

Application for Residency

Household Composition *(Who will live here?)*

Head of Household Information: *(this is the primary applicant)*

Name: _____

Gender: Male Female

Social Security Number: *(enter 9 digits on blanks provided)* _____

Birth Date: *(enter Month as MM, Day as DD and Year as YYYY)* _____

Phone Number: *(include area code)* (_____) _____

Driver's License #: State Issued: _____ Number: _____

Email _____

Marital Status: Married Never Married Separated Divorced Widowed

Are you a Full Time Student? Yes _____ No _____

When and Where did you LAST attend School?

Name of School: _____

City, State: _____

What month/year did you last attend this School? _____

Spouse *(this is the person currently married to the Head of Household)*

Name: _____

Gender: Male Female

Social Security Number: *(enter 9 digits on blanks provided)* _____

Birth Date: *(enter Month as MM, Day as DD and Year as YYYY)* _____

Phone Number: *(include area code)* (_____) _____

Driver's License #: State Issued: _____ Number: _____

Email _____

Marital Status: Married Never Married Separated Divorced Widowed

Are you a Full Time Student? Yes _____ No _____

When and Where did you LAST attend School?

Name of School: _____

City, State: _____

What month/year did you last attend this School? _____

Co-Head *(this means another adult that is an applicant but not the Spouse)*

Name: _____

Gender: Male Female

Social Security Number: *(enter 9 digits on blanks provided)* _____

Birth Date: *(enter Month as MM, Day as DD and Year as YYYY)* _____

Phone Number: *(include area code)* (_____) _____

Driver's License #: State Issued: _____ Number: _____

Email _____

Marital Status: Married Never Married Separated Divorced Widowed

Are you a Full Time Student? Yes _____ No _____

When and Where did you LAST attend School?

Name of School: _____

City, State: _____

What month/year did you last attend this School? _____

Vehicle Information :

Owner: _____

Type : _____

Make and Color: _____

Model & Model Year: _____

License Plate and LP State: _____

Pet Information :

Owner: _____

Type & Breed: _____

Size & Color: _____

Name & Age: _____

Other Adult (this means another adult applicant that is not the Spouse)

Name: _____

Gender: circle one Male Female

Social Security Number: (enter 9 digits on blanks provided) _____ - _____ - _____

Birth Date: (enter Month as MM, Day as DD and Year as YYYY) _____ - _____ - _____

Phone Number: (include area code) (_____) _____ - _____

Driver's License State Issued: _____ Number: _____

Email _____

Marital Status: (circle one) Married Never Married Separated Divorced Widowed

Are you a Full Time Student? Yes _____ No _____

When and Where did you LAST attend School? _____

Name of School: _____

City, State: _____

What month/year did you last attend this School? _____

Dependent (child that will live with you that is under 18 years old)

Name: _____

Gender: circle one Male Female

Social Security Number: (enter 9 digits on blanks provided) _____ - _____ - _____

Birth Date: (enter Month as MM, Day as DD and Year as YYYY) _____ - _____ - _____

Does this child live with you 50% or more of the time? Yes _____ No _____

Is this Dependant a Full Time Student? Yes _____ No _____

Dependent (child that will live with you that is under 18 years old)

Name: _____

Gender: circle one Male Female

Social Security Number: (enter 9 digits on blanks provided) _____ - _____ - _____

Birth Date: (enter Month as MM, Day as DD and Year as YYYY) _____ - _____ - _____

Does this child live with you 50% or more of the time? Yes _____ No _____

Is this Dependant a Full Time Student? Yes _____ No _____

Dependent (child that will live with you that is under 18 years old)

Name: _____

Gender: circle one Male Female

Social Security Number: (enter 9 digits on blanks provided) _____ - _____ - _____

Birth Date: (enter Month as MM, Day as DD and Year as YYYY) _____ - _____ - _____

Does this child live with you 50% or more of the time? Yes _____ No _____

Is this Dependant a Full Time Student? Yes _____ No _____

Dependent (child that will live with you that is under 18 years old)

Name: _____

Gender: circle one Male Female

Social Security Number: (enter 9 digits on blanks provided) _____ - _____ - _____

Birth Date: (enter Month as MM, Day as DD and Year as YYYY) _____ - _____ - _____

Does this child live with you 50% or more of the time? Yes _____ No _____

Is this Dependant a Full Time Student? Yes _____ No _____

Do you expect any additions to the Household within the next 12 months?

*Yes _____ No _____

*If you DO Expect new additions to your Household, what is their name and age?

*Name: _____ Age: _____

Are any of the persons listed temporarily away?

Yes _____ No _____

Are any of the persons listed Foster Children?

Yes _____ No _____

Is any person listed only intended to live in the Household as a Live in Care Attendant?

Yes _____ No _____

ALL Household Members have been or will be Full Time students within 5 calendar months of this year?

Yes* _____ No** _____

**If NO, go to next page.

*If YES, answer the questions in this box:

Name of Educational Institution(s) attended by adult members: _____

Are the Full Time Students Married and entitled to file a joint tax return? Yes _____ No _____

Receiving TANF? (Temporary Assistance for Needy Families) Yes _____ No _____

Is anyone enrolled in JTPA or similar local, county or state program? Yes _____ No _____

Are you a single parent with children with neither you nor the children listed as dependants on anyone else's tax return? Yes _____ No _____

Where do you live now?

Do you Rent or Own this Home? (circle one) RENT OWN LIVE WITH RELATIVES

Street Address & Apt. #: _____

City, State and Zip Code _____

County _____

What is your Landlord's Name? _____

What is the Landlord's Phone #? (___ ___ ___) ___ ___ ___ - ___ ___ ___

What Date did you Move In? _____

Is this Federally Assisted Housing? Yes _____ No _____

How much do you Pay for Rent or Mortgage each month? \$ _____

Are you being evicted from this Residence? Yes _____ No _____

Where did you live before the current address above?

Did you Rent or Own this Home? (circle one) RENT OWN LIVE WITH RELATIVES

Street Address & Apt. #: _____

City, State and Zip Code _____

County _____

What was your Landlord's Name? _____

What is the Landlord's Phone #? (___ ___ ___) ___ ___ ___ - ___ ___ ___

What Date did you Move In? _____

What Date did you Move Out? _____

Was this Federally Assisted Housing? Yes _____ No _____

How much did you Pay each month? \$ _____

Please answer the following questions:

Have you or any member of your household ever been convicted of a felony or misdemeanor? Yes _____ No _____

If so please explain: _____

Have you or any member of your household ever been evicted or sued for rent? Yes* _____ No** _____

*If YES, answer the questions in this box:

**If NO, skip the questions in the box.

Box containing questions: Address you were evicted from, sued over or left early; Date you were evicted; Was this Federally Assisted housing?; Was there any drug-related activity involved?

Do you or any member of your Household owe money to any Public Housing Authority, HUD Apt. Community or previous landlord? Yes _____ No _____

Have you or any member of your household ever committed fraud in an Federally Assisted Housing program or been asked to repay money for knowingly misrepresenting Information for such these housing programs? Yes _____ No _____

Is anyone in the household currently receiving Section 8 rental assistance? Yes _____ No _____

Emergency Contact Information

What is the name of your Emergency Contact? _____

What is the relationship to this Contact? _____

What is their Phone Number at Home? (___ ___ ___) ___ ___ ___ - ___ ___ ___

What is their Work or Cell Phone Number? (___ ___ ___) ___ ___ ___ - ___ ___ ___

What is their Physical Street Address? _____

City, State and Zip Code _____

What is their E-Mail Address? _____

In the event of serious illness or death of resident, do you give Permission for the above person to remove and/or store all contents found in the dwelling, common areas or mailbox? Yes _____ No _____

Although we are not legally obligated, by checking Yes here you are also giving us authorization to call EMS or an ambulance at your expense.

Asset Information

An asset is something that you own of value that can be turned into cash.
If you have ANY of these assets, complete the requested information for each.

Types of Assets: Checking, Savings Accounts, or Money Markets, Employment Pay Cards, Cash on Hand, CDs (Certificates of Deposits), Treasury Bills, Stocks, Bonds, Mutual Funds, Real Estate, or Rental Property, Real Estate Contracts, Personal Property held as an Investment, (such as art, coins or cars) Annuity, Pension Fund, 401K, 403b, IRA, Keough Account, Safe Deposit Box, Trust Fund, Whole Life Insurance Policy, or other assets.

4 1 **Within the past two (2) years, have you sold or given away assets that were worth more than \$1,000 for less than market value?** *Yes _____ No _____

*** If YES, is the above answer, complete the Disposed of Asset Affidavit.**

4 2 **Type of Asset:** (choose from above list) _____

4 2 1 Who actually owns this asset? _____

4 2 2 Name of the Institution or Bank that holds this Asset: _____

4 2 3 Phone Number to this Institution or Bank: (_____) _____ - _____

4 2 4 How much is the Asset worth currently? \$ _____

4 2 5 How much will you receive each Year from this Asset? \$ _____

4 2 6 Do you or any family member have the right to withdraw funds from this account? Yes _____ No _____

4 3 **Type of Asset:** (choose from above list) _____

4 3 1 Who actually owns this asset? _____

4 3 2 Name of the Institution or Bank that holds this Asset: _____

4 3 3 Phone Number to this Institution or Bank: (_____) _____ - _____

4 3 4 How much is the Asset worth currently? \$ _____

4 3 5 How much will you receive each Year from this Asset? \$ _____

4 3 6 Do you or any family member have the right to withdraw funds from this account? Yes _____ No _____

4 4 **Type of Asset:** (choose from above list) _____

4 4 1 Who actually owns this asset? _____

4 4 2 Name of the Institution or Bank that holds this Asset: _____

4 4 3 Phone Number to this Institution or Bank: (_____) _____ - _____

4 4 4 How much is the Asset worth currently? \$ _____

4 4 5 How much will you receive each Year from this Asset? \$ _____

4 4 6 Do you or any family member have the right to withdraw funds from this account? Yes _____ No _____

Real Estate Asset Only:

4 5 Did you sell a home/land in the past 2 years? *Yes _____ No _____

4 5 1 *If yes to above, what was done with the sale proceeds? _____

4 5 2 Do you own any Real Estate? Yes* _____ No** _____

****If NO, go to next page.**

***If YES, answer the questions in this box:**

4 5 3	List the name of the person who owns this Real Estate?	_____
4 5 4	What is the current market value? (provide tax appraisal)	\$ _____
4 5 5	What is the total mortgage payoff? (provide most recent mortgage statement)	\$ _____
4 5 6	Is the Real Estate currently listed for sale (provide listing agreement)	Yes _____ No _____
4 5 7	Is the Real Estate being leased to someone?* (provide lease contract)	Yes _____ No _____
4 5 8	If you are leasing it, how much do they pay you for rent per month?	\$ _____

Employment Income Information

This section requests information about any money received in the home as a result of employment. Please list below ALL sources and amounts of income.

Is any Adult member of this household NOT Employed?

*Yes _____ No _____

*If there is an Adult member NOT employed, list Name and Age:

*Name: _____ Age: _____

Does any Adult member of this household have ZERO Income?

*Yes _____ No _____

*If there is an Adult member with ZERO Income, list Name and Age:

*Name: _____ Age: _____

Choose from these Types of Employment: Full, Part-time or Seasonal Employment for anyone 18 or older, (including self-employed).

Type of Employment: (choose from list above)

Which person in the home holds this job?

When did you start working this job?

Start Date: ____/____/____ If not employed now, End Date: ____/____/____

What is the Employer's name?

What is the Employer's Physical Street Address?

City, State and Zip Code:

What is the Employer's Phone Number?

(____) ____ - ____ - ____

What is the Supervisor's Name?

What is the estimated Total Gross Income per year?

\$ _____

Type of Employment: (choose from list above)

Please enter previous employer if stopped working within last 30 days

Which person in the home holds this job?

When did you start working this job?

Start Date: ____/____/____ If not employed now, End Date: ____/____/____

What is the Employer's name?

What is the Employer's Physical Street Address?

City, State and Zip Code:

What is the Employer's Phone Number?

(____) ____ - ____ - ____

What is the Supervisor's Name?

What is the estimated Total Gross Income per year?

\$ _____

If no one in the Household is Currently working and you left all of the Employment Information above blank on purpose, then all adults must initial below. I (we) also understand that I (we) will complete a Non-Employed Certification, and possibly a Zero Income Certification.

Initial: _____ Initial: _____ Initial: _____ Initial: _____

Office Use Only: List total of Employment Income: \$ _____

Other Income Information

Types of Other Income: Rental Property, Unemployment Compensation, Worker's Compensation, Social Security, SSI, Child Support, Alimony, AFDC/TANF, Public Assistance, Pensions, or Retirement Funds, Annuity, Insurance Policy Payments, death benefits, or VA benefits, not GI Benefits, Severance Payments, Disability Benefits, Regular Cash Contributions, Monetary Gifts, Special Financial Assistance in the form of Grants, Scholarships or Private Sources, or any other type of income.

Type of Other Income

Which person in the home receives this income?

When did you start getting this income?

Start Date: ____/____/____ If not receiving now, End Date: ____/____/____

What is the Source of this Income and Who Pays It?

What is Income Source's Physical Street Address?

City, State and Zip Code:

What is the Income Source's Phone Number?

(____) ____ - ____ - ____

What is the Income Source's Contact Name?

What is the estimated Total Gross Income per year?

\$ _____

Type of Other Income:

Which person in the home receives this income?

When did you start getting this income?

Start Date: ____/____/____ If not receiving now, End Date: ____/____/____

What is the Source of this Income and Who Pays It?

What is Income Source's Physical Street Address?

City, State and Zip Code:

What is the Income Source's Phone Number?

(____) ____ - ____ - ____

What is the Income Source's Contact Name?

What is the estimated Total Gross Income per year?

\$ _____

Office Use Only: List total of Other Income: \$ _____

If no one in the Household has any Other Income sources and you left all of the Other Income Information above blank on purpose, then all adults must initial below. I (we) also understand that I (we) will complete a Non-Employed Certification, and possibly a Zero Income Certification.

Initial: _____ Initial: _____ Initial: _____ Initial: _____

If you have more than 2 jobs in the household or more than 2 other sources of income, ask the Office Staff for an additional "INCOME INFORMATION SHEET."

1. Lease Execution. The Lease to be executed by the parties is attached. Should either party add special conditions to the Lease, such additions must be specifically noted on the attached Lease Contract before execution.

2. Fees and Deposit. The following fees apply to this Agreement:

Application deposit: \$ _____; Application fee: \$ _____;

Administrative fee: \$ _____; Other fee/deposit \$ _____

Total of above amount: \$ _____.

3. Application Fee. A nonrefundable Application Fee has been delivered by you to one of our representatives in the amount referenced above. This payment partially reduces our costs relating to administrative expenses

4. Application Deposit. The Application Deposit is in addition to any non-refundable Application Fee delivered to any of our representatives. You are advised that this Application Deposit is not a Security Deposit and may or may not be refundable. The Application Deposit will either: (a) be credited toward the required security deposit when all parties have executed the Lease, (b) become refundable if you are not approved; OR (c) be retained by Management as liquidated damages if you elect not to sign the lease after approval, you attempt to withdraw, you provide information on the lease application which Management determines or concludes to be false or you fail to answer any question on the application.

5. Approval of Lease Application After Signing of Lease. If Management approves your Application after you and all co-applicants have fully signed and delivered the Lease, Management will (a) notify you or any co-applicant of approval, (b) credit the Application Deposit toward the security deposit, and (c) sign the Lease Contract.

6. Lease Application Approval Before Lease is Signed. If Management approves your Application before you and all co-applicants have fully executed and delivered the Lease, Management will (a) notify you or at least one co-applicant (where applicable) of our approval, (b) credit the Application Deposit toward the security deposit; (c) sign the Lease Contract (after you and all co-applicants have signed).

7. Failure to Execute Lease After Approval. The Lease must be fully executed by you and all co-applicants within 2 days after Management gives you or any co-applicant notice (in person or by telephone) of our approval of your Application, or, alternatively, within 4 days after we mail our approval to you. These time frames can only be modified by written authorization from Management. If Management approves your Application and you or any co-applicant fails to sign the lease per the terms of this Agreement, Management may retain the application deposit as liquidated damages, and Management as well as Ownership will be relieved of any further legal obligations to you under this Agreement

8. Withdrawal of Application Before Approval. If Management has not yet approved your Application, AND the Lease has not been fully executed, and if you or any co-applicant withdraws an Application, Management will be entitled to keep all application deposits as liquidated damages, and will have no further obligation to you.

9. Waiver of Rejection Period. In consideration of (a) the additional time it takes to verify eligibility of Affordable Housing resident, and (b) Management's taking the rental dwelling off the market during the verification process, Management and applicant agree that the 7-day statutory rejection period is waived. Instead, applicant's completed application will be automatically rejected at the earlier of (a) the 60th day after date of application, or (b) the 7th day after Management received written replies from all employers, lenders, financial institutions, former spouses paying child support, educational institutions, government agencies and entities to whom inquires are required to be made by law to qualify resident.

10. Completion of Application. Applications will not be processed until all required supportive documentation, application fees, security deposits and any other required fee or information are received.

11. Non-approval. In the event that your application or that of any co-applicant is disapproved, Management will refund all application deposits within 30 days of disapproval. Management may issue a refund check in any manner it deems appropriate including the issuance of a refund check made payable to all co-applicants and mailed to one applicant.

12. Deadline Extensions. Any stated deadline in this Agreement for signing, approving, or refunding which happens to fall on a weekend will be extended to the following Monday. Any stated deadline in this Agreement for signing, approving, or refunding which happens to fall on a state or federal holiday, will be extended to the end of the following day.

13. Notices. Any notice Management gives you or any co-applicant is considered notice to all co-applicants. Any notice received by Management from you or your co-applicant is considered notice from all co-applicants.

14. Access to Leased Premises. Management will only provide keys and/or access devices subsequent to: (a) all parties having signed the Lease and all associated rental documents; and (b) full payment of all applicable rents and security deposit(s).

15. Satisfactory Investigation. Our approval of this Application is contingent upon our receipt of a satisfactory report of your rental history, credit history and other information that we deem necessary.

16. Age Certification and Submission of Applications. By signing this Application, you certify that all persons over eighteen years of age who will be occupying the Apartment unit have completed and provided to us a separate Application for Residency, and that each such occupant of the Apartment unit will sign the Lease at the time required by us.

17. Verification of Credit Information and Continuing Right to Review. You authorize us, through our designated agent or employees, to obtain and verify all credit information for the purpose of determining whether or not to lease the apartment unit to you. You understand that should you enter into the Lease for the apartment unit, we and our designated agents and employees will have a continuing right to review your credit information, rental application, payment history and occupancy history for account review purposes and for improving application methods.

18. Acknowledgement. By signing this Application, you certify that all information contained in this Application is true, correct and complete. You authorize us to verify same through any means, including consumer reporting agencies and other rental housing owners. If you fail to answer any question or give false information, we may reject the application, retain all application fees and deposits 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 Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. 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 Contract, the rules, and financial obligations. Fax signatures are legally binding.

19. Right to Review Lease. Before you submit an application or pay any application fee or security deposit, you have the right to review the Rental Application and Lease Contract, 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 Contract if agreed to in writing by all parties. You are entitled to an original of the Lease Contract after it is fully signed. Should you have any questions, please let us know and we will gladly answer them.

20. Special Provisions:

21. Signatures. Our representative's signature below is consent only to the above application agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract. By accepting the Deposit and the Application Fee from you, we are not obligated to approve this Application or rent the Apartment unit to you.

_____/_____/_____
Applicant Signature Date

_____/_____/_____
Co-Applicant Signature Date

_____/_____/_____
Co-Applicant Signature Date

_____/_____/_____
Management Agent's Signature Date

_____/_____/_____
Co-Applicant Signature Date

CAPSTONE

TENANT SELECTION CRITERIA

Welcome to **Inwood Crossings**, we're glad you chose us!

Capstone Real Estate Services promotes Equal Housing Opportunity to all our properties and expects Management to treat each prospective applicant that visits our properties with dignity and respect. Furthermore, Capstone selects prospects without regard to race, color, sex, religion, disability, familial status, or national origin. As per the Section 504 requirements, Capstone properties makes reasonable accommodations (such as allowing applicants to request assistance with the reading of materials) to help applicants read, understand, and complete the application. This criterion will be applied uniformly and in a manner consistent with all applicable law, including the Texas and Federal Fair Housing Acts, the Federal Fair Credit Reporting Act, program guidelines, and the Texas Department of Housing and Community Affairs' (TDHCA) rules.

The following Tenant Selection Criteria applies to this property, and is in compliance with applicable TDHCA rules. This Tenant Selection Criteria is published in the Leasing Office and provided at application.

Identity Verification: 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.

Occupancy Guidelines: The maximum number of occupants permitted to dwell in an apartment shall not exceed two per bedroom. When we are renting to a family, we will allow two persons per bedroom plus a child who is less than 6 months old. In the event the number of occupants exceeds the maximum number for that floor plan due to the birth, adoption, custody or guardianship change of a minor child, residents will be permitted to stay in the existing Unit through the end of their lease term or 90 days, whichever is longer. At the end of the lease term (or the above time period, if the lease would expire before that time, or if the residents are month-to-month), residents must transfer to an appropriate (larger) floor plan subject to availability of the alternate floor plan and resident's compliance with the existing lease agreement, or vacate the unit subject to the terms and conditions of the lease agreement and supporting addenda.

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

All persons 18 years of age or older will be expected to sign the Apartment Rental Contract as a resident. All residents and all occupants must be listed on the Apartment Rental Contract.

Income: Any and all income sources will be verified as determined by local and federal agencies on an annual basis. You must provide income history of no less than six (6) weeks & current income verification of two and one half (2.5) times the amount of the monthly rental rate of the selected apartment. For applicant's who participate in the Section 8 program, please refer to the Section 8 section of the written criteria for income requirements. Income verifications must include, but are not limited to the following: Four (4) to six (6) weeks of current consecutive payment stubs from income source(s), a Capstone verification of employment form that will be sent from the rental office to the employer for completion, any applicable 3rd party verifications such as court orders, divorce decrees, award letters or financial statements certified by financial institute or an accountant. This property participates in an affordable housing program that may require additional income verifications, affidavits, and signed certifications that are not listed.

Self-Employment: Must provide the previous year's personal income tax return including the Schedule C and the previous six months personal bank statements as evidence of sufficient income. Persons whose jobs are commission only or base salary plus commission, tips or bonuses will require the additional verifications.

Student Status: Unless they meet an exception, full time student households, where all Household Members have been or will be fulltime students in any part of 5 calendar months of the current year, are ineligible to live in a Housing Tax Credit unit. Exceptions to this rule include married and entitled to file a joint tax return, receiving TANF, enrollment in JTPA or similar program, single parent with children not claimed on anyone else's tax return, and/or ever been in foster care.

Section 8: We welcome all Section 8 housing and voucher applicants. Persons participating in these programs must meet all the criteria except income. Applicant's current income verification must meet two and one half (2.5) times their portion of the rent. If the program pays 100% of the applicant's rent, then applicant must certify they have the financial resources to meet the daily living expenses. The property will require verification regarding income and number of household members. Required verification must be provided to management within 3 days to reserve a specific apartment. Required verification includes but is not limited to income verifications, Social Security cards, HUD Form 9887-a, citizenship verifications, etc).



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. Rental collections owed for less than 3 years may be cause for denial. Persons with no rental/mortgage history may require an additional deposit or guarantor on certain units. 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 on certain units. 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)

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 violates 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 credit-reporting services used.

Foreign Nationals: Foreign nationals will be required to complete a 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.

Pets: A maximum of 2 pets per apartment is permitted with the required deposit listed below. Dogs whose breed or dominant breed weight exceeds 35 pounds at maturity are not accepted, and must be at least one year old. The following breeds or partial breeds are not permitted: Rottweiler, Pit Bulls, Akita, Dobermans, Chow, German Shepherd, and Australian Shepherd. Exotic animals, barnyard animals and reptiles are not accepted. Additional restrictions may apply. Deposits are fully refundable and dependent on the condition of the unit at move out. All animals must be photographed by management before approval.

Service Animals: Support/Service animals are not considered pets and are allowed to reasonably accommodate a handicapped leaseholder or occupant. Any applicable specific animal, breed, number, weight restrictions, and pet rules will not apply to households having a qualified service/assistance animal(s). Service Animals are accepted without a deposit. Verification that the animal is a service animal will be required from a licensed physician.

Security Deposit:

1x1: \$150
2x2: \$200
3X2: \$250

Pet Deposit:

\$150 Non-Refundable Pet deposit + \$100 pet fee (per pet)
Weight limit/breed restrictions apply
*Pet deposit is required for visiting pets

Application Fee is \$16.00

Each additional applicant pays \$16

Optional : Carport Rental \$35 and Garage Rental \$65

All Residents will be responsible for electric (choose your own company).

Application Process: Applications for this property may be obtained at the Leasing Office, or requested via email or fax. Applications may be mailed, emailed, or faxed.



All questions on the Application must be answered; if the question does not apply to the applicant/family an "N/A" should be placed in the answer space provided. All other questions should be answered with a yes, no, none, or as directed; complete with the information requested.

Note: No applicant will be considered for occupancy until a completed application has been turned in to the Leasing Office. Should there be a waiting list for this property a security deposit will be required to be put on the waitlist. Please note that the deposit is fully refundable if the applicant is denied during the application process or decides to no longer be on the waitlist. The security deposit is not refundable if the applicant cancels. If the applicant moves into a unit, the deposit will be refundable and dependent on the condition of the unit at move out.

Waitlist and Transfer Policy: Applicants will be placed on the Waiting List once the Manager has received the security deposit for the appropriate unit size. If the applicant is denied during the application process or decides to no longer be on the waitlist, the deposit is fully refundable. Applicants will be placed on the waitlist in the order in which they are received.

All existing residents are eligible to request to be placed on the waitlist for another unit. For existing residents requesting a transfer to another unit, they will be placed on the waiting list at the time of their request.

Persons covered under the Violence Against Women Reauthorization Act of 2013, or those requiring transfers due to medically supported reason or an accessibility issue, will be placed at the top of the property waiting list and receive priority of the general positions on the waiting list. Resident's requiring transfers due to a verifiable disability will not be charged transfer fees. The transfer of utilities will be the responsibility of the resident.

The property will keep a log of all denied applicants that completed the application process and will maintain a file of all rejected applications. The log lists basic household demographic and rental assistance information, if requested during any part of the application process, along with the specific reason for which an applicant was denied, the date the decision was made, and the date the denial notice was mailed or hand-delivered to the applicant.

The Waiting List will remain open until such time that an announcement stating otherwise is posted at the leasing office. Should the applicant pool exceed the number of applicants that may be housed within a year's time period, the management may opt to close the list for a specific time period. This date and time of the closure must be stated within the closure notice and posted at the leasing office. They will also announce the re-opening of the Waiting List in the same publications and post the re-opening notice at the leasing office.

Fair Housing and Section 504: This property financed by an affordable program administered by TDHCA. We strive to ensure equal opportunity housing for all those who qualify for this program. We established the following procedures to help identify and eliminate situations that create a barrier for those seeking equal opportunity housing. In accordance to the Fair Housing Act of 1968 and its amendments of 1988, and Section 504 of the Rehabilitation Act of 1973, this property will make reasonable accommodations for individuals with handicaps or disabilities (applicants and current residents included). These accommodations include, but are not limited to, alterations in the processes in which we administer policies, procedures, and services to those working, applying or currently living at this complex. Furthermore, this property confirms it will make structural modifications to the housing and non-housing areas of this property (common areas, and leasing facilities, etc.) to ensure full access to those persons with limitations due to their handicap or disability. We will perform such modifications in situations applicable by the 504 regulations and as per the restrictions to those regulations. Requests for reasonable accommodations/modifications can be made in writing or by phone to the management office. If medical verification is required, property will provide the necessary forms. Property will respond to any reasonable accommodation/modification request within 7 business days of the request. For structural modifications, property will evaluate work to be performed or obtain bids and/or ownership approval as necessary.

Violence Against Women Act (VAWA): This property follows the guidelines outlined in the VAWA. The law offers the following protections against eviction or denial of housing based on domestic violence, dating violence or stalking:

- A. In accordance with the Violence Against Women Reauthorization Act of 2013, an applicant's status as the victim of domestic violence, dating violence, sexual assault, or stalking is not a basis for denial of rental assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission.
- B. An incident or incidents of actual or threatened domestic violence, dating violence or stalking will not be construed as serious or repeated violations of the lease or other "good cause" for terminating the assistance, tenancy, or occupancy rights of a victim of abuse.
- C. Criminal activity directly related to domestic violence, dating violence or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights of the victim of the criminal acts.
- D. Assistance may be terminated or a lease "bifurcated" in order to remove an offending household member from the home. Whether or not the individual is a signatory to the lease and lawful tenant, if he/she engages in a criminal act of physical violence against family members or others, he/she stands to be evicted, removed, or have his/her occupancy rights terminated. This action is taken while allowing the victim, who is a tenant or a lawful occupant, to remain.



- E. The provisions protecting victims of domestic violence, dating violence or stalking engaged in by a member of the household, may not be construed to limit Capstone, when notified, from honoring various court orders issued to either protect the victim or address the distribution of property in case a family breaks up.
- F. The authority to evict or terminate assistance is not limited with respect to a victim that commits unrelated criminal activity. Furthermore, if Capstone can show an actual and imminent threat to other tenants or those employed at or providing service to the property if an unlawful tenant's residency is not terminated, then evicting a victim is an option, the VAWA notwithstanding. Ultimately, Capstone may not subject victims to more demanding standards than other tenants.
- G. The VAWA protections shall not supersede any provision of any federal, state, or local law that provides greater protection for victims of domestic violence, dating violence or stalking. The laws offering greater protection are applied in instances of domestic violence, dating violence or stalking.

Capstone will respond to any VAWA requests within 5 business days.

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, OR IF I PROVIDE FALSE OR MISLEADING INFORMATION, 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

