TRAILS AT THE PARK TENANT SELECTION CRITERIA

Effective 7/01/2026

APPLICATIONS: Applications are accepted in person, by email, US mail and fax at our Leasing Office during regular business hours. Individuals with a disability may request a Reasonable Accommodation either verbally in person, in writing, via email, or by phone to complete the application process. See below for property contact information.

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

IDENTIFICATION: Applicants must have a Social Security Number or a Tax ID Number (TIN). If an Applicant does not have a valid Social Security number or Tax ID Number (TIN) and we are unable to obtain an accurate criminal history report using our criminal history search, management will run the applicant's information through a DPS database search.

NON-REFUNDABLE APPLICATION FEES: $30 per adult and $35 for married couple. A separate credit report will be processed for each applicant 18 years of age or older, unless married.

DEPOSIT: The following refundable Security Deposit for each unit type is listed below. All Security Deposits will be subject to the rules as outlined in the TAA Lease. Your Security Deposit refund (less lawful deductions) will be mailed within 30 days after vacating the unit.

- $150 for a 1 Bedroom
- $200 for a 2 Bedroom
- $250 for a 3 Bedroom

LEASE TERMS: Initial lease terms are (1) one year.

OCCUPANCY: The following are the maximum number of occupants per unit:

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

Note: Minor children joining the household during the lease term will not cause the household to be in violation of occupancy policy

INCOME AND RENT LIMITS: This chart represents the gross rent and income limits at Trails at the Park:

Household Size	1	2	3	4	5	6	7
50% Income Limit	$48,450	$55,350	$62,250	$69,150	$74,700	$80,250	$85,750
50% Rent Limit	**1-Bedroom**	$1,297	**2-Bedroom**	$1,556	**3-Bedroom**	$1,798	
60% Income Limit	$58,140	$66,420	$74,700	$82,980	$89,640	$96,300	$102,900
60% Rent Limit	**1-Bedroom**	$1,557	**2-Bedroom**	$1,867	**3-Bedroom**	$2,157	
80% Income Limit	$77,520	$88,560	$99,600	$110,640	$119,520	$128,400	$137,200
80% Rent Amount	**1-Bedroom**	$2,076	**2-Bedroom**	$2,490	**3-Bedroom**	$2,877	
****Revised as of 05/01/2026 per TDHCA**							

- The income limit is the maximum income you can earn to live in a program unit. These limits are released by the federal government every year and are based on what other people in your area earn. Income limits vary by the number of household members.
- The rent limit is the maximum rent the property may charge for the program units. The rent limit is a percentage of the income limit. Rent limits vary by the number of bedrooms in an apartment. Housing Authority voucher holders will be charged Fair Market Rent which may be higher than the established rent limit.
- Rent limits for TDHCA rental programs are not based on your individual household income.
- Each property has its own Land Use Restriction Agreement or "LURA" which determines the number of apartments that must be leased at certain income and rent limits.
- Income and rent limits may be different for apartments with the same floor plan on the same property. This means that your rent may be different from your neighbor's rent because of the LURA. Other properties in the same area can have different income and rents limits because their LURA may be different.

INCOME REQUIREMENTS:

- **Private Pay Applicants:** Must have verifiable monthly earned income at least **2.5 times** the monthly rental amount.
- **Applicants that receive disability income, retirement income, SSI or SSDI:** The household must meet at least **2 times** the monthly rental amount. Proof of retirement benefits, social security or disability income is required.
- **Section 8 Applicants:** Trails at the Park accepts Section 8 Vouchers. Must have verifiable monthly income that is at least **2.5 times** the household's portion of the rental amount. If a household's portion of rent is less than $50, a minimum verifiable annual income of at least $2,500 is required.
- Family support cannot exceed 25% of the total household income to qualify and must be verified.
- Household's that do not meet the minimum income standards will get the opportunity to demonstrate a history of successful rent payments that are comparable to the proposed rent for unit selected. Acceptable documentation may include a 12-month rent payment history, landlord verification/ledger, bank statements showing timely payments, or other reliable third-party
- Co-signers will not be accepted.

815 W. Slaughter Lane, Austin, TX 78748 Tel: (512) 280-5200 Fax: (512)280-5249
TPManager@foundcom.org

EMPLOYMENT HISTORY: . **For LIHTC Units ONLY**- IEach employed applicant over the age of 18 years must provide a minimum of 2 up to 4 of the most current consecutive pay stubs. If pay stubs are unavailable then a third-party Verification of Employment will be obtained. In the event of a job change in the last 6 months, we will confirm employment end date. Proof of retirement benefits, social security or disability income is required. Any applicant who's employment has been involuntarily terminated (discharged) for Gross Misconduct from Foundation Communities will be denied.

SELF-EMPLOYMENT: Self-employed individuals must demonstrate self-employment for a minimum of 4 months. All self-employed individuals are required to provide business book-keeping records with supporting documents which may include copies of checks, invoices, contracts, receipts, Profit/Loss statement, or 1099s AND a copy of the most recent year's tax return (1040 with Schedule C), if available, for all self-employment income sources. If operating on a 'cash only' basis, applicants must track their gross monthly income as well as expenses and provide documentation to prove their net monthly income. Supporting documentation of current income must be submitted even if a tax return is provided. *If documents cannot be provided or are insufficient to adequately support stated income from self-employment, then your application will be denied.*

ASSETS: Each applicant may be required to provide proof of all owned assets prior to application approval. Acceptable forms of asset verifications include, but are not limited to:

- Most recent checking statement, savings statement, pre-paid debit card statement or ATM receipt showing current balance
- Current statement of investment accounts (i.e. CDs, Mutual Funds, Stocks, Whole Life Insurance, Oil Rights, etc.)
- Real Estate information including sale of real estate within the past 2 years.

DIVORCE/CHILD SUPPORT DOCUMENTATION: Applicants divorced within the past two years must provide a copy of their divorce decree to determine division of assets and if alimony has been awarded. All divorced/single applicants with children will be required to complete an Affidavit of Child Support and provide documentation of child support/payment history with one or more of the following documents: Child Support Income Verification from the Office of Attorney General (OAG) if a case has been established, a recent Court Order (within the previous 6 months) or Voluntary Child Support Assistance (notarized by a third party) or Payment History Verification from the OAG. Child Support payments will be averaged based off of the payments received within the prior 12 months.

CREDIT HISTORY: If an applicant's credit report reflects any of the following credit history items, we will offer the option of paying an additional security deposit equal to the current deposit amount for the unit size which is subject to the security deposit rules outlines in the TAA Lease. If the applicant does not want to pay the additional deposit, the application will be denied. The name of the third-party screening company will be provided upon request to solely dispute discrepancies listed on credit report through their agency. **Note: The third-party used does not make any decisions on approval or denial of credit. Credit scores are not pulled nor do they impact a household's approval or denial.**

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

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.

Rental history must be provided on application for past 2 years. Residential history may include apartments (or other rentals), shelters, transitional housing, friends/family or homelessness. Evidence of Homelessness will also be required if applicable. Any unpaid sums owed on a previous rental will result in denial of the application. If there is no verifiable rental history, applicants will be subject to an additional refundable Security Deposit equal to the deposit amount for the unit size which will be subject to the Security Deposit refund rules outlined in the TAA Lease, providing all other criteria are acceptable.

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. This does not apply to applicants who were charged for any damages and/or received lease violations that are directly related to protections under the Violence Against Women Act (VAWA). Supporting documentation may be requested as outlined in the VAWA Notice of Occupancy Rights.

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

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.

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.

STUDENT STATUS (TAX CREDIT): A student is anyone who attends a public or private high school, college, university, technical, and trade or mechanical school; but does not include those attending on-the-job training courses. Applicants will be required to disclose their student status on the application. Student status will be verified through the educational institution, whether part-time or full-time is disclosed on the application. Changes in Student Status must be reported to the Property Manager at the time of the change.

Households may not at any time be comprised completely of full time students who have been or will be a full-time student for five or more months during the current and/or upcoming calendar year (months need not be consecutive) unless they satisfy one of the following exceptions (with documentation):

- A student receiving assistance under Title IV of the Social Security Act(TANF);
- A student who was previously in the foster care program (must provide documentation of participation);
- A student enrolled in a job training program receiving assistance under the Job Training Partnership Act or under other Federal, State or local laws (must provide documentation of participation);
- The household is comprised of single parents and their children and such parents are not dependents of another individual and such children are not dependents of another individual other than a parent of such children. In the case of a single parent with children, the legislative history explains that none of the tenants (parent or children) can be a dependent of a third party;
- The household contains a married couple entitled to file joint tax returns.

WRITTEN POLICIES AND PROCEDURES: You will receive a copy the following policies as part of your application:

- Reasonable Accommodation/504 Policy
- Recertification Policy

- Denied Application Policy
- Privacy Policy
- Wait List Policy
- Pet Policy/Breed Restrictions
- No Smoking Policy
- Parking Policy
- Unit Transfer Policy
- Non-Renewal / Termination Policy
- Grievance Policy
- Community Policies
- Tenant Rights and Resources Guide
- Tenant Rights and Resources Signature Page
- VAWA Notice of Occupancy Rights
- Add On Policy

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 the TDHCA rules. Certain communities are to maintain specific GUIDELINES necessary to meet FHLB, RTC, HOME, BOND, and TAX CREDIT Compliance Guidelines.

Individuals with a disability may request a reasonable accommodation to complete the application process either verbally in person at 4320 S. Congress Ave., Austin, TX 78745, in writing, via email, or by phoning the Management Office 512-448-4884. Office hours are 8:30 am to 5:30 pm. Si alguna persona con alguna discapacidad necesita ayuda, o alguna persona tiene dificultad entendiendo Ingles, será un placer ayudarles en nuestra oficina. Nuestra oficina está localizada en el 4320 S. Congress Ave., Austin, TX 78745. Nuestro horario laboral es de lunes a viernes desde las 9:00 am hasta las 5:00 pm.

Any falsification in the application process will result in the automatic rejection of an application.
I have read and understand the Tenant Selection Criteria of this community.

Applicant Signature	Date	Applicant Signature	Date
Applicant Signature	Date	Applicant Signature	Date