



Resident Qualifying Criteria – CAF Properties

Occupancy Standard: The following occupancy standards will apply.

Occupancy Requirements:

- Efficiency and One bedroom/One bath – No more than 2 people
- Two bedroom/One or Two bath – No more than 4 family members or 2 non-family members
- Three-bedroom/Two bath – No more than 6 family members or 3 non-family members
- Four-bedroom/Three Bath – No more than 8 family members or 4 non-family members

Age Requirement:

Lease holder(s) must be 18 years or older. All occupants 18 years or older will be required to complete an application (even if living with a parent or guardian).

Income Requirements:

- A. The gross monthly household income must equal three times (3x) the base rental amount on the apartment. All income must be verifiable.
- B. Verifiable Income includes, but is not limited to: Social Security benefits, Pensions, Trust funds, Grants, Child Support, Military Benefits, Alimony.

Income Verification:

- A. **Employed:** If currently employed provide written evidence of regular income sufficient to three times (3x) the rental amount on the apartment, for the lease term. Four paycheck stubs will be required.
- B. **Self-Employment:** Must provide the previous year's personal income tax return and/or the previous six months personal bank statements as evidence of sufficient income. If using bank statements, you must show an available balance of 3x the monthly rental amount for the signed lease term.
 - *Example- a monthly rental amount of \$1200 for a 7-month lease term must show they have an available balance of at least \$25,200.*
- C. **Unemployment/School Loans:** Unemployment benefits and school loans will not be accepted as proof of income. If unemployed, you must qualify with a guarantor or co-signer.
- D. **Commission/Tip Employment:** Person who holds jobs that are commission only, base salary plus commissions, tips or bonuses will be considered self-employed and must submit the same proof of income as listed above in (B).
- E. **If one of those terms are not met:** A Co-Signer can be accepted if they qualify per the guidelines and make five times (5x) the rental amount. If the Co-Signer has a bankruptcy they will be denied. A guarantor or co-signer will be required to have a credit score of 700 or above.

Residency: Rental history will be reviewed. Any debt owed more than \$500 to an apartment community will result in denial of application. If there is debt less than \$500 you may be approved with an additional deposit. All required additional deposits must be paid within 48 hours by certified funds only.

Credit Requirements: The credit history will be reviewed. Income plus verified credit history will be entered into a scoring model to determine rental eligibility and security deposit levels. Unfavorable accounts will negatively impact this score. The scoring system software will approve, deny, or pass with conditions. Additional deposits will be required for any conditional status.

Animals: All animals are subject to management approval via Pet Screening. _____ will allow a maximum of two (2) pets per apartment. A picture of the pet(s) and rabies vaccination records are required at the time of move in. Breed restrictions apply.

Application Fee: A \$50.00 non-refundable application fee is required per application. A \$35.00 non-refundable application fee is required per occupant over the age of 18.

CAF MANAGEMENT

Criminal History: The criminal records of all household members over 18 will be checked for all Felony and Class A Misdemeanor records. The information gathered as the result of this check would affect the approval of the application as follows:

- A.) Applicants with any of the following felony conviction in the 20 years preceding the date of this application will be denied approval- murder, capital murder, aggravated kidnapping, sexual assault, aggravated sexual assault, indecency with a child, sexual performance by child, first degree criminal solicitation, compelling prostitution, trafficking of persons, aggravated robbery, burglary if committed with the intent to commit felony sexual assault, aggravated sexual assault, sexual abuse of a child, or prohibited sexual conduct, offenses under Section 481.134(c), (d), (e) or (f) of the Texas Health and Safety Code (or, such applicable state law, if allowed by law) if it is shown that the offender has been previously convicted of an offense for which punishment was increased under the aforementioned sections, offenses under Section 481.140 of the Texas Health and Safety Code (or similarly classified offenses in jurisdictions outside of Texas) relating to any felony conviction increased in punishment as a result of use of a child in commission of such offenses, and any offense where the offender used or exhibited a deadly weapon during the commission of a felony offense or during immediate flight therefrom.
- B.) Applicants will be automatically denied for any prior conviction for manufacturing or distribution of a controlled substance (or similarly classified offenses in jurisdictions outside of Texas).
- C.) Applicants will be automatically denied if they are currently subject to a registration requirement under Article 62.001, Code of Criminal Procedure, Sex Offender Registration Program (or similar Sex Offender Registration Programs in jurisdictions outside of Texas).
- D.) Any other felony or Class A misdemeanor conviction other than those set forth in 4.A. above related to violent criminal activity (or similarly classified offenses in jurisdictions outside of Texas) will result in denial if the conviction occurred in the seven (7) year period preceding the date of application.

Bankruptcy: Should a pending bankruptcy appear it might result in automatic denial. If a discharged bankruptcy appears older than 1 year it may be approved with the result of an additional deposit.

Required ID: One form of Government issued photo I.D. is required. Temporary citizenship with Passport and/or other forms, will be required to fill out a non-US Citizen TAA form, and will have to provide additional deposit and/or fees.

- **Non-US Citizens without a Social Security Number:** Non-Citizens/Temporary citizenship with Passport and/or other forms will be required to fill out a TAA Non-U.S. Citizen Application in addition to one month rent as an additional refundable deposit upon move in.

ADDITIONAL POSSIBILITIES FOR APPROVAL

A cosigner/ guarantor may be required for:

- A. Applicants who are first time renters.
- B. Applicants who do not provide proof of sufficient income to meet income requirements. Guarantor's must have a gross monthly income of at least five (5) times the monthly rent, a credit score of 700 or above and must meet all other qualifying criteria. The guarantor must complete and sign a lease guaranty agreement.

***This Community Will Not Discriminate Against Any Person Based on Race, Color, Religion, Sex, National Origin, Disability, Or Family Status.**

Thank you for considering _____ your new home. By signing this form, you acknowledge that you are fully aware of the rental criteria for _____.

Applicant Signature: _____

Date: _____

Applicant Signature: _____

Date: _____

Privacy Policy for Personal Information of Rental Applicants and Residents

We are dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

How information is collected. You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.

How and when information is used. We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

How the information is protected and who has access. In our company, only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

How the information is disposed of. After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

Locator services. If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees—even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their privacy policies, as well.

Thanks,

The Management

CAF Management