

Office Use Only:
Date Received: _____ Time: _____
Received by: _____

PROGRAM APPLYING FOR:
☐ HUD ☐ Tax Credit/PFC

Applicant Full Name (as shown on driver's license or gov't ID): _____
Address: (as shown on driver's license or gov't ID): _____ City: _____ State: _____ Zip: _____
Driver License # and State / Or gov't photo ID #: _____ Social Security #: _____
Former Last Names (married & maiden): _____ Birth Date: _____
Phone #: _____ Email: _____ Vehicle Make/Model: _____ License Plate: _____
Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐ Not Disclosed

(LIST ALL PERSONS WHO WILL OCCUPY THE UNIT)

Household Members (List Head of Household first)	DATE OF BIRTH	GENDER	SOCIAL SECURITY #	RELATIONSHIP	SPECIAL STATUS	DISABLED
1.		☐ Male ☐ Female ☐ Decline Disclosed		Head of Household	☐ -Student ☐ -Displaced ☐ -Veteran ☐ -Joint Custody	☐ Yes ☐ No
2.		☐ Male ☐ Female ☐ Decline Disclosed			☐ -Student ☐ -Displaced ☐ -Veteran ☐ -Joint Custody	☐ Yes ☐ No
3.		☐ Male ☐ Female ☐ Decline Disclosed			☐ -Student ☐ -Displaced ☐ -Veteran ☐ -Joint Custody	☐ Yes ☐ No
4.		☐ Male ☐ Female ☐ Decline Disclosed			☐ -Student ☐ -Displaced ☐ -Veteran ☐ -Joint Custody	☐ Yes ☐ No
5.		☐ Male ☐ Female ☐ Decline Disclosed			☐ -Student ☐ -Displaced ☐ -Veteran ☐ -Joint Custody	☐ Yes ☐ No
6.		☐ Male ☐ Female ☐ Decline Disclosed			☐ -Student ☐ -Displaced ☐ -Veteran ☐ -Joint Custody	☐ Yes ☐ No
7.		☐ Male ☐ Female ☐ Decline Disclosed			☐ -Student ☐ -Displaced ☐ -Veteran ☐ -Joint Custody	☐ Yes ☐ No
8.		☐ Male ☐ Female ☐ Decline Disclosed			☐ -Student ☐ -Displaced ☐ -Veteran ☐ -Joint Custody	☐ Yes ☐ No

I. APPLICANT EMPLOYMENT HISTORY

Current Employer: _____
(Company Name) (Address) (Start Date)

(Position/Title) (Annual Gross Income) (Supervisor's Name & Phone #)
Second/Previous Employer: _____
(Company Name) (Address) (Phone #)

(Position/Title) (Annual Gross Income) (Supervisor's Name) (Start / End Date)

If more than 2 employers, please complete an additional page.

II. RENTAL HISTORY

Current Address: _____
(Street Address) (City/State/Zip)

(Landlord/Mortgage Name & Phone #) (Current Rental Payment) ☐ Own ☐ Rent ☐ Other _____ #Years _____
Previous Address: _____
(Street Address) (City/State/Zip)

(Landlord/Mortgage Name & Phone #) (Previous Rental Payment) ☐ Own ☐ Rent ☐ Other _____ #Years _____

Previous Housing- Select the option that best describes the physical condition of the housing from which the family is moving:

☐ Substandard ☐ Standard ☐ Conventional Public ☐ Without or soon to be without housing
☐ Fleeing/attempting to flee violence ☐ Housing lacking a fixed nighttime residence ☐ Displaced due to: _____



III. SUPPLEMENTAL QUESTIONS

1. ☐ Yes ☐ No	Does anyone plan to live with you within the next 12 months who is not listed on the application? (Military, school, etc.) Explain: _____
2. ☐ Yes ☐ No	Do you expect any changes to your household within the next 12 months? (Pregnancy, adoption, custody change, etc.) Explain: _____
3. ☐ Yes ☐ No	Do you or any occupant who will be named on the lease require special accommodations? Explain: _____
4. ☐ Yes ☐ No	Does anyone in your household plan to become a student within the next 12 months? If Yes, Explain: _____
5. ☐ Yes ☐ No	Are any adults in the household currently attending or attended school in the last 12 months? If Yes, Name of Adult: _____ Name of School: _____
6. ☐ Yes ☐ No	Are any occupants Self-Employed? If Yes, Part-Time or Full-Time: _____ If Yes, Occupant(s) Name: _____
7. ☐ Yes ☐ No	Are any occupants Farmworkers? If Yes, Occupant(s) Name: _____
8. ☐ Yes ☐ No	Have you or any member of your household ever been convicted of the illegal possession, distribution, trafficking, or manufacturing of an illegal drug or other illegal controlled substance? If Yes, Explain: _____
9. ☐ Yes ☐ No	Have you or anyone in your household been CONVICTED of a felony or misdemeanor, other than traffic violations? If YES, list arrests or convictions and dates: _____
10. ☐ Yes ☐ No	Are you or anyone in your household a registered sex offender or have been required to register as sex offender in any state? If Yes, indicate when and where: _____
11. ☐ Yes ☐ No	Does the household receive any Tenant Based Rental Assistance (such as a Section 8 Voucher)?
12. ☐ Yes ☐ No	Have any applicants ever been evicted? If Yes, Explain: _____
13. ☐ Yes ☐ No	Will there be any pets living in the household? If Yes, Breed Type / Weight: _____
14. ☐ Yes ☐ No	Are you a Veteran? Important Information for Former Military Services Members. Women and men who served in any branch of the United States Armed Forces, including Army, Navy, Air Force, Marines, Coast Guard, Reserves or National Guard, may be eligible for additional benefits and services. For more information, please visit the Texas Veterans Portal at https://veterans.portal.texas.gov/ .

IV. SUPPLEMENTAL INCOME

<u>Income Source</u>	<u>Household Member Name</u>	<u>Monthly Income Amount</u>
☐ Yes ☐ No Child Support, Voluntary or Other Non-Court Ordered Payments		\$
☐ Yes ☐ No Alimony / Spousal Support		\$
☐ Yes ☐ No Social Security or SSI		\$
☐ Yes ☐ No Pensions, Retirement Benefits, Disability		\$
☐ Yes ☐ No VA Benefits, GI Bill or National Guard/Military Benefits Income		\$
☐ Yes ☐ No AFDC, TANF (EXCLUDING FOOD STAMPS)		\$
☐ Yes ☐ No Unemployment Compensation, Worker's Compensation, Severance Pay		\$
☐ Yes ☐ No Annuities, Trust, Inheritance, Insurance Policies or Lottery winnings		\$
☐ Yes ☐ No Student Financial Assistance (Loans, Grants, Scholarships, etc.)		\$
☐ Yes ☐ No Recurring Monetary Gifts		\$
☐ Yes ☐ No Income from Real Property (Are you renting/leasing a home you own?)		\$
☐ Yes ☐ No Employment / Other Income -- Source:		\$

V. ASSETS – Listed below for each occupant is a true list of the value of assets:
(If necessary, use an additional page.)

Type of Asset	Bank or Other Financial Institution	Approximate Balance	Interest Rate	Income
☐ Yes ☐ No Checking Account		\$		¥\$
☐ Yes ☐ No Savings Account		\$		¥\$
☐ Yes ☐ No Revocable Trust		\$		¥\$
☐ Yes ☐ No CashApp, Venmo, PayPal, etc.		\$		¥\$
☐ Yes ☐ No CDs, Money Market		\$		¥\$
☐ Yes ☐ No Real Estate		\$		¥\$
☐ Yes ☐ No Cash on Hand / Payroll Card		\$		¥\$
☐ Yes ☐ No Whole Life Insurance		\$		¥\$
☐ Yes ☐ No Other Assets (not listed)		\$		¥\$

Have you disposed of any assets within the last 24 months? ☐ Yes ☐ No If Yes, Explain: _____

Additional Information:

How did you hear about us? _____

List all states that the applicant and members of the applicant's household have resided: _____

Is there a need for an accessible unit? ☐ Yes ☐ No If YES, explain: _____

Are you or any member of your household enrolled as a student at an institution of higher education? ☐ Yes ☐ No

If YES, who? _____

If you or any household member did not disclose or do not have a Social Security number, do you qualify for one of the following exemptions:

- Are you an ineligible, non-citizen member who does not contend eligible immigration status? ☐ Yes ☐ No
- Were you age 62 or older as of January 31, 2010, and whose initial determination of eligibility began before January 31, 2010? ☐ Yes ☐ No
- The household member is under the age of six (6) and has not been assigned a Social Security number. ☐ Yes ☐ No
(A SSN must be provided within 90 days after admission)

Emergency Contact:

Name	Relationship	Phone #
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I/We certify that the facts set forth in this Application for Rental are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I/We understand that a false statement or change(s) in eligibility status of my application are grounds for rejection and I/We cannot reapply for 60 days from the date of this application.

Please initial: _____

I/We agree that the Security Deposit may not be applied as rent and that the full monthly rent will be paid on or before the first day of every month including the last month of occupancy. If this application for rental is accepted, I/We further agree that the deposit will not be refunded if I/We decide not to move in. Security Deposits can be applied to unpaid rent upon move-out and is refundable.

By execution of this application, I/We hereby authorize the management to make such investigations into my history as they may deem appropriate. I/We understand that such investigations typically include (but are not limited to) verification of employment and salary, criminal background check, rental history, student status and consumer credit reports.

Applicant: _____ Date: _____ Time: _____

Management Agent: _____ Date: _____ Time: _____

WE ENCOURAGE AND SUPPORT THE NATION'S AFFIRMATIVE HOUSING PROGRAM IN WHICH THERE ARE NO BARRIERS TO OBTAINING HOUSING BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP OR FAMILIAL STATUS.

Warning: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willfully making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willfully requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208 (a) (3), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (3), (7) and (8)."

Prospects, Applicants and Residents applying at Artisan at Salado Creek are protected from discrimination based on race, color, religion, sex, sexual orientation, gender identity, veteran status, disability, familial status, national origin, or age.

Artisan at Salado Creek (Apartment Community) does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988):

M. Lopez | 21260 Gathering Oaks, Ste. 101 San Antonio, TX 78260 | Voice: (210) 694.2223

Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING
This form is to be provided to each applicant for federally assisted housing

Instructions: Optional Contact Person or Organization: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. You may update, remove, or change the information you provide on this form at any time. You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

Applicant Name:	
Mailing Address:	
Telephone No:	Cell Phone No:
Name of Additional Contact Person or Organization:	
Address:	
Telephone No:	Cell Phone No:
E-Mail Address (if applicable):	
Relationship to Applicant:	
Reason for Contact: (Check all that apply)	
☐ Emergency	☐ Assist with Recertification Process
☐ Unable to contact you	☐ Change in lease terms
☐ Termination of rental assistance	☐ Change in house rules
☐ Eviction from unit	☐ Other: _____
☐ Late payment of rent	
Commitment of Housing Authority or Owner: If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
Legal Notification: Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

☐ Check this box if you choose not to provide the contact information.

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Signature of Applicant

Date

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement from fraudulent actions.



Tenant Release and Consent

I/We _____, the undersigned hereby authorize all Persons or companies in the categories listed below to release information regarding employment, income and/or assets for purposes of verifying information on my/our apartment rental application. I/We authorize release of information without liability to the owner/manager of the apartment community listed below, and/or the Texas Department of Housing and Community Affairs.

INFORMATION COVERED

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identity, student status, employment, income, assets, medical or child care allowances. I/We understand that this authorization cannot be used to obtain information about me/us that is not pertinent to my eligibility for and continued participation as a Qualified Tenant.

GROUPS OR INDIVIDUALS THAT MAY BE ASKED

The groups or individuals that may be asked to release the above information include, but are not limited to:

Past and Present Employers	Welfare Agencies	Veterans Administrations
Support and Alimony Providers	State Unemployment Agencies	Retirement Systems
Educational Institutions	Social Security Administration	Medical and Child Care Providers
Banks and other Financial Institutions	Previous Landlords (Including Public Housing Agencies)	

Conditions

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and **will stay in effect for a year and one month** from the date signed. I/We understand I/We have a right to review this file and correct any information that is incorrect.

SIGNATURES

_____ Applicant/Resident	_____ (Print Name)	_____ Date
_____ Co/Applicant/Resident	_____ (Print Name)	_____ Date
_____ Adult Member	_____ (Print Name)	_____ Date
_____ Adult Member	_____ (Print Name)	_____ Date
_____ Apartment Name	_____ Contact	_____ Phone

NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. IF A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506, "REQUEST FOR COPY OF A TAX FORM" MUST BE PREPARED AND SIGNED SEPERATELY.



02/2024



Application Approval Addendum

Applicant / Resident: _____ Apartment # : _____

Date of Application: _____

In consideration of (1) the extra time it takes to verify eligibility of Affordable Housing residents, and (2) management's taking the rental dwelling off the market during the verification process, management and applicant agree that the 7-day statutory rejection period is waived. Instead, applicant's application will be automatically rejected at earlier of (1) the 60th day after date of application, or (2) the 7th day after management receives written replies from all employers. Lenders, financial institutions, former spouses paying child support, educational institutions, government agencies, and entities to whom inquiries are required to be made by law to qualify resident.

Resident Signatures:

Date:

Owner's Representative Signature:

Date:

TENANT SELECTION PLAN

The Preserve at the Port

PLEASE HAVE APPLICANT READ AND SIGN PRIOR TO COMPLETING AN APPLICATION.

ATTACH ORIGINAL TO APPLICATION AND GIVE APPLICANT A COPY.

Applications are accepted in person or via mail Monday – Friday 9am to 6pm - Saturday 10am-5pm
402 Gillmore Ave, San Antonio, TX 78226

APPLICATION FEE ANYONE 18 YEARS OR OLDER IS \$50.00.

Welcome to: The Preserve at the Port

Foresight Asset Management promotes Equal Housing Opportunity at all of our communities, and expects Management to treat each prospective applicant that visits our properties with dignity and respect. Furthermore, Foresight Asset Management selects prospects without regard to race, color, sex, religion, disability, familial status, sexual orientation, gender identity, marital status or national origin. As per Section 504 requirements, Foresight Asset Management properties makes reasonable accommodations (such as allowing applicants to request assistance with the reading of materials) to help applicants read, understand and complete the application. This criterion will be applied uniformly, and in a consistently manner with all applicable law, including the Texas and Federal Fair Housing Acts, the Federal Fair Credit Reporting Act, and Public Facilities Corporations Program (PFC) Guidelines and regulations.

The following Tenant Selection Criteria applies to this Community, and it is in compliance with Public Facilities Corporations (PFC) rules and regulations. It is posted at the leasing office, and a copy will be provided.

I. GENERAL PROGRAM ELIGIBILITY (PFC)

- **Household Income:** The household income must not exceed the applicable housing program income limits posted by TDHCA/ HUD. The current income limits are posted in the leasing office and as listed below:

Number of Tenants:	1	2	3	4	5	6	7	8
Allowable Income (initial 30%)	\$18,600	\$21,240	\$23,910	\$26,550	\$28,680	\$30,810	\$32,940	\$35,070
Allowable Income (initial 50%)	\$31,000	\$35,400	\$39,850	\$44,250	\$47,800	\$51,350	\$54,900	\$58,450
Allowable Income (Initial 60%)	\$37,200	\$42,480	\$47,820	\$53,100	\$57,360	\$61,620	\$65,880	\$70,140
Allowable Income (initial 80%)	\$49,600	\$56,640	\$63,760	\$70,800	\$76,480	\$82,160	\$87,840	\$93,520

- **Social Security Number:** Each member of the household must submit a valid Social Security Card. Non US citizens must present valid passport, valid visa or other Government official sources of identification along with the Supplemental Application for Non-Naturalized Citizens.
- **Section 8:** We welcome all applicants receiving subsidy under the Section 8 program. Persons participating in these programs must meet all the requirements presented on this Tenant Selection Criteria, with the exception of the income. Applicant's current income verification must meet two and a half (2.5) times their portion of the rent. If the program pays 100% of the applicant's rent, then applicant must certify that they have the financial resources to meet the daily living expenses. The property will require verification regarding income and number of household members.
- **Age:** Applicants must provide evidence of age. (Birth certificates, Drivers Licenses-current, not expired, etc.). All tenants and co-tenants must be at least eighteen (18) years of age. (This restriction does not apply to household members that are not the tenant or co-tenant)
- **Release of Information:** The Tenant, Co-tenants and all adult (18 years old) members of the family must sign an authorization for release of information (Tenant Release and Consent Form) prior to being accepted and every year thereafter. Applicant family must understand that all information reported is subject to verification.
- **Student Restrictions (determines eligibility for assistance):** As a general rule, the household may not be occupied, in its entirety, by full-time students. Thus, if any one single individual in the household is not a full-time student, the application will still qualify under the student status requirements. If all tenants are full-time students, the applicants may still qualify for residency if:
 - The students are married and file a joint federal income tax return. A copy of the joint tax return or marriage license should be included in the file; or
 - The household consists of a single parent (with custody) and a school age child or children, all of whom are not dependents of a third party; or



- They receive assistance under the TANF program as such program activities and participation are related to families with dependent children; or
- They are enrolled in and receiving assistance under the Workforce Investment Act or similar governmental job-training program.
- They were previously under the care and placement responsibility of the state agency responsible for administering foster care.
- Additional PFC Program student participation restrictions:
 - Is enrolled in a higher education institution
 - Is under age 24
 - Is not a veteran of the U.S. Military
 - Is not married
 - Does not have a dependent child(ren)
 - Is not a person with disabilities
 - Is not otherwise individually eligible, or has parents who, individually or jointly, are not eligible on the basis of income
- **Household Size:** This community follows the following guidelines for occupancy standards and will comply with all reasonable state and local health and safety restrictions regarding the maximum number of persons permitted to occupy a unit. Minor children joining the household during the lease term will not cause the household to be in violation of the occupancy policy or lease. A household that has a minor child joining during the lease term may not be given a lease violation or occupancy policy violation, but if that household no longer meets the unit or eligibility requirements, then the property is allowed to not re-new the lease for that reason.

Apartment Size	Maximum # of Occupants
1 Bedroom	3 Occupants
2 Bedroom	5 Occupants
3 Bedroom	8 Occupants

II. RESIDENT SELECTION CRITERIA: After an applicant is determined to be eligible for the program, the applicant family must then meet all of the screening criteria for this property. Screening criteria will be applied in a manner consistent with all applicable laws, including the Texas and Federal Fair Housing Acts, the Federal Fair Credit Reporting Act, program guidelines, and the Department's rules. This criteria includes, but is not solely limited to:

- **Credit History:** Each applicant's credit will be researched through Rent Grow. Applicants will be denied for *poor credit history* if (1) more than 50% of the trade lines are negative, or (2) there are unpaid judgements or tax liens, or (3) current or past bankruptcy (less than 2 years old), or (4) eviction or unlawful detainer for nonpayment of rent, or (5) debt owed for any damages, paid or unpaid, to a landlord in any amount, or (6) history of NSF Checks or multiple ID's, or (7) foreclosures or repossessions, or (8) inability to secure required utility services. Having no prior credit history will, however, not be a reason to deny an application.
- **Rental History:** The applicant must have the ability to pay rent and adhere to the lease agreement. Verification of current and up to seven years prior rental history will be obtained. Having no prior rental history will, however, not be a reason to deny an application. An application will be denied for *poor rental history* if there is (1) a history of nonpayment or late payment of rent (> 2 per year); (2) a history of poor housekeeping habits or pest control infestations that would pose a threat to the property or other residents; (3) history of guests, family members, or applicant(s) disturbing the neighbors; (4) history of violating the terms of previous rental agreements (5) failure to cooperate with applicable recertification procedures. *Landlord verifications will not be accepted by family members or anyone related to the applicant.*
- **Criminal History:** The criminal records of all household members over the age of 18 will be checked and reviewed for certain felony, Class A misdemeanor offenses and sex offender registration. The information gathered as the result of this check would affect the approval of the application as follows:
 - Applicants with any of the following felony convictions (or similarly classified offenses in jurisdictions outside of Texas) in the twenty (20) year period preceding the date of 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 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.

- Any household in which any member was evicted in the last three years from federally assisted housing for drug-related criminal activity will be automatically denied.
 - Any household in which any member was engaged in the production of methamphetamine will be automatically denied.
 - A household in which any member is currently engaged in illegal use of drugs or for which the owner/agent has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents will be automatically denied.
 - A household will be denied if there is reasonable cause to believe that any member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.
 - 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).
 - 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).
 - Any other felony or Class A misdemeanor conviction other than those set forth 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.
 - Any conviction of Theft under Texas Penal Code Sections 31.03 (as defined by 31.06) or 31.04 related to Theft by Check or Theft of Services (or similarly classified offenses in jurisdictions outside of Texas) in the three (3) year period preceding the date of application will result in conditional approval and, if allowed by law, require the applicant to agree to pay all amounts due and payable by applicant within the initial lease term (including all rental payments, deposits, and other lease charges) with certified funds.
- **Income:** An application will be denied for *insufficient income* if the total household income falls below 2.5 times the household's share of the monthly rent with a minimum annual requirement of \$2,500. The application will be denied for *over program income* if the total household income exceeds the program requirements.
 - **Self-Employment Income:** Must complete the Foresight Asset Management Self Employment Verification; provide the previous year's income tax return including Schedule C, and the previous six (6) months of bank statements, personal and business accounts. Applicants whose income are based on commissions or base salary plus commission, tips or bonuses, will require additional verifications.
 - **Foreign Nationals:** These applicants will be required to complete a Supplemental Rental Application for Non-US Citizens. Foreign nationals living and working in the United States must provide either a valid social security number or a valid passport. Income will be verified with letter of intent, work visa, work petition, or verification of funds in a United States financial institution. The lack of a valid social security number and credit history may require an additional deposit.
 - **Live-In Aides:** Please contact the Management Office if a live-in aide will be moving in to the unit. If the family plans to include a live-in aide, the live-in aide is not required to complete the same application forms. Live-in aides must complete the Live-in Aide Questionnaire and participate in screening and other O/A verifications that are required. The live-in aide must meet HUD's definition of a live-in aide. The live-in aide has no rights to the unit as a remaining family member and must agree to relinquish possession of the unit within a reasonable time if the resident is absent for an extended period of time or if the resident leaves for any reason. The live-in aide will be required to sign an acknowledgement the live-in aide has no right of residency or occupancy if the resident is absent or if the resident moves out for any reason including death.
 - **Mitigating circumstances** – on a case-by-case basis we may waive or modify some criteria requirements based upon our reasonable judgment. For example, the credit history shows unfavorably due to a medical emergency, a contested divorce, etc., but will require an additional deposit as outlined below.

Reasons for rejection of an applicant include, but are not limited to:

1. A record of unfavorable past performance of nonpayment of financial obligations.
2. Past rental history including but not limited to, non-payment of rent, failure to cooperate with applicable recertification procedures, violations of house rules, violations of lease, history of disruptive behavior and or housekeeping habits, pest control infestations, or broken leases.
3. Termination of assistance for fraud.
4. Previous evictions.



5. Family exceeds occupancy standards for units offered at the property at time of move-in.
6. Family fails to provide the necessary documentation required to determine eligibility for this program.
7. Any adult member of the family fails to sign the appropriate consent forms.
8. Applicant failure to meet any eligibility requirements or screening criteria list previously.

NOTE: Violence Against Women Reauthorization Act (VAWA): Applicants and Residents that are protected by VAWA shall not be denied occupancy on the basis that the applicant/tenant is or has been a victim of domestic violence, dating violence, or stalking if the applicant otherwise qualifies for assistance or admission.

III. GENERAL RULES:

- Residents of this property are required to follow lease requirements as well as Apartment rules and regulations. Residents and applicants may request a copy at any time. They will sign an acknowledgement of receiving and understanding the apartment rules and regulations upon lease signing. Management will notify in writing 30 days prior to the implementing of any changes to the apartment rules and regulations.
- Pay 1st full month's rent and security deposit in full prior to taking possession of the apartment.
- A pet is allowed as long as it conforms to the project's Pet Policy. The pet fee is \$300 for 1 pet and \$600 for 2 pets. Subsequently a \$15 per month payment is required until the deposit is reached. There is a maximum of two (2) pets per apartment. Pure bred and/or any mixed form of the breeds listed here are currently restricted at our community: Chow, Dalmatian, Doberman Pinscher, Pit Bull Breeds, Presa Canarios, Rottweiler. Specific animal, breed, number, weight restrictions, pet rules, and pet deposits will not apply to households having a qualified service/assistance animal(s).
- Residents that live at this property are subject to yearly unit inspections.
- Recertification of the resident information is **required** annually. Noncompliance will result in a non-renewal.
 - o Households initially certified at the 30%,50%,60% or 80% PFC income and rent limits may maintain the designation they had at initial move in unless the household's income exceeds 140% of the highest income tier established by the minimum set-aside. The Unit will continue to meet the designation from the initial certification provided that the Owner does not charge gross rent in excess of the additional rent and occupancy rent limit.
 - o Household occupying PFC units, must complete a full income certification every year of the Compliance period. Failure to complete this, may result in termination of tenancy.

IV. APPLICATIONS, WAITING LIST & TRANSFER POLICY:

- Applications for housing or transfer will be accepted during normal business hours at the leasing office located at **402 Gillmore Ave, San Antonio, TX 78226**
- The same selection procedure will be used for all applications without regard to race, color, religion, sex, disability, familial status, national origin or sexual orientation/gender identity.
- Any application that is not completed and signed will not be considered until such document is complete.
- Applicants will be placed on the waiting list once the property has received the application fee and pertinent household information. If the applicant is denied during the application process or decides to no longer be on the waitlist, the application fee is non-refundable. Applicant will be placed on the waitlist in the order in which they are received.
- All existing residents are eligible to request to be placed on the waitlist for another unit, and they will be placed on the waiting list at the time of their request.
- Persons covered under the Violence against Women Reauthorization Act of 2013, or those requiring transfers due to medically supported reason, or an accessibility issue will be placed at top of the waiting list, and receive a priority of the general positions on the waiting list. Residents requiring transfers due to a verifiable disability will not be charged transfer fees. The transfer of utilities will be the resident's responsibility.
- All transfers will be added to the waiting list provided there is (1) no record of consistent late payments (>2 per year) or unpaid rental obligations, and (2) no record of police activity, and (3) inspection of the current unit must indicate there is no damage, pest control infestations, or poor housekeeping habits resulting in health and safety hazards, (4) must be able to qualify for the new unit per the program guidelines, and (5) must submit a new deposit for the unit. Any minor damages to the unit must be paid for prior to being added to the waiting list.
- Residents who wish to move to another apartment must request a transfer in writing and be signed by the head of household/co-head. A new security deposit for the new apartment must be paid at the time the Lease is signed. In order to be approved for a transfer, all balances must be paid in full for your current apartment, and any damages that are noted during our inspection prior to your transfer are required to be paid in full. Additionally, you must be approved under all



other requirements of this Resident Selection Criteria. Security Deposits for the original apartment will be refunded within (30) days of vacating if the apartment is left clean and with no damages beyond normal wear and tear.

- For PFC Developments that are 100 percent low-income, a household may transfer to any Unit within the same project.
 - All buildings at The Preserve at the Port are part of one single project.
 - A household may transfer to any unit in the project and retain its current program designation.
 - A household transferring in the same project shall be certified at the time of transfer. The move in date will remain the date the household was first moved into the project under the program.
- Vacant units will be filled in the following manner:
 - 1) Transfers: Application for transfer to a different unit within the project will be processed in the following order:
 - a) A unit transfer for a medical reason or for an accessible unit or to escape from a domestic violence or stalking.
 - b) A unit transfer because of family size;
 - c) A new unit because of changes in family composition;
 - d) A unit that has a deeper subsidy (if applicable);
 - e) Personal request transfers will be processed in chronological order. Priority will NOT be given over a new applicant.
 - 2) New Applicants:
 - a) Applicants requiring the features of an accessible unit will be considered priority if the unit available has the needed accessible features.
 - 3) Vacant units will be offered to approved applicants on the waiting list in chronological order.
- All completed applications are listed on the waiting list by date and time received. This date/time is based on when the completed application or subsequent information is received to make the application complete. The waiting list contains requested data inclusive of date and time, name, address and phone number of applicant, income, bedroom size requested, statistical data, Public Facilities Corporations Program (PFC) eligibility, request for congregate services if available, date contacted for an interview and final tracking status (i.e., selection, rejection, cancellation, etc.).
- Sublists to the master waiting list are kept by bedroom size and disability adapted units with each sublist kept by the 30%, 50%, 60% & 80% income levels. An applicant may ask to appear on as many of the sublists (including income tiers) of the waiting list, cross-referenced, as appropriate. Final income eligibility will occur once a unit becomes available.
- The Preserve at the Port development has for PFC 19 units available at the 30% rent limits, 34 units available at the 50% rent limits, 128 units available at the 60% ,179 units available at 80% rate rents. Applicants and existing residents may request to be placed on the waiting list for any unit they qualify for but may request to be on more than one waiting list. Waiting lists for units will be closed if there are more than 50 households on the waiting list for a unit designation.
- To qualify for one of the 30%, 50%, 60% and 80% units, the household's income must be less than the corresponding income limit at the time of move in (or initial designation if you are an existing household on the waiting list for a lower rent unit). If a household experiences a decrease income during their occupancy may also apply for a lower rent restricted unit, but is required to be recertified with source documentation to demonstrate income eligibility for such unit designation.
- Waiting lists for the lower rent units will be managed by date received. To get on the waiting list applicants must complete a full application. Existing residents must submit a dated, written request to be placed on the waiting list for a lower rent unit. When a unit at a lower rent becomes available, the household at the top of the waiting list will be contacted. If the household does not qualify for the unit they are waiting for because their income exceeds the applicable limit, they will be moved to the top of the waiting list for the unit designation for which they qualify.
- On an annual basis, generally around the anniversary of your move in date, you will be required to provide updated information about your household size, student status, income and assets.
- If changes to your income occurs (increases or decreases) your designation at 30%, 50%, 60% and 80% will be changed if your income exceeds 140% of the 80% limit (see income limit chart on page 1). At any time you can request to be placed on a waiting list for one of the lower rent units. If your income exceeds 140% of the 80% limit, your rent may be increased to the market rent levels after a household on the development's waiting list for a 30%, 50%, 60% and 80% unit is housed.
- The waiting list will remain open until an announcement stating otherwise is posted at the leasing office. Should the applicant pool exceed the number of applicants that may be housed within a year's time period; management may opt to close the waiting list for a specific period of time. The date and time of closure must be stated within the closure notification, and should be posted at the leasing office. Management will also announce the re-opening of the waiting list and will also post at the leasing office.

- The owner of this property does not have any published preferences. However, marketing and outreach will include special efforts to attract applicants who are least likely to apply.
- All applicants whose application is rejected will receive notification of the rejection in writing and the reasons for the denial of the application stated within 7 days. The applicant will be allotted 14 days to dispute the rejection. An appeal may be made in writing to the leasing office. The unit will not be held during the appeal process .
- The owner may consider extenuating circumstances in the screening process and while evaluating information obtained during this process to assist in determining the acceptability of an applicant for tenancy, provided such considerations are consistent and not discriminatory.
- An interview with the on-site leasing director and prospective family is required as a part of the application. The applicant must notify the property if information provided at application has changed.
- Upon initial occupancy and every re-certification, each family will be given a copy of HUD's "*Tenants Rights and Resource Guide*" and TDHCA's "*Tenant Rights and Resources Guide.*"
- When a household member turns 18 between certifications he/she must complete an application to include credit and criminal.

V. REJECTED APPLICATIONS:

- Foresight Asset Management will provide a written notification within seven (7) business days to all persons who completed the application process, and resulted as denied or ineligible to participate in the program. This notification will include the specific reason for the denial, and will reference the terms and conditions of this Tenant Selection Criteria on which the denial is based upon.
- Rejection letters will also include contact information for any third parties that provided information, and participated in the screening process.
- Non-renewal or termination notices will outline the reasons for termination of the lease contract, allowed under applicable program rules. Also, if the development is subject to the requirements established by the Violence against Women Act (VAWA), the specifics will be included on the notifications. A person with a disability may request a reasonable accommodation in relation to such notice.

VI. CHANGES TO THE TENANT SELECTION PLAN:

- Applicants will be notified in writing when the resident selection plan undergoes significant change or when preferences are added or removed. At that time, applicants will be:
 - Given an opportunity to review the new plan
 - Notified of changes to preferences
 - Asked if they wish to remain on the waiting list
- If the applicant household does not respond, that household will be deemed ineligible and removed from the waiting list.
- The current resident selection plan, in place at the time of final eligibility determination, will be used to make a final decision to approve or reject the application.

VII. RENTS:

- The following rental rates are currently applicable to this property as of the effective date of this Tenant Selection Plan. The rent limit is the maximum rent the property may charge for the program units. The rent limit is a percentage of the income limit. Rent limits vary by the number of bedrooms in an apartment. Rent limits for the program are not based on your individual household income. These HUD Maximum Rent and Utility Allowance are reviewed and potentially revised annually.

Rental Rate

Number of Bedrooms:

HUD Maximum Rents:

Utility Allowance:

Allowable Tenant Paid

1	2	3
\$900	\$1267	\$1612
00	00	00
900	1267	1612

VIII. SECURITY DEPOSIT POLICY:

The owner/agent will collect a security deposit at the time of the initial lease execution.



Apartment Size	Deposit
1 Bedroom	\$300
2 Bedroom	\$400
3 Bedroom	\$600

Application Status	Deposit Requirement
Good Credit and Good Rental History	No Additional Deposit
Good Rental History and No Credit	No Additional Deposit
Good Credit and No Rental History	No Additional Deposit
No Credit and No Rental History	Double Deposit
Any Other	Equal to 1 Month's Rent

IX. FAIR HOUSING AND EQUAL OPPORTUNITY:

- This community is financed by an affordable program administered by the Texas Department of Housing and Community Affairs (TDHCA). We strive to ensure equal opportunity housing for all those who qualify for this program.
- The 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. Chapter 1, Subchapter B of this title provides more detail about reasonable accommodations.
- It is the policy of this property (the owner and staff) to comply with section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act and other relevant civil rights laws and statutes and shall not discriminate on the basis of race, color, religion, sex, disability, familial status, national origin or sexual orientation/gender identity.
- This property will make reasonable accommodations for individuals with handicaps or disabilities. Such accommodations may include changes to policy, procedures and structural modifications when necessary to afford equal opportunity for all individuals to participate in this housing program. Management shall take appropriate steps to ensure effective communication with applicants, beneficiaries, and members of the public with disabilities so they may have an equal opportunity to participate in and enjoy the benefits of the program. The owner does not discriminate against persons with disabilities. If assistance is required to complete the application, contact the leasing office by phone or letter to request a Reasonable Accommodation and the request will be responded to within seven (7) business days.
- We will perform such accommodations in situations applicable by the 504 regulations and as per the restrictions to those regulations. Requests for reasonable accommodations/modifications can be made in writing, in person or by phone to the management office. If medical verification is required, management will provide the necessary forms. Also, management will respond to any reasonable accommodation/modification request within seven (7) business days. For structural modifications, property will evaluate work to be performed and obtain bids. Ownership approval will be required as needed.
- Screening criteria will be applied in a manner consistent with all applicable laws, including the Texas and Federal Fair Housing Acts, the Federal Fair Credit Reporting Act, program guidelines, and the Department's rules.
- As per the recent requirements as issued by the Department of Housing and Urban Development, all applications, Tenant Consent and Release documents, Resident Selection Plans, Leases, House Rules, etc. are available in other languages and/or will be translated for those persons who request this accommodation.

X. EQUAL ACCESS RULE:

- The owner and agent ensures that HUD's core housing programs are open to all eligible persons regardless of sexual orientation, gender identity or marital status in accordance with The Equal Access Rule. Pursuant to PIH 2014-20 (HA), private owners that participate in the Housing Choice Voucher program become subject to the Equal Access rule at the point of executing the Housing Assistance Payment contract.

XI. PRIVACY POLICY:

- It is the policy of Foresight Asset Management to guard the privacy of individuals conferred by the Federal Privacy Act of 1974, and to ensure the protection of records maintained by Foresight Asset Management on such individuals. Therefore, neither Foresight Asset Management nor its agents will disclose any personal information contained in its records to any person or agency unless the individual about whom the information is requested has given written consent to such disclosure.



XII. VIOLENCE AGAINST WOMEN ACT (VAWA):

- This community follows the guidelines outlined in the VAWA. The Law offers the following protections against eviction or denial of housing based on domestic violence, dating violence or stalking:
 - In accordance with the Violence Against Women Reauthorization Act of 2013, if the applicant otherwise qualifies for rental assistance or admission, the applicant's status as the victim of domestic violence, dating violence, sexual assault, or stalking does not constitute the basis for rejection of rental application, If the applicant otherwise qualifies for assistance or admission.
 - Under the "good cause" policy, an incident or incidents of threatened domestic violence, dating violence or stalking will not be construed as violations of the lease contract; and will not constitute grounds for terminating assistance, tenancy or occupancy rights of a victim of abuse.
 - Criminal Activity directly related to domestic violence, dating violence or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights of the victim of the criminal acts.
 - Assistance may be terminated or a lease "bifurcated" in order to remove an offending household member form the home. Whether or not the individual is a signatory to the lease, and lawful tenant. If he/she engages in a criminal act of physical violence against family members or others, he/she stands to be evicted, removed, or have his/her occupancy rights terminated. This action is taken while allowing the victim who is a tenant or a lawful occupant, to remain in the dwelling.
 - The provisions protecting victims of domestic violence, dating violence or stalking who are engaged in by a member of the household, may not be construed to limit management staff from honoring various court orders issued to either protect the victim or address the distribution of property in case a family breaks up.
 - The authority to evict or terminate assistance is not limited with respect to a victim that commits unrelated criminal activity. Furthermore, if management can show an actual and imminent threat to other tenants, management personal, and other service providers; evicting a victim is an option. Management reserves the right to consistently apply the same rules and requirements to all the residents at our community.
 - The VAWA protections shall not supersede any provision of federal, state, or local law that provides greater protection for victims of domestic violence, dating violence, or stalking.
 - Foresight Asset Management will respond to any VAWA requests within five (5) business days.
 - The Violence Against Women's Act (VAWA) provisions are attached to this Tenant Selection Plan in the form of HUD 5380 and HUD 5382.

*Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the **Social Security Act at 208(a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8). ***

By signing below I acknowledge that I have read and understand the outlined criteria. By signing I agree to these terms.

Applicants Signature

Date

Applicants Signature

Date

Applicants Signature

Date

Applicants Signature

Date

