

*Resident Qualifying Criteria
For Windsor Village, Crystalwood, Cornerstone Apartments & Residential*

We are delighted that you are interested in leasing a dwelling in our apartment community. In order to help you in making your decision, we have listed below the criteria for qualifying as a resident with us.

1. A separate rental application must be fully completed, dated and signed by each applicant and all co-applicants. Spouses can complete one rental application.
2. The rental application will be reviewed at the time of submission to ensure we have all information needed to determine your eligibility.
3. Each applicant must provide government photo identification and allow them to be photocopied.
4. If applicant's family will be occupying the dwelling, the family must be appropriate for the available apartment, i.e., no more than two persons per bedroom. Children younger than six months are not considered occupants of the apartment at the time of lease signing. When they are six months old, they are considered occupants. See our occupancy policy for families on back.

Resident/Rental History (rental history reports are obtained)

Each applicant must have verified current and previous history and the rental accounts must **NOT** be in default or arrears. Applicants may not have more than two late payments and/or NSF checks in one year of residency. Rental from a friend or family will **NOT** be considered as rental history. First-time renters may qualify by having the lease guaranteed by a guarantor. Homeowners must provide proof of paid or current mortgage and must not be in default or arrears. We may accept a valid visa and passport instead of rental history on applicants new to this country.

Income/Salary

Employment and monthly income must be verifiable. Total monthly income of all applicants must be **THREE** times monthly rent. Otherwise, a guarantor is necessary or payment of the full lease term prior to lease commencement and any subsequent renewals 30 days prior to lease expiration.

Lease Guarantor

The guarantor must have a gross monthly income of at least **FOUR** times the monthly rent and must meet all other qualifying criteria. The guarantor must sign a lease guaranty agreement and furnish a photocopy of their driver's license. The lease may be guaranteed only by a relative or employer. If a guarantor is self employed or retired they must furnish a copy of latest tax return page indicating adjusted gross income.

Credit History (credit reports are obtained)

Applicants may not have poor credit history within the past 24 months. This includes accounts that are foreclosures, judgements, liens, profit and loss accounts and collections. Previous bankruptcy requires additional security deposit equal to one months rent. Any negative credit due to prior rental history will result in automatic rejection unless they pay said negative credit and proof of payment is presented to screening agencies or the on-site property manager. Management may require additional security deposit, and/or payments of future rent, and/or lease guarantor. These amounts must be paid in full before lease commencement.

Criminal History

Applicants or occupants who have been charged, detained or arrested for any type of felony offense or any level of offense involving a sex crime, assault, or weapons that was resolved by conviction, probation, deferred adjudication, court ordered community supervision or pre-trial diversion will not be accepted. Felony and misdemeanor history that pertain to records dealing with the use, sale, and/or distribution of drugs may be denied occupancy.

Applicant(s) may be denied occupancy for the following reasons:

- Falsification of application by any applicant, incomplete applications by any applicant, insufficient income, criminal conviction history of violent or sexual crimes, poor credit history of any applicant, a poor rental profile of any applicant.
- Incomplete application by any applicant.
- Insufficient income (total of all applicants)
- Criminal conviction history of violent or sexual crime committed by an applicant or by other occupants (including children) who plan to live in unit.
- Poor credit history of any applicant (credit reports are obtained; previous bankruptcy requires an additional security deposit equal to one month's rent).
- Poor rental profile of any applicant (rental history reports are obtained). Rental history of: nonpayment or frequent late payment of rent, eviction, drug use, poor housekeeping, poor supervision of applicant's children, unruly or destructive behavior by applicant, applicant's children, or applicant's guest, and violence to person or property by applicant, applicant's children or applicant's guest.

We do not discriminate on the basis of race, color, creed, religion, sex, national origin, disability, or family status.

I ACKNOWLEDGE THAT I HAD AN OPPORTUNITY TO REVIEW THE PROPERTY'S RENTAL SELECTION 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 SELECTION CRITERIA OR IF I FAIL TO ANSWER ANY QUESTION OR GIVE FALSE INFORMATION, THE PROPERTY MAY REJECT THE APPLICATION, RETAIN ALL APPLICATION FEES, ADMINISTRATIVE FEES, AND DEPOSITS AS LIQUIDATED DAMAGES FOR ITS TIME AND EXPENSE, AND TERMINATE MY RIGHT OF OCCUPANCY.

Applicant	Date	Applicant	Date
Applicant	Date	Applicant	Date
Owner's Representative	Date		

Pet Policy

1. Small dog or cat (de-clawed) less than 35 pounds at maturity are allowed.
2. Pets must be at least six months old.
3. Maximum of two (2) pets per apartment.
4. Must sign an animal addendum to become part of the lease contract. Any pet not on the addendum is violating the lease.
5. No exotic animals such as reptiles, insects, birds, etc.
6. Pet deposit is \$350.00 and a non-refundable fee of \$200.00 (total of \$550.00) will be due for the first pet. Second pet will be an additional \$50.00 deposit and \$150.00 non-refundable. (total of \$400.00 deposit and \$350.00 in non-refundable fee).

Fair Housing Policy

Housing Policy: We are absolutely committed to compliance with fair housing laws. Different apartment unities may have different policies, provided that the policies do not violate fair housing laws. Fair housing laws do NOT require equal treatment of all persons. Instead, they require that persons may not be discriminated against because of race, color, religion, sex, national origin, disability, or family status. Under federal fair housing laws, rental housing owners may treat people differently for reasons other than those listed above – such as; rental history, a credit record, criminal history, income, current drug use, etc. Texas fair housing statutes and regulations are identical to federal laws. Local city ordinances may add other protected classes such as age, student status, vocation, sexual preference, etc., which are not protected classes under federal and state law.

Definition of Family, Federal statutes and regulations define a “family” as follows: A family consists of one or two adult parents or custodians PLUS a child who must be: (1) their natural child; (2) a child who they have legal custody of or are pending for legal custody of (3) a child who is living with the adult(s) by written permission of the child’s parent or custodian. A pregnant woman also is considered a family under the federal fair housing statute. (A married couple without children living with them does NOT constitute a family.)

Two Persons per Bedroom

Each of the following types of applicants must rent at least the number of bedrooms listed below. A child under 6 months of age at the time of move-in or lease renewal will not be counted in determining the number of persons living in a bedroom. Applicants or guarantors must qualify for the amount of rent as stated below.

- A. Only one adult – One bedroom
Applicant must qualify for entire monthly rent.
- B. Only husband and wife – One bedroom
Husband and wife together must qualify for the entire monthly rent.
- C. Family of two- One bedroom
Applicant must qualify for entire monthly rent.
- D. Family of three – Two Bedrooms
Applicant must qualify for entire monthly rent. Husband and wife may qualify together.
- E. Family of three – Two Bedrooms
Applicant must qualify for entire monthly rent. Husband and wife may qualify together.
- F. Two roommates (not a family) – One bedroom.
Each roommate or guarantor must qualify for one half of monthly rent.
- G. Three roommates (not a family) – Two bedrooms.
Each roommate or guarantor must qualify for one half of monthly rent.
- H. Four roommates (not a family) – Two bedrooms.
Each roommate or guarantor must qualify for one half of monthly rent.

Applications. Each roommate, parent and adult living in a unit must submit a separate rental application. Husband and wife may submit a joint application. In renting to roommates, all roommates must be 18 or older.

Two different families may live in same unit only if: (1) a single parent with child(ren) lives in the same unit with one single parent with child(ren); (2) the persons-per-bedroom ratios above are met; and (3) each parent qualifies for at least half of the monthly rent.

Otherwise non-family members (adults or minors) may live with a family only if: (1) the person-per-bedroom ratios above are met; and (2) the parent(s) of the children who live in the unit qualify for entire monthly rent.

Friday, March 20, 2009