



## FOUNDATION COMMUNITIES QUALIFYING CRITERIA

(Revised 5/08/2025)

Foundation Communities Qualifying Criteria is applied uniformly and in a manner consistent with all applicable laws, including the Texas and Federal Fair Housing Acts, the Federal Fair Credit Reporting Act and antidiscrimination laws.

Foundation Communities prohibits discrimination in housing based on race, color, religion, national origin, disability, familial status, marital status, sexual orientation, gender identity, age, and student status. In reviewing your application, the following areas will be taken into consideration for each prospective resident. They include, but are not limited to:

**AGE:** Applicants must be 18 years of age or older unless Federal/State regulations provide for a variance.

**APPLICATION FEES:** \$40 per single Rental Application

**IDENTIFICATION:** If an Applicant does not have a valid Social Security number or Tax ID Number (TIN), a criminal history search will be completed on each applicant or occupant over the age of 18 years old. In the event we are unable to obtain an accurate criminal history report using our criminal history search, we will require a finger printed DPS search at the Applicants' expense.

**OCCUPANTS:** The following are the requirements regarding the maximum number of occupants per unit:

- Three (3) persons in a 1 Bedroom
- Five (5) persons in a 2 Bedroom
- Seven (7) persons in a 3 Bedroom

### INCOME:

- Section 8 Vouchers are accepted.
- Housing Authority voucher holders will be charged Fair Market Rent which may be higher than the established rent limit.
- Family support cannot exceed 25% of the total household income to qualify and must be verified.
- Co-signers will not be accepted.
- Monthly income cannot exceed the maximum allowable income as determined by Federal and governmental regulation in effect for a particular community.
- ***If you are NOT receiving any regular government assistance to help pay your rent, then you must have earned income, disability income, and/or retirement income of at least the following amounts:***
  - Non Section 8 Applicant(s):** Gross monthly income must be at least **2.5 times** the monthly rental amount. If applicant is within \$1,200 (Annually) of meeting the 2.5x rent requirement, income will be accepted
  - Applicants that receive disability income, retirement income, SSI or SSDI:** The household must meet at least **2 times** the monthly rental amount. If applicant is within \$1,200 (Annually) of meeting the 2x rent requirement, income will be accepted
- ***If you are receiving regular government assistance to help pay your rent, such as Section 8, then you must have verifiable income of at least the following amounts:***
  - Applicants(s) that have earned income:** Must have verifiable household income that is at least \$800 for 1 person household; \$900 per month for a 2 person household; \$1,000 for 3 or more person household.
  - Applicants that receive disability income, retirement income, SSI or SSDI:** Must have verifiable income greater than \$500 or more.
- **For Foundation Communities residents relocating from Crossroads Apartments** that are receiving relocation dollars: If gap payments are paid in 2 payments we do NOT count as income. If gap payments are paid in more than 2 payments then gap payments WILL count as income.

**EMPLOYMENT HISTORY:** A Company representative must verify Applicant(s) employment for the last 12 months. In the event of a job change in the last 6 months, previous employment must be verified. In addition, each employed applicant over the age of 18 years must provide 3 current consecutive check stubs. Proof of retirement benefits, disability income or full-time student status is required. Any applicant whose employment has been involuntarily terminated (discharged) from Foundation Communities due to Gross Misconduct will be denied.

**CREDIT HISTORY:** If an applicant is denied for any of the below credit history items, an additional deposit equal to the current deposit being charged for the unit type will be required.

- |                        |                                                                    |
|------------------------|--------------------------------------------------------------------|
| 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 over <u>\$1,500</u> and less than <u>1 year old</u> .   |
| 7. Past Due Collection | Decline if the number of collections is <u>over 3</u> .            |
- Decline if over 40% or more of total accounts are past due excluding medical accounts.

**RENTAL HISTORY:** Applicant(s) must have a current rental history (i.e. apartment community or Mortgage Company) reflecting a prompt payment record. 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 who have been evicted for nonpayment of rent, but have paid off this debt to the landlord will be considered for occupancy. Applicants who have skipped/left without notice, asked to move, terminated or non-renewed by management, currently owes unpaid sums for damages or have a history of lease violations at any previous rental property will be denied. 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 Foundation Communities will be denied. *Negative Rental History* is defined as those who have been evicted, skipped/left without notice, asked to move by management, owed sums for rent and/or damages or non-renewed. If there is no verifiable rental history, applicant will be subject to an additional deposit equal to the current deposit amount for the unit size, providing all other criteria's are acceptable.

For Applicants applying to live at a Foundation Communities (FC) property who have previously participated in an FC Special Program (CHI, SafePlace, LifeWorks or Salvation Army) and left the program in good standing, rental and credit history prior to program participation will be disregarded. For applicants who have lived at an FC SRO property and are in good standing, rental and credit history prior to SRO residency will be disregarded. Any rental or credit history that has occurred in the interim will be subject to FC's typical credit and rental history criteria. *Good standing* is defined as:

- No more than 3 late payments in a 12-month period
- No lease violations that reflect violent or aggressive behavior toward staff or residents or damage to property
- No balances owed to the property including utility bills
- No eviction or non-renewal and did not skip without notice from the FC property

**CRIMINAL HISTORY:** A criminal history will be completed on each applicant or occupant age 18 or older. Please see the chart below for convictions and look back periods that will result in a denial of the application.

| TYPE OF CONVICTION      | DESCRIPTION OF CONVICTION                                            | Level of Conviction                              |                |                |
|-------------------------|----------------------------------------------------------------------|--------------------------------------------------|----------------|----------------|
|                         |                                                                      | Minimum number of years since date of conviction |                |                |
|                         |                                                                      | FELONY                                           | MISDEMEANOR    |                |
| Crimes Against Persons  | Description                                                          |                                                  | Class A        | Class B        |
|                         | Assault and Battery Offenses                                         | 5                                                | 3              | Not Considered |
|                         | Domestic Violence Offenses                                           | 5                                                | 3              | Not Considered |
|                         | Use of a Firearm Against a Person                                    | 5                                                | 3              | Not Considered |
|                         | Armed Robbery Offenses                                               | 5                                                | 3              | Not Considered |
|                         | Robbery Offenses (no weapon involved)                                | 5                                                | 3              | Not Considered |
|                         | Intentional Homicide                                                 | Lifetime                                         | Lifetime       | Lifetime       |
|                         | Criminal Negligent Homicide                                          | 5                                                | 3              | Not Considered |
|                         | Manslaughter                                                         | Lifetime                                         | Lifetime       | Lifetime       |
|                         | Kidnapping & Abduction                                               | Lifetime                                         | Lifetime       | Lifetime       |
|                         | Forcible Sex Offenses                                                | Lifetime                                         | Lifetime       | Lifetime       |
|                         | Non-Forcible Sex Offenses                                            | Lifetime                                         | Lifetime       | Lifetime       |
|                         | Stalking                                                             | 5                                                | 3              | Not Considered |
| Crimes Against Property | Description                                                          |                                                  |                |                |
|                         | Arson Related Offense                                                | Lifetime                                         | Lifetime       | Lifetime       |
|                         | Burglary/Breaking & Entering                                         | 5                                                | 3              | Not Considered |
|                         | Theft, Stolen Property, Fraud Related Offense                        | 5                                                | 3              | Not Considered |
|                         | Deadly Conduct, Terroristic Threat w/firearm                         | 5                                                | 3              | Not Considered |
|                         | Deadly Conduct, Terroristic Threat without firearm                   | 3                                                | 3              | Not Considered |
|                         | Destruction/Damage/Vandalism of Property                             | 5                                                | 3              | Not Considered |
|                         | Criminal Trespass of Habitat (Misdemeanor only)                      | N/A                                              | 1              | Not Considered |
| Crimes Against Society  | Description                                                          |                                                  |                |                |
|                         | Drug Possession                                                      | 5                                                | 3              | Not Considered |
|                         | Drug Manufacture, Distribution, Possession with Intent to Distribute | 5                                                | 3              | Not Considered |
|                         | DUI and/or DWI Related Offenses                                      | 5                                                | 3              | Not Considered |
|                         | Meth Manufacturing                                                   | Lifetime                                         | Lifetime       | Lifetime       |
|                         | Prostitution Related Offenses (Felony only)                          | 3                                                | N/A            | Not Considered |
| Multiple Offenses       | Description                                                          |                                                  |                |                |
|                         | 3 or more Felony Convictions will be denied                          | 5                                                | Not Considered | Not Considered |

\*\*\* Note: This requirement does not constitute a guarantee or representation that residents or occupants residing at this apartment community have not been convicted of above mention criminal activity.

**DENIALS/REJECTIONS:** Applicants will be notified of a denial and/or rejection within seven (7) days of the receipt of the completed rental application. (See TAA Rental Application, Application Agreement, Paragraph 9). The required Notice of Occupancy Rights under the Violence Against Women Act will be included in denials for all Section 8 and Special Program Households. Once a Rental Application has been denied, applicants must wait one (1) year before re-applying.

**TRANSFERS:** Transfers within a community are permitted when the following occurs. If a unit is not available, the household will be placed on the Wait List if the Wait List is currently open.

- Household composition change
- Reasonable Accommodation Request
- Resident is a victim of Violence Against Women's Act (VAWA)
- Emergency situations arise such as fire or flood and unit has been determined to be uninhabitable.

**WAIT LIST:** A Wait List consisting of no more than thirty (30) interested persons will be kept at specific communities where this policy is required. This Wait List is kept in chronological order.

**OCCUPANT ADD ON:** Adding additional adult household members is prohibited for a 6 month period after move-in unless there are exigent circumstances. Please see ADD ON POLICY for additional details.

**PETS:** Pet Policies vary per Community. Refer to the separate Pet Policy attached. Certain breed restrictions will apply. The Pet Policy does not apply to qualified service/assistance animals.

Management reserves the right to change the Pet Policy from time to time as deemed necessary and will provide changes to all residents.

**REASONABLE ACCOMMODATION:** Applicants who have a disability or are a victim under the Victim of Violence against Women Act (VAWA) may request a Reasonable Accommodation by contacting the Property Manager in person or by phone, email or letter. All requests will be responded to, in writing, within seven (7) business days. Requests for Reasonable Accommodations of any qualifying criteria directly related to protections under VAWA will require proper documentation within 14 days to support the request. Any information provided will remain confidential except to the extent that the disclosure is required by applicable law.

*Certain communities are to maintain specific GUIDELINES necessary to meet FHLBB, RTC, HOME, BOND, and TAX CREDIT Compliance Guidelines.*

*Participants in the Children's Home Initiative Program (CHI) and/or other Special Programs at a particular community will execute a separate Qualifying Criteria. All Section 8 and Special Program Applicants will receive a copy of the Notice of Occupancy Rights under the Violence against Women Act (VAWA) which explains the protections for persons that have been subject to domestic violence, dating violence, sexual assault, or stalking.*

*The above Qualifying Criteria may be amended in certain circumstances for participants in structured transitional housing programs approved by the Management and Residential Services staff.*

**Any falsification in your application or an invalid social security number will result in the automatic rejection of application.**

I have read and understand the applicant Qualifying Criteria of this community.

|                              |               |
|------------------------------|---------------|
| _____<br>Applicant Signature | _____<br>Date |
| _____<br>Applicant Signature | _____<br>Date |
| _____<br>Applicant Signature | _____<br>Date |
| _____<br>Applicant Signature | _____<br>Date |