

ALTURA HEIGHTS

2017 RENTAL QUALIFICATIONS
EFFECTIVE 05/02/2017

DMA Properties and Altura Heights support the Fair Housing Act, as amended, and prohibit discrimination for housing based on race, color, religion, sex, national origin, disability, or familial status. All applicants and co-applicants must be 18 and over unless protected under familial status per the Fair Housing amendment. Maximum rent and maximum income guidelines are adhered to as required by the Texas Department of Housing and Community Affairs (TDHCA). All applicants are required to complete, date and sign a rental application and provide photo identification in addition to meeting key criteria in order to qualify for housing. The screening criteria 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, and HOPA if applicable. The development will comply with state and federal fair housing and anti-discrimination laws, including but not limited to consideration of reasonable accommodations requested to complete the application process. For reasonable accommodation requests, please refer to the DMA Properties accommodation policy form. A copy will be provided upon request. Once the request has been submitted to the property manager, they will be reviewed and responded to within 7 business days. This includes priority VAWA and accessibility for Waiting List and Transfers.

Maximum Occupancy:	<u>Apartment Size</u>	<u>Maximum Number of Occupants</u>
	One Bedroom	Two Persons
	Two Bedroom	Four Persons
	Three Bedroom	Six Persons

Income/Employment Requirements:

Section 8 Applicants are welcome. Each household not participating in the Section 8 voucher program must show income which is greater than 2.5 times the resident paid portion of the rent. For affordable housing units, the household income must be within the maximum allowed income range as specified by the TDHCA in order to qualify. The following are the maximum allowable income per household, by number of occupants and maximum allowable rent by number of bedrooms prior to Utility Allowance deduction:

Household Size	30%	50%	60%
	<u>Maximum Income</u>	<u>Maximum Income</u>	<u>Maximum Income</u>
1 person	\$15,030	\$25,050	\$30,060
2 persons	\$17,160	\$28,600	\$34,320
3 persons	\$19,320	\$32,200	\$38,640
4 persons	\$21,450	\$35,750	\$42,900
5 persons	\$23,190	\$38,650	\$46,380
6 persons	\$24,900	\$41,500	\$49,800
Bedroom Size	30%	50%	60%
	<u>Maximum Rent</u>	<u>Maximum Rent</u>	<u>Maximum Rent</u>
1 bedroom	\$402	\$670	\$804
2 bedroom	\$0	\$805	\$966
3 bedroom	\$0	\$930	\$1,116

Security Deposit, Waiting List & Transfers:

All deposits are fully refundable. After the Resident has moved from the unit, Management will determine whether the Resident is eligible for a refund of any or all of the security deposit. The Resident will be eligible for a refund of the security deposit only if the Resident provided the Management with the 30-day written notice of intent to move. Management will inspect the unit and complete a Final Account Statement. Management will refund to the Resident the amount of the security deposit less any amount needed to pay the cost of unpaid rent; damages that are not due to normal wear and tear. Management agrees to refund the amount within 30 days after the Resident has permanently moved out of the unit, returned possession of the unit to Management, and given his/her new address to Management. Management will also give the Resident a written list of charges that were subtracted from the deposit. A waiting list will be maintained for qualified individuals that meet all before and after-mentioned rental qualifications as well as income qualifications for the respective set-aside. A waiting list policy will be provided upon request. For transfer procedures, please refer to the DMA Properties transfer policy. A copy will be provided upon request. A copy will be provided upon request. Reference both for details concerning priority VAWA and accessibility policy.

Security Deposits are as follows: **1 Bedroom** \$250.00 **2 Bedroom** \$350.00 **3 Bedroom** \$450.00

Application Fee:

All application fees are non-refundable. Application fees are as follows: **Single applicant** \$20.00 **Each additional applicant (18 and over)** \$15.00

Income Verification:

In order to ensure that each household meets the above requirements, DMA Properties requires each applicant to provide us with at least 6 weeks consecutive paycheck stubs for each occupant prior to application approval. In addition, each applicant must provide authorized written verification of any additional sources of household income, including but not limited to, child support payments, welfare payments, social security payments, and interest from all bank accounts. Households comprised entirely of full-time students are NOT eligible unless 1 of 4 specific expectations is met and the required verification of such exception can be provided.

Rental History:

All occupants 18 and over are leaseholders and are required to sign the Lease Agreement. They must have satisfactory, verifiable, rental history or mortgage history defined as, no prior evictions, late payments, disturbing the rights and comforts of other residents, poor housekeeping, NSF check history, unauthorized occupants, property damage, or failure to adhere to the policies and regulations of the community or management company. At least 1 year satisfactory rental/mortgage history is required (not applicable to first-time renters).

Rental History must reflect a prompt payment record (i.e. apartment community or Mortgage Company) A prompt payment record is defined as no more than three (3) late payments within a one (1) year period. Any unpaid sums will result in denial of the application.

Applicants will be disqualified for a history of damages and/or lease violations. Any damages and/or lease violations that are directly related to protections under the Violence Against Women Act (VAWA) will not result in a denial of the application.

Applicants who have negative rental history at any community owned and managed by DMA Properties will be denied. Negative Rental History is defined as those who have been evicted, left/skipped without notice, asked to move by management, owed money for rent and/or damages or non-renewed.

A household will be disqualified if any household member(s) has been evicted in the last three (3) years from a federally assisted housing for drug-related criminal activity. The owner **may**, but is not required to consider two (2) exceptions to this provision:

- (1) The evicted household member has successfully completed an approved, supervised drug rehabilitation program; or
- (2) The circumstances leading to the eviction no longer exist (i.e. the household member no longer resides with the applicant household).

Credit History:

A complete credit/criminal check will be conducted for each adult applicant who is 18 and over. Anyone with a bankruptcy or repossession may be required to post an additional deposit in order to be approved. No applicant who has a long-term outstanding balance at another apartment community (more than 30 days) will be approved. All outstanding balances to other apartment communities or utility companies must be settled prior to receiving application approval. Notification for denial of an application will be provided in writing within 7 business days after submission.

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| 1. Bankruptcy | Decline if less than <u>3 years old</u> . |
| 2. Court Judgment | Decline if less than <u>3 years old</u> . |
| 3. Tax Lien | Decline if over <u>\$5,000</u> and less than <u>3 years old</u> . |
| 4. Foreclosure | Decline if over <u>\$100,000</u> and less than <u>1 year old</u> . |
| 5. Repossession | Decline if over <u>\$3,000</u> and less than <u>3 years old</u> . |
| 6. Collections | Decline if the number of collections is <u>over 3</u> .
Decline if over <u>\$1,500</u> and less than <u>1 year old</u> . |
| 7. Past Due Accounts | Decline if over <u>40% or more of total accounts</u>
<u>are past due excluding medical accounts</u> . |

Criminal History:

A criminal history will be completed on each applicant or occupant age 18 or older. Applicants who have been convicted of any type of felony offense or any level offense involving sex crime, assault, weapons, arson & theft, or drug manufacture & distribution that has not yet been resolved or that was resolved by conviction, probation, deferred adjudication, court ordered community supervision, or pre-trial diversion will not be accepted. For offenses other than felonies, offenses with conviction dates older than 10 years will not be grounds for rejection, except for any level of sex crime. Repeated disturbances related to circumstances protected under VAWA are not considered.

- ❖ Applicant(s) must not have a criminal history that reflects any prior felony convictions or deferred adjudication for felony offenses **within the last ten (10) years**.
- ❖ **Any applicant with more than 2 felony convictions will be denied regardless of time frame.**
- ❖ Applicants must not have a criminal history that reflects misdemeanor convictions or deferred adjudication involving violent crimes against persons, crimes against property, or for drug related or prostitution related offenses **within the last seven (7) years**.
- ❖ Applicants must not be subject to a lifetime registration requirement pursuant to Chapter 62 of the Texas Code of Criminal Procedure or any other state's sex offender registration program.
- ❖ Applicants or any household member must not have any member currently engaged in illegal use of drugs or for which the owner has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents.
- ❖ There should be no reasonable cause to believe that an Applicant or any household member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents.

The following criminal convictions will be permanently denied/excluded:

- ❖ Capital Murder or Murder/Manslaughter
- ❖ Rape, Sexual Assault or Crimes of a Sexual Nature
- ❖ Kidnapping
- ❖ Arson
- ❖ Felony Manufacture of Methamphetamines

** Note: This requirement does not constitute a guarantee or representation that resident or occupants residing at this apartment community have not been convicted of above mention criminal activity or are not subject to deferred adjudication for above mentioned criminal activity.

Violence Against Women Act:

In accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA), an applicant will not be denied admission on the basis that the applicant has been a victim of domestic violence, dating violence, domestic assault, or stalking. The owner will support and assist victims of domestic violence, dating violence, sexual assault, or stalking and protect victims, as well as members of their family or affiliated individuals, from being denied housing as a consequence of domestic violence, dating violence, sexual assault, or stalking. For reasonable accommodation requests, please submit to the property manager and they will be reviewed and responded to within 7 business days.

Pet Requirements:

Pets no greater than 25 lbs. are allowed on the premises. There is a one-time fully refundable pet deposit of \$500 and a 2 pet maximum requirement. For service animals documented and qualified by the appropriate agency, these requirements do not apply.

Terminations of Lease or Non-Renewals:

Specific reasons for issuances of non-renewal and termination notices will be provided in writing and delivered in the method selected on the notice.

Applicant Signature

Date

