants or when the average wait is

excessive for one or more apartment types/set asides. Notice of this action will be placed in the leasing/business office. Prospective applicants/residents making contact for the first time will be advised the waiting list are closed and additional applicants will not be taken. The Waitlist will be reopened using the Affirmative Fair Housing Marketing Plan as a guideline which will be communicated to referral groups and advertised in accordance with the Plan.

Automatic Denial for Residency An applicant will automatically be denied for the following reasons:

- Eligibility Income exceeding the maximum allowable for our programs, if applying for a LIHTC unit
- Having been evicted by a current/previous landlord for a cause within the last 2 years.

- Any false or misleading information provided by the applicant on the written application or omission of a material fact, including providing false Social Security number.
- Any unresolved debts to a landlord or mortgage holder (unless debt is paid prior to approval of application)
- Rental applicants who have been convicted for a criminal offense as outlined above.
- Failure to show up for a scheduled paperwork consultation and/or all applicants not present during the scheduled paperwork consultation / interview process.
- Omitting or falsifying information on the LHFC program certification process.
- Failure to turn in required documentation associated with the processing of your application within two (2) calendar days from receipt of the Application Fee and Deposit.
- Behavior deemed inappropriate by management and its agents as disruptive, rude and or disrespectful prior to applicant's application being accepted for occupancy.

Notification of Denied Application

If Management rejects the application for any reason the denial letter for residency will be sent to the applicant within seven (7) calendar days of the determination. The letter will state in writing the specific reason(s) for the denial and reference the specific criteria upon which the denial is based. Management will also provide contact information for any third parties that provided the information on which the rejection was based. If you have any questions in reference to the denial of your application based on the credit and criminal screening, please contact Leasing Desk One Site Real Page at 877-586-5023

Application Grievance/Appeals Process

Should applicant like to appeal the application denial decision, applicants have fourteen (14) calendar days after the date of denial letter to notify management of the community applicant applied at, in writing or request a meeting. If a denial letter is sent to an applicant, and no response or new evidence is received within fourteen (14) calendar days, the final decision will be closed permanently. If the applicant submits a written notice of appeal or request an appeal meeting within (14) calendar days after the date of the denial letter, the information will be delivered to a management representative who was not a party to the original decision to deny and he/she will handle the appeal. This management representative will review the application and any new facts or information that the applicant feels would have an effect on their application. Applicant must provide contact information in order for management representative to respond. Management representative will notify the applicant of their final decision within five (5) business days of receiving the applicants' written appeal or the date of the appeal meeting/discussion. Persons with disabilities have the right to request reasonable accommodations to participate in the appeal process. Available units will not be placed on hold during the appeal procedure. If a unit is not available at the completion of the appeal procedure and the appeal is granted applicant will be put back on the waitlist in its original position. Should your application for residency be denied, there is a 12-month waiting period before a new application can be made at any THF Housing Management Corp Community. In the event that the denial is due to a housing debt, the waiting period may be waived upon proof of paid debt through legitimate source such as a collection agency and /or the original debtor.

Terms of Residency

Each eligible applicant who accepts an LHFC apartment home will be required to sign a lease agreement for a period of not less than one (1) year.

Utilities

All residents will be responsible for their electricity. Water, sewer and trash will be paid by the Owner. Proof of utility account numbers and transfer must be provided to Management prior to lease signing.

VAWA/Reasonable Accommodation Policy:

Violence against Women Act: You may have the right under Texas law to terminate the lease early in certain situations involving family violence, certain sexual offenses or stalking. Applicants will not be denied admission on the basis that the applicant has been a victim of domestic violence, dating violence, sexual assault, or stalking. Information about VAWA can be obtained at the **Bay City Village** office.

Disability Reasonable Accommodations: A reasonable accommodation can be requested verbally or over the phone, with the management office at the property. Your request will be considered, and the office will respond to your request, in writing, within 7 business days. Approval or denial will be sent in writing. There is no appeal process.

These policies and procedures and rental criteria are available in writing and copies will be provided upon request.

INCOME LIMITS

LIHTC AMI	1	2	3	4	5	6
60%	\$ 31,500	\$ 36,000	\$ 40,500	\$ 44,940	\$ 48,540	\$ 52,140

RENT LIMITS

AMFI %	1	2	3	4	5
60	\$843	\$1,012	\$1,168	\$1,303	\$1,438

06/29/2019

Applicant Signature Date

Applicant Signature Date

Applicant Signature Date

Deposits

1-bedrooms \$ 150.00

2-bedrooms \$ 250.00

3-bedrooms \$ 300.00

Animal Deposit

per animal (limit 2) \$200.00

Satellite

\$300.00

Application Fee (made payable to THFMC)

\$15.00 each member over 18