

Rental Application for Residents and Occupants

Each co-resident and each occupant over 18 must submit a separate Application.

ABOUT YOU

Full name (exactly as it appears on driver license or govt. ID card) _____

Former name (if applicable) _____

Gender _____ Birthdate _____ Social Security # _____

Driver license # _____ State _____

Government ID # _____ State (if applicable) _____

Home phone _____ Cell phone _____

Work phone _____ Email address _____

Marital status single married

U.S. citizen? yes no

Do you or does any occupant smoke? yes no

I am applying for the apartment located at _____

Is there another co-applicant? yes no

Co-applicant name _____ Email _____

Co-applicant name _____ Email _____

Co-applicant name _____ Email _____

Co-applicant name _____ Email _____

OTHER OCCUPANTS

Full name _____ Relationship _____

Birthdate _____ Social Security # _____

Driver license # _____ State _____

Government ID # _____ State (if applicable) _____

Full name _____ Relationship _____

Birthdate _____ Social Security # _____

Driver license # _____ State _____

Government ID # _____ State (if applicable) _____

Full name _____ Relationship _____

Birthdate _____ Social Security # _____

Driver license # _____ State _____

Government ID # _____ State (if applicable) _____

Full name _____ Relationship _____

Birthdate _____ Social Security # _____

Driver license # _____ State _____

Government ID # _____ State (if applicable) _____

WHERE YOU LIVE

Current home address (where you live now) _____

City _____ State _____ Zip _____

Do you rent or own? Beginning date of residency: _____ Monthly payment \$ _____

Apartment name _____

Name of owner or manager _____

Phone _____ Reason for leaving _____

Previous home address (most recent) _____

City _____ State _____ Zip _____

Do you rent or own? Dates: From _____ To _____ Monthly payment \$ _____

Apartment name _____

Name of owner or manager _____

Phone _____ Reason for leaving _____

YOUR WORK

Current employer _____

Address _____

City _____ State _____ Zip _____

Work phone _____ Beginning date of employment _____

YOUR WORK, continued

Gross monthly income \$ _____ Position _____
 Supervisor _____ Phone _____
 Previous employer (most recent) _____
 Address _____
 City _____ State _____ Zip _____
 Work phone _____ Dates: From _____ To _____
 Gross monthly income \$ _____ Position _____
 Supervisor _____ Phone _____

ADDITIONAL INCOME

(Income must be verified to be considered.)

Type _____ Source _____ Gross monthly amount \$ _____
 Type _____ Source _____ Gross monthly amount \$ _____

CREDIT HISTORY

If applicable, please explain any past credit problem: _____

RENTAL AND CRIMINAL HISTORY

Check only if applicable.

Have you or any occupant listed in this Application ever:

- been evicted or asked to move out?
- moved out of a dwelling before the end of the lease term without the owner's consent?
- declared bankruptcy?
- been sued for rent?
- been sued for property damage?
- been convicted or received probation (other than deferred adjudication) for a felony, sex crime, or any crime against persons or property?

Please indicate below the year, location, and type of each felony, sex crime, or any crime against persons or property for which you were convicted or received probation. We may need to discuss more facts before making a decision. You represent the answer is "no" to any item not checked above. _____

HOW DID YOU FIND US?

- Online search (website address) _____
- Referral from a person or locator? Name _____
- Social media (please be specific) _____
- Other _____

EMERGENCY CONTACT

Emergency contact person over 18 who will not be living with you:

Name _____ Relationship _____
 Address _____
 City _____ State _____ Zip _____
 Home Phone _____ Cell Phone _____
 Work Phone _____ Email Address _____

If you die or are seriously ill, missing, or incarcerated according to an affidavit of (check one or more) the above person, your spouse, or your parent or child, we may allow such person(s) to enter your dwelling to remove all contents, as well as your property in the mailbox, storerooms, and common areas. If no box is checked, any of the above are authorized at our option. If you are seriously ill or injured, you authorize us to call EMS or send for an ambulance at your expense. We're not legally obligated to do so.

YOUR VEHICLES

(If applicable)

List all vehicles owned or operated by you or any occupants (including cars, trucks, motorcycles, trailers, etc.)

Make _____ Model _____ Color _____
 Year _____ License # _____ State _____
 Make _____ Model _____ Color _____
 Year _____ License # _____ State _____
 Make _____ Model _____ Color _____
 Year _____ License # _____ State _____
 Make _____ Model _____ Color _____
 Year _____ License # _____ State _____

signed by all parties; OR, it will be refunded under paragraph 7 if the applicant is not approved; OR it will be retained by us as liquidated damages if you fail to sign or withdraw under paragraphs 4 and 5 of the Application Agreement.

3. **Fees due.** Your Application will not be processed until we receive your completed Application (and the completed Application of all co-applicants, if applicable) and the following fees:

- A. Application fee (non-refundable): \$ 16.00
- B. Application deposit (may or may not be refundable) \$ 0.00

4. **Completed Application.** Your Application will not be considered "complete" and will not be processed until we receive the following documentation and fees:

- A. Your completed Application;
- B. Completed Applications for each co-applicant (if applicable);
- C. Application fees for all applicants;
- D. Application deposit.

Authorization and Acknowledgment

I authorize KCG Vista Bella, LP

(name of owner/agent) to obtain reports from any consumer or criminal record reporting agencies before, during, and after residency on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this Application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Application. Authority to obtain work history information expires 365 days from the date of this Application. You agree the information provided may be used for business purposes.

Payment Authorization

I authorize KCG Vista Bella, LP

(name of owner/agent) to collect payment of the application fee and application deposit in the amounts specified under paragraph 3 of the Disclosures.

Non-sufficient funds and dishonored payments. If a check from an applicant is returned to us by a bank or other entity for any reason, if any credit card or debit card payment from applicant to us is rejected, or if we are unable, through no fault of our own or our bank, to successfully process any ACH debit, credit card, or debit card transaction, then:

- 1. Applicant shall pay a charge of \$ 50.00 for each returned payment; and
- 2. We reserve the right to refer the matter for criminal prosecution.

Acknowledgment

You declare that all your statements in this Application are true and complete. **Applicant's submission of this Application, including payment of any fees and deposits, is being done only after applicant has fully investigated, to its satisfaction, those facts which applicant deems material and necessary to the decision to apply for a rental unit.** You authorize us to verify your information through any means, including consumer-reporting agencies and other rental-housing owners. **You acknowledge that you had an opportunity to review our rental-selection criteria, which include reasons your Application may be denied, such as criminal history, credit history, current income and rental history. You understand that if you do not meet our rental-selection criteria or if you fail to answer any question or give false information, we may reject the Application, retain all application fees as liquidated damages for our time and expense, and terminate your right of occupancy.** Giving false information is a serious criminal offense. In lawsuits relating to the Application or Lease, the prevailing party may recover from the non-prevailing party all attorney's fees and litigation costs. We may at any time furnish information to consumer-reporting agencies and other rental-housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease, the rules, and financial obligations. Fax or electronic signatures are legally binding. You acknowledge that our privacy policy is available to you.

Right to review the Lease. Before you submit an Application or pay any fees or deposits, you have the right to review the Application and Lease, as well as any community rules or policies we have. You may also consult an attorney. These documents are binding legal documents when signed. We will not take a particular dwelling off the market until we receive a completed Application and any other required information or monies to rent that dwelling. Additional provisions or changes may be made in the Lease if agreed to in writing by all parties. You are entitled to a copy of the Lease after it is fully signed.

Images on our website may represent a sample of a unit and may not reflect specific details of any unit. For information not found on our website regarding availability, unit characteristics or other questions, please call or visit our office.

This Application and the Lease are binding documents when signed. Before submitting an Application or signing a Lease, you may take a copy of these documents to review and/or consult an attorney. Additional provisions or changes may be made in the Lease if agreed to in writing by all parties.

Applicant's signature

Date

FOR OFFICE USE ONLY

- 1. Apt. name or dwelling address (street, city): _____ Unit # or type: _____
- 2. Person accepting application: _____ Phone: _____
- 3. Person processing application: _____ Phone: _____
- 4. Date that the applicant or co-applicant was notified by telephone, by letter, by email, or in person of acceptance or nonacceptance: _____
(Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)
- 5. Name of person or persons notified (if there are more than one applicant, at least one of them must be notified): _____
- 6. Name of owner's representative who notified the applicant: _____

Additional comments: _____

Vista Bell Apartments
21101 Boggy Ford Rd
Lago Vista, TX 78645
Ph: 512-267-1701
Vistabella.manager@kcgresidential.com
Effective Date: March 29, 2022

TENANT SELECTION CRITERIA

Welcome to **Vista Bella**. This apartment community was developed with special financing, which allows the rental rates to be more affordable. It is not connected with the Section 8 program, although applicants with Section 8 vouchers and certificates are welcome to apply.

I. FAIR HOUSING AND EQUAL OPPORTUNITY LAWS

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. Texas Administrative Code, Title 10, Chapter 1, Subchapter B provides more detail about reasonable accommodations. 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. Management will not discriminate on the basis of race, color, religion, sex, age (except in eligibility requirements), handicap, familial status, national origin, and/or applicants covered by the Violence Against Women Reauthorization Act of 2013, in any phase of the occupancy process. The occupancy process includes, but is not necessarily limited to, application processing, leasing, delivery of management and service, access to common facilities, and termination of occupancy.

II. ACCEPTING APPLICATIONS

Management will accept an application for rental from any and all interested persons. All persons desiring to apply for occupancy will be provided the opportunity to submit completed applications. It must be recognized that submission of an application neither guarantees the applicant housing nor obligates the property's agent to provide housing. Admission and move-in is contingent upon verified qualification of the applicant and availability of an appropriate unit.

- A. Written application, on the property's Texas Apartment Association (TAA) form, must be made in order to be considered for residency. Application may be made by the applicant(s) in person, by mail, email, fax or by on-line service, if available.
 1. Proof of identity will be required for all family members (such as driver's license, state identification card, social security numbers for all family members)
 2. Should the applicant be personally unable to complete the form, the:
 - a. Applicant must be present to provide the information to the person that is completing the application form, or
 - b. Persons assisting the applicant must sign and date the application, indicate it was completed at the direction of the named applicant, and provide identification to

management.

3. The application must be fully completed and signed by the adult member(s). Any information not readily available to the applicant, must be so noted on the application form by the applicant.
- B. In order to process your application, management may need information/documentation to verify the following:
1. Current gross annual income. Income cannot exceed program requirement.
 2. Credit and statewide Criminal History Background Check on all family members 18 years and older.
 3. Rental history. It is your responsibility to provide necessary information that allows us to contact your past landlords. If we are unable to verify your previous landlord and/or references, we reserve the right to deny your application.
- C. The screening criteria will be applied uniformly and in a manner consistent with all applicable laws, including Texas state laws, the Federal Fair Housing Act, the Federal Fair Credit Reporting Act and all Affordable Housing program guidelines. Information will be obtained and considered for all household members who are:
1. 18 years of age or over regardless if married or married at one time and presently divorced.
 2. A minor (under 18) who is emancipated from parental control by court order.

III. REASONABLE ACCOMMODATION POLICY

A person with a disability may request reasonable accommodations during application and while residing at the development by contacting the management office by telephone, email, fax or in person. Management will submit the request for review, and approval or denial of such request will be given to the applicant within three (3) business days.

IV. VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY

Property managers understand that, regardless of whether state or local laws protect victims of domestic violence, people who have been victims of violence have certain rights under federal fair housing laws. The intent of this Policy is to support or assist victims of domestic violence, dating violence or stalking as well as to protect victims and members of their family, from being denied housing as a consequence of domestic violence, sexual assault, dating violence or stalking.

- A. If any applicant or resident wishes to exercise the protections provided in the VAWA, he/she should contact the owner/agent immediately. The owner/agent is committed to ensuring that the Privacy Act is enforced in this and all other situations.
 - B. The owner/agent will not assume that any act is a result of abuse covered under the VAWA. In order to receive the protections outlined in the VAWA, the applicant/resident must specify that he/she wishes to exercise these protections.
- C. Compliance with Requirements Outlined in the Violence Against Women Act (VAWA)

1. The VAWA was promoted for a noble cause to make the lives of victims of abuse easier and to prevent homelessness. Some key points provided in the Act include:
 - a. A potential resident who certifies they were the victim of domestic violence would be allowed to be admitted, even with poor credit and/or poor owner/agent evaluations, if they can show the cause of these negative factors were caused by domestic violence. The owner/agent does require self-certification from the applicant. This may include verification from police, domestic violence victims' advocates and social service agencies.
 - b. The Act assured that victims of domestic violence, sexual assault, etc. can have access to the criminal justice system without facing eviction.
 - c. Where someone is abusive to other members of the household, only the abuser may be evicted, if the reason for eviction is directly related to such abuse.
 - d. Residents living in assisted housing facing violence can be allowed early lease termination for a matter of safety.

D. Certification and Confidentiality

1. When the owner/agent responds to a claim of protected status under the VAWA the owner/agent will request, in writing if appropriate, that an individual complete, sign, and submit the VAWA Certification Form (HUD form 5382) within 14 business days of the request. The owner/agent understands that the delivery of the certification form to the resident via mail may place the victim at risk, e.g., the abuser may monitor the mail.

Therefore, in order to mitigate risks, the owner/agent will work with the resident in making acceptable delivery arrangements, such as inviting them into the office to pick up the certification form or making other discreet arrangements. Owner/agent will respond to the request within three (3) business days of receiving completed certification with all required back up documentation.

2. If the resident has sought assistance in addressing domestic violence, dating violence or stalking from a federal, state, tribal, territorial jurisdiction, local police or court, the resident may submit written proof of this outreach.

E. In addition to submitting VAWA certification, the victim can submit one of the following:

1. A federal, state, tribal, territorial, or local police record or court record, or
2. Documentation signed and attested to by a professional (employee, agent or volunteer of a victim service provider, an attorney, medical personnel, etc.) From whom the victim has sought assistance in addressing domestic violence, dating violence or stalking or the effects of the abuse. The signatory attests under penalty of perjury (28 U.S.C. §1746) to his/her belief that the incident in question represents bona fide abuse, and the victim of domestic violence, dating violence or stalking has signed or attested to the documentation.

F. The owner/agent will carefully evaluate abuse claims as to avoid conducting an eviction based on false or unsubstantiated accusations.

G. The identity of the victim and all information provided to owner/agent relating to the incident(s) of abuse covered under the VAWA will be retained in confidence. Information will

not be entered into any shared database nor provided to a related entity, except to the extent that the disclosure is:

1. Requested or consented to by the victim in writing;
 2. Required for use in an eviction proceeding or termination of assistance; or
 3. Otherwise required by applicable law.
- H. The VAWA certification provides notice to the resident of the confidentiality of the form and the limits thereof. The owner/agent will retain all documentation relating to an individual's domestic violence, rape, dating violence or stalking in a separate file that is kept in a separate secure location from other resident files.
- I. If the owner/agent determines that physical abuse caused by a resident is clear and present, the law provides owner/agent the authority to bifurcate a lease i.e., remove, evict, terminate housing assistance to that individual, while allowing the victim, who lawfully occupies the home, to maintain tenancy.
- J. Owners/agents must keep in mind that the eviction of or the termination action against the individual must be in accordance with the procedures prescribed by federal, state, and local law. In the event that one household member is removed from the unit because of engaging in acts of domestic violence, dating violence or stalking against another household member, an interim recertification will be processed reflecting the change in household composition.
- K. Lease Addendum
The owner/agent is required to attach the VAWA Lease Addendum, which includes the VAWA provisions, to each existing or new lease.
- L. Notice of Occupancy Rights under the Violence Against Women Act
Each Applicant is provided a copy at move-in.

V. DENYING APPLICANTS

- A. Applicants will be denied for the following reasons:
1. For not meeting, or exceeding, Affordable Housing Program criteria for the property.
 2. For not meeting property screening criteria.
 - a. For not having current verifiable monthly income minimum 2.5 times the resident's portion of the rental rate. However, if a family's share of the rent is \$50 or less, a minimum annual income of the greater of a monthly income of 2.5 times the household's share of the total monthly rent amount or \$2,500.00 annually will be required.
 - b. Rental History, failure to pay rent in a timely manner, history of lease violations, repeated disturbance of neighbors peace, reports of drug dealing, drug use, manufacturing, gambling or prostitution. There is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol interferes with the health, safety, or right or peaceful enjoyment of the premises by other residents. Allowing person(s) not on the lease to reside at the residence. Damage to the property beyond normal wear and tear. Failure

to give proper notice when vacating. Eviction, landlord claims or balances will not be accepted If within the past 36 months OR unless balance is paid in full. It is your responsibility to provide us with contact information for previous landlords. If we are unable to verify your previous rental history, we reserve the right to deny the application. *First time renters may be considered with additional security deposit.*

c. Criminal Record(s):

Automatic Denial **Felony** if offense is within the last **20** years:

- Sex related crimes such child pornography, prostitution, public lewdness, sexual assault, rape, sex abuse, sex exploitation of minor, sodomy, statutory rape
- Violence Related Crimes such as assault, battery, robbery, murder, manslaughter, deadly conduct, injury to child or elderly

Automatic Denial **Felony** if offense is within the last **10** years:

- Property Related Crimes such as arson, breaking and entering, burglary, criminal damage, grand larceny, malicious injury to property, receiving stolen property
- Weapons Related Crimes such as assault with a deadly weapon, discharging firearm, manufacture destructive device, negligent use of a weapon
- Drug Related Crimes such as attempt to purchase, maintain place for drug use, manufacture for sale, possession of cocaine/meth, trafficking
- Failure to register as a sex offender

Automatic Denial **Felony** if offense is within the last **7** years:

- Animal Related Crimes
- Computer Related Crimes
- Family Relations Related Crimes
- Public Justice Related Crimes
- Public Order related Crimes
- Organized Crime Related Crimes
- Drug related crimes such as drug abuse, possession of marijuana

Automatic Denial **Misdemeanor** if offense is within the last **20** years:

- Murder, Homicide, Deadly Conduct related offenses
- Sex related crimes such child pornography, prostitution, public lewdness, sexual assault, rape, sex abuse, sex exploitation of minor, sodomy, statutory rape

Automatic Denial **Misdemeanor** if offense is within the last **7** years:

- Family Relations Related Crimes such as abandonment, abuse, domestic violence, endangering a child, injury to a child
- Drug Related Crimes such as attempt to purchase, maintain place for drug use, manufacture for sale, possession of cocaine/meth, trafficking

Automatic Denial **Misdemeanor** if offense is within the last **5** years:

- Property Related Crimes such as arson, breaking and entering, burglary, criminal damage, malicious injury to property, theft Abduction/Kidnapping offenses
- Weapons Related Crimes such as assault with a deadly weapon, discharging firearm, manufacture destructive device, negligent use of a weapon

3. Application is incomplete and cannot be made complete based upon the applicant's lack of cooperation.
4. Family composition does not conform to units available on property.
5. Applicant provided false information necessary in the determination of eligibility.
6. Voluntary withdrawal of the application by the applicant.
7. Management is not able to reach the applicant by phone, mail or email.

If you do not meet our Screening/Eligibility Criteria you will be provided a written explanation of the grounds for rejection within seven (7) days of application completion. If an applicant disputes the decision the application is considered incomplete until documentation is provided by the applicant to clear the dispute.

VI. OCCUPANCY STANDARDS

There are no government program requirements relative to the number, sex or relationship of people who may share a bedroom. KCG Residential has established the following occupancy standards:

<u>Bedroom size</u>	<u>*Maximum # of Occupants</u>
1 Bedroom	3
2 Bedrooms	5
3 Bedrooms	7
4 Bedrooms	9

Current Rent and Income Limits

Gross Annual Household Income

HTC / HOME PROGRAM – CIRCLE MAXIMUM ALLOWABLE INCOME FOR HOUSEHOLD SIZE

# of HH Members	1	2	3	4	5	6	7
30% 811 ONLY (7 units)	\$23,190	\$26,490	\$29,790	\$33,090	\$35,760	\$38,400	\$41,040
30% HTC (4 units)	\$23,190	\$26,490	\$29,790	\$33,090	\$35,760	\$38,400	\$41,040
50% HTC / HOME (8 units) (*9 units)	\$38,650	\$44,150	\$49,650	\$55,150	\$59,600	\$64,000	\$68,400
60% HTC / HOME (28 units) (**31 units)	\$46,380	\$52,980	\$59,580	\$66,180	\$71,520	\$76,800	\$82,080
Recert Only HTC 60%x140%	\$64,932	\$74,172	\$83,412	\$92,652	\$100,128	\$107,520	\$114,912
HOME Recert Only 80% High HOME At recert If over 80% must calculate Adjusted Income	\$55,400	\$63,300	\$71,200	\$79,100	\$85,450	\$91,800	\$98,100

RENT QUALIFICATION									
limits	30% HTC limits			50% HTC / HOME limits			60% HTC / HOME / 811		
	Gross Rent	Less Utility	Net Rent	Gross Rent	Less Utility	Net Rent	Gross Rent	Less Utility	Net Rent
1 Bedroom	\$556	\$71	\$585	\$928	\$71	\$957	\$1113	\$71	\$1142
2 Bedroom	\$668	\$88	\$680	\$1113	\$88	\$1125	\$1336	\$88	\$1348
3 Bedroom	\$771	\$104	\$767	\$1286	\$104	\$1182	\$1543	\$104	\$1539
HOME)							(60%HTC more restrictive than		

Please note: Children that join the household after the start of a lease term will not cause a household to be in violation of the lease. Applies to all except for senior communities that meet the requirements of the Housing for Older Persons Act.

* TDHCA requirement. If development is required to utilize a more restrictive standard by a local governmental entity or a federal funding source please notate above and keep information available onsite for Department review.

VII. ANIMAL POLICY and ANIMAL DEPOSITS

No animal, which may constitute a threat to a resident or the community, will be allowed. Only dogs, cats, birds or fish are allowed. Aquariums will be allowed with a 10-gallon maximum capacity. No more than two pets shall be permitted per apartment. Non-Refundable fee of \$300.00 per pet. All pets must meet the following requirements:

- A. Limit of 2 animals per household.
- B. Pets must have vaccinations and be registered with the City.
- C. All pets must be on a leash when outside of the apartment.
- D. Breed restrictions apply to dogs. Unacceptable breeds may include, but are not limited to: American Pit Bull Terrier, American Staffordshire Terrier, American Bully, American Bull Terrier, Presa Canario, Wolf, Wolf hybrid or mix, Rottweiler, and Chow and other breeds of a vicious or aggressive nature or mixes of these breeds.
- E. Prohibited Animals/Reptiles, may include: Tarantulas, Reptiles (snakes, iguana, etc.), Ferrets, Skunks, Squirrels, Rabbits, Raccoons, Rodents (rats, mice), Pot Belly pigs, other farm or exotic animals

The Resident understands that he will be assessed a lease violation penalty and may be asked to remove his pet from the premises if any of these rules are violated. *Specific animal, breed, number, weight restrictions, pet rules, and pet deposits will not apply to households having a qualified service/assistance animal(s).*

VIII. CHANGES IN HOUSEHOLD DESIGNATION POLICY

At initial certification, this development determines your rent based on: Annual income calculated as dictated by the affordable program rules and the availability of the designations under which you qualify. Although you may have initially qualified at a lower designation, your rent may reflect a higher designation based on limited availability.

- If your income at initial certification qualified you at a lower designation, but your rent was not restricted at such lower designation due to availability, you may request to be placed on a waiting list for such designations under which your household initially qualified.
- At recertification, this development has elected to keep your rent restricted based on the circumstances at initial certification unless your income exceeds 140% of the current 60% income limit or you elect to be placed on a waiting list for a lower designation. If your income exceeds the 140% of the current 60% income limit, the household will be redesignated as over income and you may be required at the end of your lease term to pay a market-rate rent.
- If you are designated as a market rate unit and you wish to be eligible for a lower designation, a complete certification will be performed to clearly document the household's qualification. You may request to be placed on a waitlist for such designation under which your household qualifies for now.
- If you receive rental assistance and due to changes in your income, your portion of the rent exceeds the program rent limits designation at move in, the designation will be changed to comply with program rules.
- If you are designated as a low-income unit and have been deemed now to be a full-time student household, or it has been determined that the household was ineligible due to the full-time student rule, the unit will be designated as a market unit if available. A household may be transferred to an appropriate designated unit or given a 30-day notice to vacate.

The development maintains a waiting list and are available to both new applicants and existing residents provided the household qualifies for such rent restrictions based on corresponding income qualifications.

Applicants or residents may not request multiple designations. To be placed on a waiting list, you must submit a dated, written request (unless a reasonable accommodation is needed).

Once a lower designation becomes available, the household available at the top of the waiting list will be contacted. You will have 48 hours to respond. To secure your new rent, you must begin the necessary certification to determine current eligibility for the lower

rent designation under which you are applying and lease paperwork necessary to modify your rent amount. Failure to do so will result in being removed from the waiting list. Waiting lists for all designations are closed if there are more than 25. **Under the Housing Tax Credit program, you are not required to move into another unit in order to change designations.**

IX. WAITING LIST POLICY

Only fully executed TAA applications will be accepted and will be recorded by date. Applicants will be placed on a waiting list when the preferred unit is not available.

- A. The applicant's name will be placed on the established Waiting List. The applications will be entered based on the date the application is received. Qualified applicants are selected on a first-come, first-served basis. Management will also indicate on the Waiting List the following about each applicant:
1. Eligible bedroom size based on occupancy standards.
 2. Need for an accessible unit.
 3. Applicants covered by the Violence Against Women Reauthorization Act (VAWA).
 4. Program eligibility based on income. Will be reviewed again at move in for accuracy and/or designation change requirements.

- B. Waiting List Notification:

It is the applicant's responsibility for reporting any changes such as address, family size and phone numbers. You are required to update your household information every three (3) months either by phone, email, or in writing to the rental office. Your name will be removed from the list if you fail to contact management every three months.

- C. Waiting List Preferences:

Handicap Accessible Unit Preference:

Before offering a vacant accessible unit to a non-handicapped applicant, management will offer such units as follows:

- First, to a current resident of the property having a disability that requires the accessibility feature of the vacant unit. A resident requiring an accessible unit will be placed on a Transfer List until such time as an appropriate unit becomes available.
- Second, to an eligible qualified applicant on the waiting list having disabilities that require the accessibility features of the vacant unit.
- Third, to an eligible qualified applicant not having a need for an accessible unit. This person will be housed with the understanding, via a lease addendum, that should an applicant require the features of the accessible unit, this resident not requiring the accessible unit will move to the next available non-accessible unit.

Non-Handicapped Accessible Unit Preference:

Management will offer available non-handicapped units as follows:

- First, residents or applicants that fall under VAWA or any other disability.
- Second, Current Residents.
- Third, all other waitlist applicants.

Additional Rent Restricted Units:

If the property has additional income/rent and occupancy restrictions we will provide a separate waiting list. All applicants are pre-screened prior to adding to the waitlist.

OPENING & CLOSING THE WAITING LIST

Once the waiting list has a maximum of 25 applicants, the acceptance of applications may be suspended. Notice of the suspension will be posted in the office where all Applicants can see. When the waiting list has five (5) applicants remaining, Management will reopen the waiting list to the public. Management will contact outreach agencies listed on the AFHMP when the Waiting List has reopened.

ASSIGNMENT OF APARTMENTS

An applicant will be offered an apartment of appropriate size and type. If more than one (1) such appropriate apartment is vacant and available, applicant may be given a choice. You will be notified when management will start processing your application for eligibility for an apartment. You will have three (3) days from the date of notification to schedule an appointment. If you do not respond to the application processing notification, management will notify you by letter that you have been removed from the waiting list. If the applicant rejects the vacancy offered, he/she shall be removed from the waiting list.

X. UNIT TRANSFER POLICY

Residents must complete a Unit Transfer Request to be reviewed by management.

A. No in-house transfers will be allowed during a resident’s initial lease term unless there is a medical reason for the transfer.

B. Families needing special consideration because of a disability or reasonable accommodations shall be accommodated before other families. Third-party verification from a Physician or licensed medical professional is required.

C. Residents may be eligible for a unit transfer if their income or family composition changes.

D. Resident in poor standing; balances owed, more than 3 lease violation(s), violation of unit conditions defined in the TAA lease paragraphs 19.2 and 25.2, will not be allowed a transfer.

E. The property restrictions require Can transfer to another building without requalifying unless HH is OI at recert. Supervisor and Compliance approval still required. If a unit is not available, the resident will be placed and selected from the waitlist as described in the wait list procedures. Residents will not be given priority over applicants not residing at the property that are on the waitlist unless there is a medical reason for the transfer. Third-party verification from a Physician or licensed medical professional is required.

F. If a resident has requested a transfer, the resident shall be offered the apartment and must complete the transfer at their expense within ten (10) calendar days. All damage or cleaning charges must be paid prior to the transfer.

G. Same floorplan, same rent apartment transfers will not be allowed unless there is a medical reason for the transfer. Third-party verification from a Physician or licensed medical professional is required.

H. A resident who has indicated intention of vacating within a three-month period will not be transferred.

I. A new security deposit based upon unit size will be required to be paid prior to moving into the new unit. Two inspections of the unit will occur before a transfer is allowed. First an inspection of the unit prior to the transfer, noting any housekeeping issues. If conditions of the unit violate UPCS standards you may not be eligible for the transfer. Second, once resident has moved out of the previous unit and any balances owed for; damages, delinquent rent, unreturned keys, gate or garage remotes, etc. will be deducted from the prior security deposit and a final account statement will be provided.

XI. Non-Renewal and/or Termination Notices

Non-Renewal Notices:

For all Programs a 30-Day Written Notice will be delivered by posting the notice on the back of the front door of the unit or by hand to an occupant 16 years or older.

Termination Notices:

For HTC, BOND, HTC, TCAP, and Exchange Developments:

- A 3-Day Written Notice to Vacate will be delivered by posting the notice on the back of the front door of the unit or by hand to an occupant 16 years or older.

For HOME and NSP Developments:

- A 30-Day Written Notice to Vacate will be delivered by posting the notice on the back of the front door of the unit or by hand to an occupant 16 years or older.

XII. OTHER POLICIES

For Housing Tax Credit units:

No household can consist of all full-time students unless the household meets one of the following exemptions:

1. At least one student receives assistance under title IV of the Social Security Act
2. At least one student participates in a program receiving assistance under the Job Training Partnership Act (JTPA), Workforce Investment Act or under other similar federal, state or local laws.
3. At least one student is a single parent with child(ren) *and* this parent is not a dependent of another individual *and* the child(ren) is/are not dependent(s) of someone other than a parent.
4. Students are married and file (or entitled to file) a joint federal tax return.
5. At least one student was previously under the care and placement responsibility of the state agency responsible for administering foster care.

For HOME/NSP units:

Any adult household member that is either a part time or full time student must meet one of the following exemptions:

1. Be at least 24 years old by December 31 of the award year for which aid is sought
 2. Have legal dependents other than spouse (child or elderly parent)
 3. Married
 4. Be a veteran of the U.S. Armed Forces
 5. Be a graduate or professional student
 6. Be an orphan or a ward of the court through the age of 18
- A non-refundable application fee of \$15 for each applicant 18 years or older is required.
 - All security deposits will be paid in full with a cashier’s check at time of move-in, no personal checks will be accepted. Deposits are refundable upon move out and charges may apply in accordance with the Lease. KCG Residential’s standard deposit is 300.00.
 - Smoking Policy – We are a non-smoking community.

XIII. Appeals / Grievance Procedures (HOME and 811 developments only)

All applicant and/or resident grievances in the areas of Management services, maintenance services, Management policy, Management personnel, and grievances concerning other residents will receive prompt, efficient follow-up from the Manager. In the event the problem is beyond the control of the Manager, it will be brought to the attention of the Property Supervisor. Records of maintenance, service, and policy grievances will be kept on file in the Manager's office, and with Management.

Grievances of Management toward residents of the project are likely to include such problems as lease violations, vandalism, noise, housekeeping, or other violations of the rules and regulations. Should these occur, the Manager will meet with the resident to discuss the problem. The results of the meeting will be recorded in the resident's file.

Should the problem persist, the Property Supervisor will then ask for a conference with the resident. Again, a record of the meeting will be filed in the Resident's file. If the problem is still evident after repeated attempts at resolution, the resident may be provided a 10-day notice to vacate.

I have read and understand the Tenant Selection Criteria and Qualifying Rental Criteria effective on 3/29/2022.

Resident Signature	Date	Resident Signature	Date
Resident Signature	Date	Resident Signature	Date
Staff Signature	Date		