

RENTAL CRITERIA

Welcome The Bristol Apts., we're glad you chose us!

The Bristol Apartment is committed to compliance with all federal, state and local fair housing laws. It is our policy to offer apartments for rent to the general public without regard to race, color, national origin, religion, sex, familial status, handicap or any other state or locally protected classifications. To assist you with your decision on your new home, we are providing a list of guidelines used to qualify applicants for residence in our community.

Please note this is our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation that all residents and occupants currently residing at The Bristol Apartment have met these requirements. There may be residents and occupants that have resided in the community prior to these requirements being in effect. In addition, our ability to verify whether these requirements have been met is limited to the information we receive from various credit/criminal reporting services used.

Please review this information before filling out an application and paying an application fee, which is non-refundable.

Identity Verification - A government issued photo identification will need to be presented by all applicants, guarantors and occupants over the age of 18. All applicants, guarantors and occupants over the age of 18 acknowledge and consent to the community's policy of retaining a copy of the identification. Our privacy policy is available to you upon request.

Occupancy Guidelines - The maximum number of occupants permitted to dwell in an apartment shall not exceed 2 per bedroom. If you exceed our maximum per bedroom because your minor is older than 18 years old, at the end of the lease term you must, at that time, qualify for a transfer to a unit with more bedrooms, if available, or vacate the premises with proper notice.

For the purpose of this occupancy policy a "family" shall consist of one or more individuals (who have not attained the age of 18 years) being domiciled with:

- 1) A parent or another person having legal custody of such individual(s) or
- 2) The designee of such parent or other person having such custody with the parent or other person
- 3) Any woman who is pregnant or a person in the process of securing legal custody of any individual who has not attained the age of 18 years

Employment - Applicant must 1) provide proof of income that meets property income requirement (i.e., wages, Social Security); 2) be employed with current employer for at least six months; or 3) have current job and at least six months employment with previous employer.

Income - All persons applying for an apartment must have a verifiable source of income in a gross amount of no less than 3 times the gross rental rate. In the event of multiple applicants/roommates, combined information may be considered. Income less than 3 times the gross rental rate may require an additional deposit or guarantor, if allowed. Acceptable proof of income is as follows:

- Pay stubs or job offer (on company letterhead) with salary 6-check stub paid weekly, 4-check stubs paid bi-weekly or twice a month
- Most recent tax return
- Prior three months of bank statements
- Child support or alimony when directed by a court
- Grants, pensions, trust funds
- GI benefits, disability, social security

Rental/Mortgage History - All persons applying for an apartment must have six (6) months current or one (1) year previous verifiable satisfactory rental history. An eviction or foreclosure could constitute cause for denial. Persons with no rental/mortgage history may require an additional deposit or guarantor. Satisfactory history includes the following:

- No more than one late payment or NSF in a 6-month period
- Lease term fulfilled; may not owe money to any apartment community
- No lease violations
- No lease evictions
- Residence left in satisfactory condition
- Proper notice to vacate given

Credit - All persons applying for an apartment must have established credit in good standing for the past two years. Lack of established credit or more than 50% negative credit may require an additional deposit or guarantor. Negative credit includes but is not limited to the following:

- Past due accounts
- Judgments
- Liens
- Write-offs
- Balance to a rental community or mortgage company (regardless of date)
- Unresolved bankruptcy or foreclosure (less than seven years prior)

Guarantor - (Not used at all properties; consult Regional Manager for specific guidance)

A guarantor will be considered for lack of employment/income, rental history or credit. Guarantors will not be accepted as a substitute for unsatisfactory rental history or criminal background. Guarantors must meet all the qualifications listed above with the qualifying income increased to five times the rental rate.

Section 8 - All Section 8 Voucher holders are welcome to apply for residency and will be provided the same consideration as all other applicants.

Criminal Background - A criminal background search will be conducted for each applicant and occupant over the age of 18. It is our policy not to lease to applicants with felony convictions, felony deferred adjudication and certain misdemeanors concerning violence or drugs. If the criminal background search and/or information provided by you reveals past criminal convictions which violate our policy, your application may be denied. Certain approvals may be allowed according to the property look-back policy. You may request a copy of this policy.

This requirement is not a guarantee or representation that residents or occupants currently residing in our community have not been convicted of a felony or subject to deferred adjudication for a felony, certain misdemeanor or sex offenses requiring registration under applicable law. Our ability to verify this information is limited to information made available to us by the resident criminal-reporting services used.

Disability Qualifications - A special needs individual person is defined as having a physical or mental impairment, which substantially limits one or more major life activities (i.e. self-care, performing manual task, walking, seeing, hearing, speaking, breathing, learning, or working). Physical or mental impairments entail a lengthy list of infirmities which can include, but are not necessarily limited to, such diseases and conditions as orthopedic, visual, speech, and hearing impairments, Cerebral Palsy, Autism, Epilepsy, Muscular Dystrophy, Multiple Sclerosis, Cancer, Heart Disease, Diabetes, Human Immune Deficiency Virus (HIV) or (AIDS) infection, mental retardation, emotional illness, drug addiction (OTHER THAN ADDICTION CAUSED BY CURRENT ILLEGAL USE OF CONTROLLED SUBSTANCE.), and alcoholism.

Foreign Nationals - Foreign nationals will be required to complete a TAA/NAA Supplemental Rental Application for Non-US Citizens. Foreign nationals living or working in the United States must provide either a valid Social Security Number or a valid passport with stamped identification of entry date into the United States. Income will be verified with letter of intent, work visa, work petition or verification of funds in a United States Bank. If income cannot be verified, the lease must be paid in full with United States funds. If a Social Security Number is not provided and/or no credit history exists, we may require an additional deposit.

Animals - A refundable deposit of \$150.00 for pet under 25 lbs. & \$275.00 for pet over 25 lbs. The following breeds or partial breeds are not permitted: Rottweiler, Pit Bulls, Akita, Dobermans, Chow, German Shepherd, Staffordshire Terrier, Bullmastiff, Presa Canario, Husky, Wolf Hybrid and Australian Shepherd. Exotic animals, barnyard animals and reptiles are not accepted. Additional restrictions may apply. Support animals are not considered pets and are allowed to reasonably accommodate a handicapped leaseholder or occupant. All animals must be photographed by management and proper veterinarian documentation must be provided prior to approval.

Fees and Deposits:

Security Deposit:	Application Fee:
1Bed/1Bath - \$150.00	\$50 per applicant
2Bed/2Bath - \$250.00	Administration Fee:
3Bed/2 Bath - \$300.00	\$150.00



How to apply: Leave appropriate application fee, application deposit, and completed required paperwork. Application deposit will be required to hold the apartment. The application deposit will be applied to the security deposit at move-in. If there are no available units and a waiting list is in place, applicants will be offered units from the waiting list in the order of application time and date. [The Bristol Apartment](#) . does not have a preference system in place, but operates on a first-come/first-serve basis.

Application Non-approval – In the event that your application is not approved, management will then notify you by mail or telephone.

[The Bristol Apartment](#) . does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development’s regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

Name: Tim Joyner, Risk Manager
Address: Capstone Real Estate Services, Inc.
912 S. Capital of Texas Highway
Austin, Texas 78746

Telephone–Voice: 512-646-6700
Telephone–TTY: 711 (enter number 512-646-6700, when prompted)

I ACKNOWLEDGE THAT I HAD AN OPPORTUNITY TO REVIEW THE PROPERTY’S QUALIFYING CRITERIA, WHICH INCLUDES REASONS WHY MY APPLICATION MAY BE DENIED, SUCH AS CRIMINAL HISTORY, CREDIT HISTORY, CURRENT INCOME, AND RENTAL HISTORY. I UNDERSTAND THAT IF I DO NOT MEET THE PROPERTY’S RENTAL QUALIFYING OR SELECTION CRITERIA OR IF I FAIL TO ANSWER ANY QUESTION, THE PROPERTY MAY REJECT MY APPLICATION, RETAIN ALL APPLICATION FEES, ADMINISTRATIVE FEES AND DEPOSITS AS LIQUIDATED DAMAGES FOR ITS TIME AND EXPENSE, AND MAY TERMINATE MY RIGHT OF OCCUPANCY IF I HAVE ALREADY TAKEN POSSESSION OF A RENTAL UNIT AT THE PROPERTY.

Applicant Signature

Date ____/____/____

Applicant Signature

Date ____/____/____

Applicant Signature

Date ____/____/____

Applicant Signature

Date ____/____/____

Property Representative

Date ____/____/____

