

Rental Criteria – Gateway Oak Cliff Apartments

Carleton Companies, Property Management Division (CCPM) is an equal opportunity housing provider. We fully 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. 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 TDHCA’s rules. CCPM does not discriminate against any person because of race, color, religion, gender, gender identity, sexual orientation, handicap, familial status, or national origin. No qualified individual with a disability shall, by reason of their disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under this program and related activities. CCPM reviews all applications, in a manner consistent with the above listed guidelines and laws, in the following areas:

AGE: All applicants must be 18 years or older, unless Federal Law regarding familial status applies. Any minors who will occupy the apartment on a regular basis must be listed on the application and must be under the direct supervision of the adult applicant(s).

FEES AND DEPOSITS: The first Applicant will be charged an application fee of \$30.00, each additional applicant will be charged an application fee of \$25.00 to be paid in the form of a money order or cashier’s check. This application fee is only refundable if the application is canceled prior to the screening and processing of the application. If approved, the applicant family will be charged a security deposit of \$100.00 for an Efficiency Apartment, \$200.00 for a One Bedroom Apartment, \$300.00 for a Two Bedroom Apartment and \$400.00 for a Three Bedroom Apartment; to be paid upon lease execution. The security deposit is to be paid in a separate money order or cashier's check.

INCOME ELIGIBILITY: All applicant income is verified. Verifiable gross monthly income for an individual renter or a family must meet the minimum requirements as set forth by the property for a minimum of 2.5 times the monthly rent for the unit. Employment used to meet the income criteria is verified, including pay amount, start date and current paycheck stubs. Employed applicants must have been continuously employed for a minimum of 6 months prior to the application date. Employment is considered continuous if the gap between employers is less than 15 days. Self-employed individuals must provide copies of tax returns with Schedule C, which is used to verify income. All other sources of income are verified for applicants receiving income supplements from Social Security, SSI, TANF, pension, retirement, unemployment compensation, child support benefits, alimony, and periodic contributions. Photos taken of income is not acceptable; applicants must bring in the actual income documentation for CCPM to make a copy of. Applicants with housing vouchers must have suitable income equal to 2.5 times the portion of rent they are required to pay as set by the issuing housing authority. Current Income/Rent Restrictions are listed below:

#of HH Members	1	2	3	4	5	6
60%	\$43,320	\$49,500	\$55,680	\$61,860	\$66,840	\$71,760

0 Bedroom Max Rent 60%	\$1,007
1 Bedroom Max Rent 60%	\$1,071
2 Bedroom Max Rent 60%	\$1,275
3 Bedroom Max Rent 60%	\$1,464

CREDIT: A credit and criminal history report is generated for all applicants 18 years of age and older. To be eligible for standard security deposits applicants must have 50% or more positive trade line accounts. If there are more than four outstanding utility collection accounts, it is an automatic denial. Medical collections and student loans within the last 24 months will not be counted against you. If a current bankruptcy is pending against you, it is an automatic denial. If a bankruptcy shows on your history and it has been discharged, it must be verified with the proper documentation.

RENTAL HISTORY: All applicants must have verifiable positive rental history or homeownership of 24 months to be eligible for approval. Applicants who are living with family members will not satisfy the rental history requirement and will be required to pay an additional deposit, if all other requirements are met. Applicants with a rental history reflecting 2 or more NSF checks received within the relevant 2 year period will be denied. If you have been evicted, asked to leave, skipped or left another apartment lease under less than favorable terms within the past 24 months, your application will be denied. Applicants with a landlord debt in an amount less than \$1,500 will be approved upon providing sufficient proof of payment, or release from such outstanding debt, along with an additional deposit.

Rental Criteria - Gateway Oak Cliff Apartments

CRIMINAL HISTORY: Felony Convictions for crimes against people, gun crimes, violence against people, burglary and domestic violence less than 20 years old is an automatic denial (sentence time and probation/parole periods must be resolved). Other felonies less than 10 years old is an automatic denial. All misdemeanors less than 2 years old is an automatic denial. Intentional injury to a child or ANY sexual offenses is an automatic denial. Patterns of any repetitive convictions will also be grounds for denial.

PETS: Acceptable pets include domestic cats, dogs, fish or birds that when fully grown do not exceed 25 pounds. Dogs must be verified at 1 year of age. Dogs of any known, or believed to be, aggressive breed will not be allowed at any weight. CCPM will comply with all local codes and ordinances in regard to which breeds are considered aggressive. All pets must have proper papers before moving in and a city approved license. A refundable pet deposit of \$350.00 per pet is required prior to acquiring the pet. Pet rent of \$15 per month is required. This applies for all pets with exception of fish and birds. The maximum pets allowed per unit is 1. **Specific animal, breed, number, weight restrictions, pet rules and pet deposits will not apply to households having a qualified service/assistance animal(s) upon providing proper verification.**

OCCUPANCY: Maximum occupancy is two persons per bedroom plus one additional person per unit. Children that join the household after the start of a lease term will not cause a household to be in violation of the lease. Housing Vouchers will only be accepted for the unit size stated on the voucher, no exceptions

STUDENTS: A household must contain at least one occupant who is not a student, has not been a student, and will not be during the current and/or upcoming calendar year, unless the household meets one of the following conditions: (i) at least one student is receiving assistance under title IV of the Social Security Act (TANF); (ii) at least one student previously under the care and placement responsibility of a state agency responsible for administering foster care; (iii) at least one student participating in a program receiving assistance under the Job Training Partnership Act, the Workforce Investment act, or similar state and federal laws; (iv) at least one student is a single parent AND not a dependent of another individual AND the child is not a dependent of someone other than the parent; or (v) the students are married and eligible to file a joint tax return. The definition of a student is someone who attends school full time for any part of five or more months in a calendar year (months need not be consecutive).

APPLICATION PROCESS: Applications are available in the office during business hours or by requesting an application via telephone, email, fax or mail. Applications may be submitted in person, mail, fax, or email. CCPM evaluates every apartment application in the following manner: An applicant household must submit a rental application with all questions answered on the form, pay the application fee for each applicant over 18, and provide a current/valid copy of identification (Driver's License or Picture I.D. Card). Expired IDs/DLs cannot be accepted. The application will be reviewed, and CCPM will screen your rental, criminal and credit history. If the application information and the screening meet our rental criteria, CCPM then verifies all sources of income to confirm they meet our income restrictions. This process takes five to seven business days. We will rent available apartments to applicants in the order that the applications are approved. If CCPM is unable to verify any information necessary for the processing of an application, or if an application is deficient in any of the categories outlined, CCPM may reject the application. Deficient applications are subject to review with the Area Manager, Regional Manager, or COO upon request of the property manager if verifiable mitigating circumstances are present. Each application should take their time and fill out the application thoroughly to insure timely processing. Each co-resident and each occupant over eighteen (18) must submit a separate application. Applicants are informed in writing within 7 days after the decision is made to reject the application. The criteria are subject to change at any time at the sole discretion of Carleton Management Services, LLC. All deposit and application fees must be in two (2) separate checks or money orders.

VAWA PROTECTIONS: **1.** The Landlord may not consider incidents related to domestic violence, dating violence, or stalking as "good cause" for termination of assistance, tenancy, or occupancy rights of the victim of abuse. **2.** The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse. **3.** The Landlord will provide the Notice of Occupancy Rights under the Violence Against Women Act, HUD form 5380, and the Certification of Domestic Violence, Dating Violence Sexual Assault, or Stalking and Alternate Documentation, HUD form 5382, at move-in, denial of application, with any notification to vacate, or upon request. **4.** The Landlord may request in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

Rental Criteria - Gateway Oak Cliff Apartments

WAIT LIST POLICY: CCPM maintains a waitlist for each bedroom size within each program set-aside on-site. Anyone interested in being placed on the wait list of their choice should complete an application. If the applicant is unsure which set-aside they may qualify for, they may choose to have their income pre-qualified, or they may choose to place an application on any or each set-aside waitlist in the bedroom size of their choice. Each applicant must provide a current phone number and address. The applicant should also notify the office if they no longer wish to be on the wait list. They will be removed from the wait list if they cannot be reached by phone or mail. All completed applications are listed on the waiting list by date and time received. This date/time is based on when the completed application is received. Once a unit becomes available, CCPM contacts the first applicant based on application date. This applicant will have 5 calendar days to decide if they want the unit available and can only pass on an available unit once. They are then removed from the wait list for a period of 12 months and can then resubmit an application. The applicant must qualify for the unit in the set-aside for which they are contacted at the time they are contacted. If they do not, they will not be housed in that particular unit, and their application will be removed from the waitlist. The waitlist will remain open as long as the property is less than 98% occupied and has less than 200 applicants on the waitlist. If the property exceeds 98% occupied or 250 applicants on the waitlist, it will post notice on site, online, and with the local housing authorities that the waitlist is closed. Once the property is below 98% occupied or the wait list drops below 100 applicants, the waitlist will reopen with notices posted on site, online, and with local housing authorities.

Priority to lease units to persons/households with accessible unit needs: The application requests that you indicate whether you require a housing unit with an accessibility feature for persons with mobility, hearing or vision impairments. Preference is given when applicants request an accessible unit. CCPM documents the disability through confirmation of the existence of the disability only, and not by the nature or extent of the disability. Verification of the disability can be provided by form or letter from a physician, psychologist, clinical social worker, or other similar professional. Verification of disability can also be provided by documentation verifying the receipt of Social Security Disability payments (i.e., award letter). We will verify that the applicant needs the features of the unit as an accommodation for the applicant's disability. This verification establishes that the applicant is qualified to receive priority on the Wait List for a unit with accessible features.

When an accessible unit becomes available and there is a current tenant or qualified applicant with a household member requiring accessibility features of the unit, CCPM will follow the policy below:

Current Tenants: Owners must first offer the unit to an individual with disabilities currently residing in a non-accessible unit in the same project or comparable project under common control, who requires the features of the unit.

Applicants with Disabilities. If no current tenants require the special features of the accessible unit, the owner must then offer the unit to the next qualified applicant on the waiting list with a family member who needs the features of the accessible unit.

We also have a priority to lease units to persons/households covered by VAWA.

REASONABLE ACCOMMODATION REQUESTS: For any applicant wishing to request a reasonable accommodation, all requests for a reasonable accommodation must be made with the Business Manager either verbally, or in writing. The request will be reviewed and responded to with an approval, a denial, or a request for more information within 7 days. Although some reasonable accommodation requests may require verification of the need for the accommodation, CCPM will not require specific medical or disability information regarding the reason for the request.

UNIT TRANSFER POLICY: A household will be treated as a *new move in*, and the household must income qualify for the new unit and its designation if it desires to transfer to a different unit on site. This means that all initial verification procedures must be completed, including the security deposit for the new unit, as well as the screening and compliance approval processes. The current unit security deposit will be applied to any outstanding balances, damages after move-out, and if any amount remains, this will be refunded in the manner stated in the lease. No transfers will be allowed within the initial lease term, unless VAWA rights are met and/or Reasonable Accommodations requests have been granted. If a reasonable accommodation request results in a resident transferring from one unit to another, then all screening fees will be waived as part of the application process. The deposit on the old unit will be processed as stated above.

Rental Criteria - Gateway Oak Cliff Apartments

NON-RENEWAL/TERMINATION POLICY: Management provides 60 days-notice when they decide to terminate or to not renew a lease. This notice is provided in writing and includes the specific reason for the termination or non-renewal. In the case of eviction for good cause, the resident will be given a 3-day notice which includes the specific cause for eviction. Once those three days expire, the property will file for an eviction case with the local courts unless the issue has been resolved.

PRIVACY POLICY- CCPM is dedicated to protecting the privacy of your information. This includes your Social Security or other government identification numbers. Our privacy policy is to help assure you 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 documents that you provide to us either on paper or electronically.

How and when information is used: CCPM 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 in the future.

How the information is protected and who has access: Only authorized persons have access to your Social Security or other governmental identification numbers. CCPM keeps 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 the Social Security and/or other governmental identification numbers are no longer needed, CCPM 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 were referred by a locator service, please be aware that the locator services are independent contractors and are not employees of CCPM, even though they may have initially processed rental applications and filled out lease forms. Applicants should require any locator service used to furnish them with their privacy policies.

Acknowledgement of Rental Criteria and Application Integrity

I understand and accept the qualifying standards and have truthfully answered all questions. I understand that falsification of Rental Application information will lead to denial of rental. Rental Criteria does not constitute a guarantee or representation that resident or occupants currently residing in the community have not been convicted or are not subject to deferred adjudication for felony. Management's ability to verify this information is limited to the information made available by the agencies and services used. It does not ensure that all individuals reside in, on, or visiting the community conforms to these guidelines.

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Owner's Representative Signature

Date