



TTY: 1-800-735-2988

**Application Submittal**
For Office Use OnlyDate Received: _____
Time Received: _____
Application Fee: \$ _____

RURAL RENTAL HOUSING ASSOCIATION OF TEXAS, INC.

RENTAL APPLICATION**ELECTRA VILLAGE**

Property Name

Application Assignment
For Office Use OnlyApartment No.: _____
Lease Date: _____
Rent: \$ _____**ABOUT YOU: (TENANT OR CO-TENANT)**

Applicant's full name: _____ Current Landlord: _____
 Present address: _____ Their Phone Number: _____
 How long have you lived there? _____
 Phone Number: (Home) _____ (Cell) _____ Current Monthly Rent: \$ _____
 Driver's License Number: _____ (State) _____ Previous Landlord: _____
 Social Security Number: _____ Address: _____
 Date of Birth: _____ How long did you live there? _____
 Marital Status (Optional): _____ Their Phone Number: _____
 Why are you moving? _____ Previous Monthly Rent: \$ _____
 Are you currently attending any kind of school? ☐ Yes ☐ No
 Do you receive job related or other income? ☐ Yes ☐ No E-Mail Address: _____

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

Full Name: _____ Drivers License Number: _____
 Present address: _____ Social Security Number: _____
 Date of Birth: _____
 Phone Number: _____ Are you currently attending any kind of school? ☐ Yes ☐ No
 Do you receive job related or other income? ☐ Yes ☐ No

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? ☐ Yes ☐ No
 Do you or any occupant have a live-in attendant? ☐ Yes ☐ No
 Do you anticipate any changes in household size (new members, birth of child, adoption, foster child, etc.)? ☐ Yes ☐ No

Name: _____	Relationship: _____	SSN: _____	Birth date: _____	Student _____
Name: _____	Relationship: _____	SSN: _____	Birth date: _____	Student _____
Name: _____	Relationship: _____	SSN: _____	Birth date: _____	Student _____
Name: _____	Relationship: _____	SSN: _____	Birth date: _____	Student _____
Name: _____	Relationship: _____	SSN: _____	Birth date: _____	Student _____

Social Security Numbers (SSN) must be provided for all household members except for: 1) Any member who does not contend eligible immigration status; 2) Individuals applying for HUD section 8 assistance who were age 62 or older and whose initial determination of HUD Section 8 rental assistance began before January 31, 2010. If you are eligible for this exemption #2, please tell us the name and address where you were receiving HUD Section 8 rental assistance:

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? ☐ Efficiency ☐ 1 Bedroom ☐ 2 Bedroom ☐ 3 Bedroom
 Are you applying for a handicap accessible unit? ☐ Yes ☐ No
 Do you wish to claim the deduction available for handicap or disabled persons? ☐ Yes ☐ No
 Do you wish to make any modifications to the apartment to accommodate a handicap or disability? ☐ Yes ☐ No (If yes, please describe): _____

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? ☐ Yes ☐ No
 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? ☐ Yes ☐ No
 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 (LOPE)? _____

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 & HOME (eligibility for HUD or HOME assistance)

- 1) Is the student 24 years of age or older by Dec. 31 of the year in which the income certification begins? ☐ 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
- 8) Is any student currently, or at any time from age 13 been an orphan, in foster care, or a ward of the Court? ☐ Yes ☐ No
- 9) Is any student currently an emancipated minor, or was an emancipated minor when they turned 18 years of age? ☐ Yes ☐ No
- 10) Is any student attending graduate classes to receive a masters or doctorate degree? ☐ Yes ☐ No
- 11) Has any student been verified during the school year as an unaccompanied youth who is homeless? ☐ Yes ☐ No
- 12) Is any student at risk of homelessness and has a supporting documentation from (i) a local educational agency homeless liaison or, (ii) a program funded under the Runaway and Homeless Youth Act, or (iii) a program funded under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act, or (iv) a financial aid administrator? ☐ Yes ☐ No

LJHTC 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
		\$
		\$
		\$

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
			\$
			\$

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 you or any member of your household 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.

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NOTICE OF RIGHTS AVAILABLE UNDER THE VIOLENCE AGAINST WOMENS ACT (VAWA):

Are you or any member of your household coming from a domestic violence or stalking situation? ☐ Yes ☐ No

If you otherwise qualify for housing and/or assistance at this community, you cannot be denied admission or denied assistance because you are or have been subject to domestic violence, dating violence, sexual assault, or stalking. If you want more information regarding VAWA protections please request a copy of the "Notice of Occupancy Rights Under the Violence Against Women Act" from the leasing office.

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

PENALTIES FOR MAKING FALSE STATEMENTS: 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 numbers 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).

FAIR HOUSING STATEMENT: This community is committed to complying with Federal, State & local fair housing laws by ensuring that all persons have an equal opportunity to apply for admission to housing and access to all amenities and activities that we administer regardless of their race, color, national origin, religion, sex, familial status, or disability.

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

To ensure that Military Veterans are aware of other sources of services and benefits, we are providing the following information:

Are you a Veteran? ☐ Yes ☐ No.

Important Information for Former Military Services Members. Women and men who served in any branch of the United States Armed Forces, including Army, Navy, 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/>.

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



RENTAL CRITERIA FOR AFFORDABLE HOUSING

Welcome to **Electra 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 **Electra 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 and may be submitted to management via mail, email or in person at the onsite leasing office. Any omissions or falsifications may result in rejection of an application.

Electra 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. Residents at these communities require 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 **Electra 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 convictions with in the past 10 years and / or convictions and / or deferred adjudication for any drug related felonies 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, or \$2500 annually. Those having a gross income of less than 2.5 times the monthly rental portion, or \$2500 annually 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. Applicants with no previous rental history may be required to pay additional deposit and/or provide additional references.
- 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.**
- **Electra 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.
- **Electra Village** allows 2 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 \$300 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.

- 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 acomodación razonable para completar el proceso de aplicación, deberán comunicarse con el administrador de la propiedad en la oficina o llamar por teléfono 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

Electra Village Apartments 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:

- **Electra Village Apartments** 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 of falsifying information on the LIHTC 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 for the original debtor.

Terms of Residency

Each eligible applicant who accepts an LIHTC 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 **Electra Village Apartments** 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
30%	\$ 13,230	\$ 15,120	\$ 17,010	\$ 18,870	\$ 20,400	\$ 21,900
50%	\$ 22,050	\$ 25,200	\$ 28,350	\$ 31,450	\$ 34,000	\$ 36,500
60%	\$ 26,460	\$ 30,240	\$ 34,020	\$ 37,740	\$ 40,800	\$ 43,800
140%	\$ 37,044	\$ 42,336	\$ 47,628	\$ 52,836	\$ 57,120	\$ 61,320

RD AMI	1	2	3	4	5
50%	\$22,050	\$25,200	\$28,350	\$31,450	\$34,000
80%	\$35,200	\$40,250	\$45,250	\$50,300	\$54,300

RENT LIMITS

AMFI %	1	2	3	4	5
30	\$354	\$425	\$490	\$547	\$604
50	\$590	\$708	\$818	\$912	\$1,006
60	\$708	\$850	\$981	\$1,095	\$1,208

Applicant Signature Date

Applicant Signature Date

Applicant Signature Date

Deposits

1-bedrooms	\$ 150.00
2-bedrooms	\$ 250.00
3-bedrooms	\$ 300.00
4-bedrooms	\$ 300.00

Animal Deposit

per animal (limit 1) \$200.00

Satellite

\$300.00

Application Fee (made payable to THFHMC)

\$15.00 each member over 18

TENANT SELECTION PLAN

Electra Village Apartments

PROPERTY NAME

(PROVIDE TO EVERY APPLICANT. ASK THEM TO READ AND SIGN PRIOR TO SUBMITTING A COMPLETED APPLICATION. ATTACH ORIGINAL TO APPLICATION AND GIVE APPLICANT A COPY.)

Tenant Selection Plan 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 agency rules. The above property will comply with state and federal fair housing laws and antidiscrimination laws, including, but not limited to consideration of reasonable accommodation requested to complete the application process.

I. PROGRAM ELIGIBILITY: (USDA)

- **Household Income:** annual income may not exceed the applicable income limits established by USDA.
- **Social Security Number:** Social Security Numbers must be disclosed for all household members over 6 years of age.
- **Release of Information:** All adult members of the household must sign the consent to release wage matching data.
- **Only Residence:** The unit for which the family is applying, must be the family's only residence.
- **Household Size:** Family size may not be less than one person per sleeping room and not more than two persons per sleeping room.

II. RESIDENT SELECTION CRITERIA:

- **Capacity:** Tenant and co-tenant must be at least 18 years of age and have the legal ability to enter into a contract.
- **Identity:** All household members must provide proof of identity (social security number and Driver's license or non-driver ID card).
- **Credit History:** Each applicant's credit will be researched through a 3rd party credit agency. Your credit score must be above 676 or we will require additional security deposit. The following items may have a negative effect on your rating: Past due payment history, Collections or write-offs, Bankruptcies, Foreclosures, Repossessions, Tax Liens/Judgments, History of NSF checks, Multiple ID's.
- **Minimum Income:** You must have verifiable income (pay stubs, tax returns, etc.) that is at least (2.5) times the amount of the rent. Does not apply to household receiving rental assistance from a government source.
- **Rental History:** Verification of six years of rental history will be obtained. Having no prior rental history will not be a reason to reject an application. An application will be denied if there is (1) a history of nonpayment of rent; (2) a history of poor housekeeping habits that would pose a threat to the property or other residents; (3) history of disturbing the neighbors; (4) history of violating the terms of previous rental agreements.
- **Criminal History:** All occupants 18 and older will be subject to a criminal background check. Any household member's behavior that is determined to potentially interfere with the health, safety, and right to peaceful enjoyment by other residents will be denied. Applicants that have been evicted (within the last 5 years) for drug related activity, or currently engage in use of illegal drugs or are subject to state sex offender lifetime registration requirement will be denied occupancy. Applicants that have a criminal conviction, current indictment or adjudicated sentence for possession, sale, manufacture or distribution of controlled substances, prostitution, theft, burglary, robbery, fraud, or any crimes involving firearms or crimes against persons or crimes against property MAY be denied occupancy depending upon the seriousness of the offense and the length of time since the conviction.
- **Immigration Status:** Every household member must be a U.S. citizen or have legal immigration status.

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 re-certification procedures, violations of house rules, violations of lease, history of disruptive behavior and or housekeeping habits.
3. Termination of assistance for fraud.

4. Previous evictions.
 5. Family size exceeds occupancy standards.
 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.
- Violence Against Women Reauthorization Act (VAWA): Applicants and Residents, regardless of sex, 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, sexual assault or stalking if the applicant otherwise qualifies for assistance or admission.
 - 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.

III. GENERAL RULES:

- Residents of this property are required to pay the rent in a timely manner and follow lease requirements as well as Apartment rules and regulations. Residents and applicants may request a copy at anytime. 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 months rent and security deposit in full prior to taking possession of the apartment.
- This property does allow a pet subject to the Pet Policy. A \$200.00 refundable pet deposit with a signed pet agreement must be initiated prior to pet occupancy. Note: Specific animal, breed, number, weight restrictions, pet rules, and pet deposits will not apply to households having a qualified service/assistance animal.
- Management will perform a housing quality inspection of every unit on a quarterly basis.

IV. APPLICATIONS & WAITING LIST:

- Applications for housing or transfer will be accepted during normal business hours at the leasing office.
- Only completed applications will be considered. If an application is incomplete, we will notify the applicant in writing.
- Vacant units will be filled in the following manner:
 - 1) Unit transfer – Requests to transfer will be prioritized in the following order.
 - a) A unit transfer based on the need for an accessible unit, or medical reason, or VAWA;
 - b) Household needs a bigger or smaller unit
 - c) Household qualifies for a deeper subsidy
 - d) All other request transfers will be accommodated every third move-in.

Notes: All transfers will require management approval and must meet household income and composition eligibility criteria for the specific unit they are requesting.
 - 2) New Applicants - Vacant units will be offered to eligible applicants according to date and time of application in the following order:
 - A. Very Low Income applicants
 - B. Low income applicants
 - C. Moderate income applicants

Note: Eligibility is determined on a unit by unit basis. For example, a unit may be required to lease to a specific income category or to a household that contains a person with a mobility impairment.

Note: Applicants with a letter of priority from USDA will be placed at the top of their respective waiting list.
- When subsidy becomes available:
 - 1) Assignment of Project Based Rental Assistance
 - A. First priority is to eligible very low-income tenants paying the highest percentage of their adjusted annual income in shelter costs.
 - B. Second priority is to very low-income applicants on the waiting list considering the applicant's unit size and type needed.

- The waitlist will never close.
- Applicants may apply for more than one unit size and may appear on multiple waiting lists, based upon the application dates and times and qualification for units applying for.
- Applicants may apply for more than one unit size and may appear on multiple waiting lists, based upon the application dates and times and qualification for units applying for.
- Marketing activities will include efforts to reach out to minority groups and persons with disabilities in the leasing area.
- All applicants whose application is rejected will receive written notification of the rejection, and the specific leasing criteria which the decision was made for the denial of the application within 7 days. When 3rd party screening information is obtained and used to reject an applicant, a Letter of Disclosure will be mailed to applicant according to the Federal Fair Credit Reporting Act. If applicant wishes to appeal the rejection, they may do so by filing a written appeal.
- 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 property manager and prospective family is required at the time of the application. The applicant must notify the property if information provided at application has changed.

V. SECURITY DEPOSIT:

- Tenants with a credit score above 675 will be charged a security deposit of \$150.00
- All other Tenants will be charged a security deposit in an amount equal to one month's rent.

Note: Security Deposits are refundable according to lease terms.

Note: Transfer of Security Deposit: Security Deposit will be transferred at time of transferring to a new unit within the project. Any damages to the existing unit will be billed at move out, payable upon receipt.

VI. FAIR HOUSING AND EQUAL OPPORTUNITY:

- It is our policy to comply with section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act and other relevant civil rights laws and statutes.
- 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 will 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. If you wish to request reasonable accommodation, please contact the on-site property manager. The owner will respond to requests for accommodation within 10 days.
- We do not discriminate on the basis of race, color, religion, sex, disability, familial status, national origin or sexual orientation.

VII. PRIVACY POLICY:

- It is our policy to guard the privacy of individuals conferred by the Federal Privacy Act of 1974, and to ensure the protection of records maintained in the business office. Therefore, we will not 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.

Signature

Date

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
RELEASE AND CONSENT FORM**

I. THIS SECTION TO BE COMPLETED BY ADMINISTRATOR/OWNER/MANAGEMENT

Administrator/Owner/Management Name: Electra Village Apartments	TDHCA Number: 91066
Contact Name: Kimberly Shults	Contact Title: Property Manager
Address: 100 S Prairie Circle Electra, TX 76360	Phone: 940-495-2219
Email Address: KSeddon-Shults@txhf.org	Fax: 940-495-2215

II. THIS SECTION TO BE COMPLETED BY APPLICANT

Applicant/Resident Name:

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 application for participation in a Texas Department of Housing and Community Affairs (TDHCA) Affordable Housing Program. I/we authorize release of information without liability to the administrator/owner/management listed above, and/or the Texas Department of Housing and Community Affairs and/or the Department's service provider.

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, and 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 in a TDHCA Affordable Housing Program.

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
Bank and other Financial Institutions	Utility Providers	Previous Landlords
Public Housing Agencies	Appraisal Districts	Insurance Carrier

III. APPLICANT CERTIFICATION

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.

_____ Applicant/Resident Printed Name	_____ Signature	_____ Date
_____ Co-Applicant/Resident Printed Name	_____ Signature	_____ Date
_____ Adult Member Printed Name	_____ Signature	_____ Date
_____ Adult Member Printed Name	_____ Signature	_____ Date

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 SEPARATELY.



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
A Tenant Rights and Resources Guide
For Tenants Living in a TDHCA Monitored Rental Property
 Property Name: Electra Village Apartments



	Management Company*	Property Owner*
Company Name:	<u>Electra Village Apartments</u>	<u>THF Housing Management Corporation</u>
Contact Name:	<u>Kim Seddon-Shults</u>	<u>Pedro Flores</u>
Phone Number:	<u>940-495-2219</u>	<u>830-693-8100</u>
Email Address:	<u>KSeddon-Shults@txhf.org</u>	

* As listed in TDHCA's Compliance Monitoring Tracking System ("CMTS").

Property Policies, Regulations and Requirements

Texas Administrative Code

- This property received either public funds or low income housing tax credits through the Texas Department of Housing and Community Affairs ("TDHCA"). That means this property must follow certain State rules that are in the Texas Administrative Code or "TAC."
- Part of the TAC says rental properties must have certain policies.
- You can ask your property manager for a copy of the full Written Policies and Procedures part of the TAC (Title 10, Part 1, Chapter 10, Subchapter F, Rule Section 10.610) or you can ask for certain sections or use this short URL to read the full Written Policies and Procedures online:
<https://goo.gl/A3Rm6S>

If you want to know...	Ask for this...
<ul style="list-style-type: none"> • The requirement(s) that you need to meet to live at this property. • How and when you will be notified if your application is denied, and why your application was denied. 	Tenant Selection Criteria Policy
How a person with a disability may request certain accommodations, and how long it may take for a response.	Reasonable Accommodation Policy
How a waiting list is opened and closed and how applicants are selected.	Wait List Policy
What must be included in notices about ending your occupancy: <ul style="list-style-type: none"> • The specific reason why your occupancy is ending. • Information about rights under the Violence Against Women Act ("VAWA"). • How a person with a disability can request a reasonable accommodation in reply to the notice. • Information on the appeals process (if one is used by the property). 	Non-Renewal and/or Termination Notice Policy
<ul style="list-style-type: none"> • How to ask for a unit transfer. • What happens to the security deposits for your current and new unit. • Transfers related to reasonable accommodations for persons with disabilities. 	Unit Transfer Policy

Texas Property Code

This property must follow all applicable Texas State Landlord-Tenant Laws, which outline the responsibilities of landlords and tenants in residential rental agreements. These laws can be found in the Texas Property Code at <https://goo.gl/aHDQ7e>.

Land Use Restriction Agreement (“LURA”)

- This property must operate in accordance with its Land Use Restriction Agreement (“LURA”) as affordable housing, whether or not ownership or management agents change.
- The LURA:
 - Says the property must be suitable for occupancy and in good repair;
 - Sets the maximum rents that can be charged;
 - Prohibits evictions for other than good cause;
 - Prohibits the owner from denying admission to any person exclusively on the basis of such person receiving rental assistance under a local, state, federal or other housing assistance program, including, but not limited to, Section 8 of the United States Housing Act of 1937 as amended.
 - Lists the number and type of property amenities and/or services that must be provided by the TDHCA monitored property. The amenities and/or services required to be provided at this property include: [This section should not be blank when provided to the tenant.]

Common Areas	Unit Amenities	Required Services
4 Washing Machines 4 Dryers Playground Community Room	Miniblinds On All Windows Covered Front Porch Central Heat & Air Energy Efficient Appliances Energy Efficient Windows Washer & Dryer Connection in Most Units Laminate Wood Floors Energy Efficient LED Lighting Ceiling Fans in Living Room Storage Unit On 2- and 4Bedroom Units	Food Pantry Transportation Assistance Notary Service Coffee with Cops

- You can request a copy of the LURA from the property or by calling TDHCA at 800-525-0657 or by email to open.records@tdhca.state.tx.us.

Your Rights as a Renter in a TDHCA Monitored Property

In addition to Texas Property Code requirements, **TDHCA Monitored Property Owners Must:**

- Keep properties suitable for occupancy and in good repair consistent with Uniform Physical Condition Standards (“UPCS”) published by the U.S. Department of Housing and Urban Development (“HUD”).
- Estimate utility costs at the property, annually review the utility allowance they calculate, and make utility allowances available for inspection. Utility allowances are used to help determine the amount a property owner will charge for rent.
- Provide reasonable accommodations or modifications for a tenant’s disability at the property owner’s expense unless the request presents an undue financial and administrative burden on the

owner or if the property was awarded tax credits before 2001 (unless otherwise agreed to in the LURA).

- Offer written leases.
- Provide tenants with written notice in the event of lease termination or non-renewal.

TDHCA Monitored Property Owners *Are Not Allowed To:*

- Lock out or seize property of tenants who have not paid rent except by judicial process or as expressly allowed under Texas Government Code §2306.6738 (cases of necessary repair, construction work, emergencies, or in the event of tenant abandonment of a unit).
- Charge rents in excess of program-specific rent limits that are published each year.
- Require households that get rent payment help from a federal program, such as Housing Choice Voucher/Section 8, HOME or other federal program, to establish a minimum income standard that requires more than 2.5 times their portion of the monthly rent or \$2,500 whichever is greater.
 - Example: If your household gets federal rent payment help and your household's portion of the rent is \$200 per month, you do not have to show that your household makes more than \$500 per month ($\$200 \times 2.5 = \500) to be eligible for housing.
 - Example: If your household gets federal rent payment help and your household income is less than \$50 per month, you do not have to show that your household makes more than \$2,500 per year to be eligible for housing.
- Deny households housing just because of participation in the Housing Choice Voucher/Section 8, HOME or other federal, state, or local rental assistance program
- Refuse to renew the lease or evict tenants without good cause. Landlords may not retaliate against renters who have made a discrimination complaint or who have assisted others in exercising their fair housing rights, including rights to request a reasonable accommodation or modification.

Fair Housing - It's Your Right!

This property must follow federal, state, and local fair housing laws. Fair housing laws say everyone has a right to fair and equal housing choices and opportunities. This means you cannot be denied an apartment based on your race, color, national origin, religion, sex, disability, or whether or not your household includes children under the age of 18.

For example, all properties must:

- Give everyone the same rental terms and conditions.
- Show everyone the location of every available apartment.
- Advertise to everyone broadly and in a non-discriminatory manner.
- Make reasonable accommodations or modifications for people with disabilities.
 - A reasonable accommodation or modification request may be made by a person with a disability or on their behalf. The accommodation or modification must:
 - Be related to a disability;
 - Not cause an undue administrative and financial burden to the owner; and
 - Not change the basic nature of the program governing the property
 - If your request is denied, your property representative must talk with you about an alternative option that may meet your disability-related needs.

How to Request Reasonable Accommodations and Modifications

- If you have a disability-related need, ask your property manager for the Reasonable Accommodation Policy. This policy will tell you how to request an accommodation or modification. A tenant should know that a property *can* request verification of a disability if the disability or need for the accommodation is not obvious, but the property *cannot* request information about the nature, extent, or severity of the disability.
 - **Reasonable Accommodations:** A reasonable accommodation is a change in the way things are usually done that may be needed for a person with a disability to use and enjoy a dwelling or common area. Examples include:
 - Allowing a service dog, even if the property has a 'no pet' policy.
 - Providing an assigned parking space closer to a unit.
 - Requesting a unit transfer from an upper floor to a ground floor unit.
 - Requesting interpreters or auxiliary aids to communicate effectively with management.
 - **Reasonable Modifications:** A reasonable modification is a change to an apartment.
 - Property managers may allow a disabled person to make changes to an apartment.
 - The disabled person may have to pay for the changes.
 - Examples of reasonable modifications include:
 - Adding grab bars to a bath tub or shower
 - Widening doorways
 - Adding a ramp to make an entrance accessible
- A tenant should know that owners have a right to deny a request in certain situations.
- Reasonable accommodations or modifications for the tenant's disability may be provided at the owner's expense unless the request presents an undue financial or administrative burden on the owner or the property was awarded tax credits before 2001.
 - If you need to find out if a property was awarded tax credits before 2001 or to request a copy of the LURA, contact TDHCA at 800-525-0657 or email open.records@tdhca.state.tx.us.
- To learn more about Reasonable Accommodations and Fair Housing, visit <http://www.tdhca.state.tx.us/fair-housing/index.htm>.

Complaints

Fair Housing Complaints

If you believe you have been discriminated against based on race, color, national origin, religion, sex, family status, or disability, you can file a complaint.

- **The Texas Workforce Commission**, not TDHCA, handles complaints under the Fair Housing Act in the State of Texas.

Texas Workforce Commission Civil Rights Division 1117 Trinity Street, Room 144-T Austin, TX 78701	Call: 512-463-2642 Toll free: 888-452-4778 TTY: 512-371-7473 Fax: 512-463-2643 Email: housingcomplaints@twc.state.tx.us
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- The Texas Workforce Commission may file your complaint with the U.S. Department of Housing and Urban Development ("HUD"). However, you can also send a complaint directly to HUD.

HUD Fort Worth Regional Office Office of Fair Housing and Equal Opportunity	801 Cherry Street, Unit #45, Suite 2500 Fort Worth, TX 76102
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Call: 817-978-5900

TTY: 817-978-5595

Toll free: 800-669-9777

- Some Texas cities have a local fair housing agency that may help with fair housing complaints. Find a list of local fair housing enforcement agencies at www.tdhca.state.tx.us/fair-housing/renters.htm

Property Complaints

If you...	Do this...
<p>Have a concern about...</p> <ul style="list-style-type: none"> ▪ Property issues, such as parking, broken cars, trash, safety, or pets. ▪ A neighbor is making too much noise or disturbing you. ▪ Your apartment manager is unprofessional or rude. <p>Suspect that a neighbor...</p> <ul style="list-style-type: none"> ▪ Doesn't report everyone living in the unit. ▪ Does not report their total income. ▪ Rents or sublets their apartment. ▪ Is using or selling illegal drugs. 	<p>Step 1: Call or write your property <i>manager</i> and state your concern.</p> <p>Step 2: Give your property <i>manager</i> time to respond to your concern.</p> <p>Step 3: Call or write your property <i>owner</i> if the manager has not responded to your concern.</p> <p>Step 4: Give your property <i>owner</i> time to respond to your concern.</p>
<p>Need...</p> <ul style="list-style-type: none"> ▪ Something fixed in your unit, like a leaky faucet, broken smoke detector, defective or missing refrigerator seal, broken window, or some other repair. <ul style="list-style-type: none"> – You must give the property management seven days to respond to your written request (except if the request is related to an imminent threat to health or safety). ▪ A reasonable accommodation or modification to your unit. You may make the request verbally or submit it in writing. <ul style="list-style-type: none"> – Generally, property management has 14 calendar days to respond to your request. 	<p>Step 1: Ask the management office to submit a written work order or submit a request yourself.</p> <p>Step 2: Give the property management time to respond to your request.</p> <p>Step 3: File a complaint with TDHCA <i>only if property management has not responded to your request.</i></p> <p>Mail TDHCA Attn: Housing Resource Center P.O. Box 13941 Austin, Texas 78711-3941</p> <p>Fax 800-733-5120</p> <p>Online www.tdhca.state.tx.us/complaint.htm</p> <p>Individuals with a disability may request a reasonable accommodation to submit complaints over the phone by calling 512-475-3800 or toll free 800-525-0657, 800-735-2989 or 7-1-1 Voice.</p> <p><i>TDHCA may take up to 15 working days to respond to your complaint.</i></p>

If you...	Do this...
Have a complaint about... <ul style="list-style-type: none"> Specific information about property management renting apartments to households that make too much money. 	File a written complaint with TDHCA. Mail TDHCA Attn: Housing Resource Center P.O. Box 13941 Austin, Texas 78711-3941 Fax 800-733-5120 Online www.tdhca.state.tx.us/complaint.htm

General Complaints

TDHCA cannot resolve complaints about abuse, criminal activity, rent payment assistance, or other issues. If you have a complaint about these types of activities, please contact the appropriate organization as provided below.

For complaints about...	Contact...
Abuse, neglect, or exploitation of a child, person with a disability, or elderly	Texas Department of Family and Protective Services Toll free (hotline): 800-252-5400
Social services issues, such as Medicaid, Supplemental Nutrition Assistance Program ("SNAP"), Temporary Assistance for Needy Families ("TANF")	Texas Health and Human Services Commission Office of the Inspector General Call: 800-436-6184 Web: http://oig.hhsc.state.tx.us/Fraud_Report_Home.aspx
Criminal activities, such as illegal drug activities, violence	Your local law enforcement office or dial 9-1-1
Rent payment assistance	Call your rent payment assistance provider.

Tenant Rights

Landlord-Tenant Issues

- Visit the Office of the Attorney General ("OAG") at www.TexasAttorneyGeneral.gov/cpd/tenant-rights or call the OAG's Consumer Protection Hotline toll free at 800-621-0508.
- Visit the Texas State Law Library's Landlord/Tenant Law page at <http://guides.sll.texas.gov/landlord-tenant-law>.
- Texas A&M Real Estate Center has also published a Landlord Tenants Guide which is available at <https://assets.recenter.tamu.edu/documents/articles/866.pdf>
- Contact the U.S. Department of Housing and Urban Development ("HUD")
Toll Free: 800-955-2232 Email: TX_WebManager@hud.gov
TTY: 800-877-8339 Hours: 8:00 a.m. to 4:30 p.m., Monday - Friday
- Regional and Field Offices:

HUD Fort Worth Regional Office 801 Cherry St., Unit 45, Suite 2500 Fort Worth, TX 76102 Phone: 817-978-5600 Fax: 817-978-5569	HUD Houston Field Office 1301 Fannin St., Suite 2200 Houston, TX 77002 Phone: 713-718-3199 Fax: 713-718-3225	HUD San Antonio Field Office 615 E. Houston St., Suite 347 San Antonio, TX 78205-2001 Phone: 210-475-6800 Fax: 210-472-6804
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Need Legal Help?

- TDHCA does not provide legal advice or help with resolving landlord-tenant issues.

- TDHCA may try to resolve these issues for reasonable accommodation requests.
- If you received a property violation or eviction notice and need help, contact one of the following organizations.

Legal Aid of Northwest Texas

Call: 888-529-5277 Visit: www.lanwt.org

Lone Star Legal Aid

Call: 800-733-8394 Visit: www.LoneStarLegal.org

Texas Rio Grande Legal Aid

Call: 888-988-9996 Visit: www.trla.org

Volunteer Legal Services of Central Texas

Call: 512-476-5550 Visit: www.vlsoct.org

Effective 12/20/17

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

**A Tenant Rights and Resources Guide
Acknowledgement of Receipt Form**



DEPARTAMENTO DE VIVIENDA Y ASUNTOS COMUNITARIOS DE TEXAS

**Guía de derechos y recursos de los inquilinos
Formulario de acuse de recibo**



Property Name* / Nombre de la propiedad*: Electra Village Apartments

TDHCA File # / N.º de expediente de TDHCA: 91066

Household Name / Nombre del grupo familiar:

Unit Number / Número de unidad

* As listed in TDHCA's Compliance Monitoring Tracking System ("CMTS"). / Según se detalla en el Sistema de Seguimiento de Control de Cumplimiento del TDHCA ("CMTS", por sus siglas en inglés).

I/we acknowledge that I/we have received the *Resident's Guide* as of the date this document is signed below. / Acuso/acusamos recibo de la *Guía del Residente* a la fecha de firma de este documento.

Signature / Firma

Date / Fecha

Signature / Firma

Date / Fecha

Signature / Firma

Date / Fecha

Signature / Firma

Date / Fecha