FOUNDATION COMMUNITIES TENANT SELECTION CRITERIA

Effective: 07/01/2026

PROPERTY INFORMATION

This Tenant Selection Criteria applies to Foundation Communities properties with applicable loan funding and may be supplemented by property-specific program requirements, posted policies, or regulatory guidance.

Property Name: Parker Lane

Property Address: Parker Lane 2105 Parker Lane Austin, Tx 78741

Leasing Office Contact: 512-575-2800 I parkerlane@foundcom.org I Mon-Fri 8:30am -5:30pm

APPLICATIONS

Applications are accepted in person, by email, U.S. mail, and fax at the Leasing Office during regular business hours.

Individuals with a disability may request a reasonable accommodation to complete the application process verbally (in person or by phone) or in writing (including email).

GENERAL ELIGIBILITY

Age: Applicants must be 18 years of age or older unless federal or state regulations provide otherwise.

Identification: Applicants must have a Social Security Number or a Tax ID Number (TIN). If an applicant does not have a valid SSN or TIN and management is unable to obtain an accurate criminal history report, management may conduct an alternative search through an available state database (e.g., DPS), as permitted by law.

Non-Refundable Application Fees: $30 per adult and $35 per married couple. A separate credit report will be processed for each applicant age 18 or older unless married.

Security Deposit: Refundable security deposits are due at move-in and are subject to the Texas Apartment Association (TAA) Lease. Refunds (less lawful deductions) will be mailed no later than 30 days after vacating the unit.

Lease Terms: Initial lease term is twelve (12) months.

Occupancy Standards: Maximum occupants per unit are listed below. Please note Minor children joining the household during the lease term will not cause the household to be in violation of occupancy policy. Note: Minor children joining the household during the lease term will not cause the household to be in violation of occupancy policy

Security Deposit Amounts

- $150 - 1 Bedroom
- $200 - 2 Bedroom
- $250 - 3 Bedroom
- $300 - 4 Bedroom **if applicable*

Maximum Occupancy by Unit Type

- 1 Bedroom: 3 persons
- 2 Bedroom: 5 persons
- 3 Bedroom: 7 persons
- 4 Bedroom: 9 persons **if applicable*

Income and Rent Limits

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 Limit Category	**1**	**2**	**3**	**4**	**5**	**6**	**7**		
30% Income Limit	$28,230	$32,250	$36,300	$40,300	$43,550	$46,750	$50,010		
50% Income Limit	$47,050	$53,800	$60,500	$67,200	$72,600	$78,000	$83,350		
60% Income Limit	$56,460	$64,560	$72,600	$80,640	$87,120	$93,600	$100,020		

RENT LIMITS BY BEDROOM SIZE

Set-Aside	1 Bedroom	2 Bedroom	3 Bedroom	
30%	$756	$907	$1,048	
50%	$1,260	$1,512	$1,747	
60%	$1,512	$1,815	$2,097	

INCOME REQUIREMENTS FOR SCREENING

Income requirements below are used for screening to determine a household's ability to pay rent. These standards are applied consistently and in accordance with applicable loan documents and fair housing laws.

- **Private Pay Applicants:** Must have verifiable monthly earned income of at least 2.5 times the monthly rental amount.
- **Households Receiving Disability, Retirement, SSI, or SSDI:** Must have verifiable monthly income of at least 2.0 times the monthly rental amount.
- **Housing Choice Voucher (Section 8) Applicants:** Monthly income must be 2.5 times the household's portion of the rental amount.
- Co-signers will not be accepted.

OPPORTUNITY TO DEMONSTRATE SUCCESSFUL RENT PAYMENT

If a household does not meet the applicable income standard (including where household income is less than three (3) times the rent, as referenced in applicable loan documents), the household will not be automatically denied. The applicant will be provided an opportunity to demonstrate a history of successful rent payment at the assigned rent amount (or similar amount).

Acceptable documentation may include a 12-month rent payment history, landlord verification/ledger, bank statements showing timely payments, or other reliable third-party documentation.

Applicants who do not meet the minimum income requirement and do not have verifiable rental history may still be considered if their annual income is within $1,200 of the required income threshold.

INCOME VERIFICATION

EMPLOYMENT HISTORY

Each employed applicant age 18 or older must provide the most recent two (2) months of consecutive pay stubs. If pay stubs are unavailable, management will obtain a third-party Verification of Employment.

LIHTC Only: Each 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, management will obtain a third-party Verification of Employment.

If an applicant changed jobs in the last six (6) months, management will confirm the prior employment end date.

If there is no employment history, sufficient proof of rental history and/or other income sources (retirement, Social Security, disability, etc.) is required.

Self-Employment

Self-employed individuals must demonstrate self-employment for a minimum of four (4) months and provide business records with supporting documentation (e.g., invoices, contracts, receipts, Profit/Loss statement, 1099s) and the most recent year's tax return (1040 with Schedule C), if available.

Applicants operating on a cash-only basis must track gross monthly income and expenses and provide documentation to support net monthly income. If documents cannot be provided or are insufficient to support stated income, the application may be denied.

Assets

Applicants may be required to provide proof of owned assets prior to approval. Acceptable verifications include:

- Most recent bank/savings statements or other statement showing current balance (including prepaid debit card statements, where applicable).
- Current statements of investment accounts (e.g., CDs, mutual funds, stocks, whole life insurance, oil rights).
- Real estate information, including sale of real estate within the past two (2) years.

Divorce and Child Support

Applicants divorced within the past two (2) years must provide a copy of the divorce decree to determine division of assets and whether alimony has been awarded.

Divorced/single applicants with children may be required to complete an Affidavit of Child Support and provide documentation of child support/payment history, such as an OAG verification (if established), a recent court order (within the previous six (6) months), voluntary child support assistance (notarized), or OAG payment history.

Child support payments may be averaged based on amounts received within the prior 120 days.

Credit History

A credit report is ran to verify the accuracy of information provided on the application. Any balance owed to a former landlord must be verified by management.

Applicants will not be denied solely on the basis of: (a) insufficient rental history; (b) insufficient credit history or credit score; or (c) household income being less than three (3) times the rent without providing an opportunity to demonstrate a history of successful rent payment at the assigned amount. 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.

The name of the third-party screening company will be provided upon request.

Rental History

Applicants must provide residential history for the two (2) years immediately preceding the date of application, which will be verified by management.

Residential history may include apartments or other rental housing, shelters, transitional housing, living with friends or family, or periods of homelessness. Verification of homelessness may be required when applicable. If there is no verifiable rental history, applicants will be subject to an additional refundable Security Deposit equal to the current 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.

Evictions and Lease Violations

Management will review rental history, including evictions, lease violations, unpaid rent balances, skips, broken leases, and damages, in accordance with applicable loan document requirements and fair housing laws.

An applicant will not be denied based on rental history if:

- Eviction proceedings resulted in a dismissal or judgment in favor of the applicant;
- The eviction case was settled with no judgment and the settlement occurred more than one (1) year prior to the date of application; or
- A judgment against the applicant occurred more than three (3) years prior to the date of application.

These time limitations do not apply if the applicant was previously evicted from a community owned or managed by Foundation Communities.

Rental history reflecting excessive damages exceeding $1,000 may be evaluated on a case-by-case basis, including review of repayment status and supporting documentation.

VAWA Protections

Applicants will not be denied based on rental history for incidents 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.

Foundation Communities Program Participants

For applicants applying to a Foundation Communities property who 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 are currently living 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 occurring after program/SRO participation will be evaluated under these criteria.

For purposes of this section, good standing is defined as:

- No more than three (3) late payments in a 12-month period;

- No lease violations reflecting 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 the resident did not skip without notice.

STUDENT STATUS

A student is anyone who attends a public or private high school, college, university, technical, trade, or mechanical school. On-the-job training courses are excluded.

Applicants must disclose student status on the application. Student status may be verified through the educational institution. Changes in student status must be reported to the Property Manager at the time of the change.

Households may not be comprised entirely of full-time students for five (5) or more months during the current and/or upcoming calendar year (months need not be consecutive) unless the household satisfies 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 (documentation required);
- A student enrolled in a job training program receiving assistance under the Job Training Partnership Act or other federal, state, or local laws (documentation required);
- The household is comprised of single parents and their children, and neither the parent nor children are dependents of another individual (other than a parent of such children);
- The household contains a married couple entitled to file joint tax returns.

CRIMINAL HISTORY SCREENING

A criminal history screening will be completed for each applicant and occupant age 18 or older.

Only criminal convictions (not arrests) are considered. Look-back periods run from the date of conviction. Offenses not listed below do not constitute justification for denial.

If an application is screened out based on criminal history, the applicant will be afforded an opportunity for an individualized review. Factors may include age at time of offense, time since offense, rehabilitation efforts, community ties and support, references, whether multiple convictions stemmed from a single incident, and requests for reasonable accommodations.

With a statement of denial, management will provide instructions for the appeal/individualized review process, contact information, instructions for submitting supporting documentation, and an approximate timeline for completion.

TYPE	DESCRIPTION	CLASSIFICATION	Family	SRO
	Murder	**Felony**: Capital, First, Second	Lifetime	5 Years
	Manslaughter	**Felony**: Second	Lifetime	5 Years
	Criminal Negligent Homicide	**Felony**: State Jail	5 Years	None

Crimes Against Persons and Family	Kidnapping, Abduction, Trafficking, Smuggling	**Felony**: First, Second, Third	Lifetime	5 Years
	Assault, Aggravated Assault, Injury to a Child, Elderly Individual, or Disabled Individual	**Felony**: First, Second, Third	5 Years	3 Years
	Assault, Injury to a Child, Elderly Individual, or Disabled Individual	**Felony**: State Jail; **Misdemeanor**: A, B	3 Years	1 Year
	Forcible Sex Offenses	**Felony**: First, Second, Third	Lifetime	5 Years
	Non-Forcible Sex Offenses	**Felony**: State Jail; **Misdemeanor**: A, B	5 Years	1 Year
	Deadly Conduct (with a Firearm), Terroristic Threat	**Felony**: Third, State Jail	5 Years	3 Years
	Deadly Conduct, Terroristic Threat	**Misdemeanor**: A, B	3 Years	1 Year
Crimes Against Property	Arson Related Offense	**Felony**: First, Second, Third, State Jail	Lifetime	5 Years
	Destruction/Damage/Vandalism of Property	**Felony**: First, Second, Third, State Jail	5 Years	1 Year
	Armed Robbery Offenses	**Felony**: First	5 Years	3 Years
	Robbery Offenses (no weapon involved)	**Felony**: Second	3 Years	1 Year
	Burglary (of habitation)	**Felony**: First, Second	5 Years	3 Years
	Burglary	**Felony**: Third, State Jail	3 Years	1 Year
	Criminal Trespass (of habitation)	**Misdemeanor**: A	1 Year	None
	Theft, Stolen Property, Fraud Related Offense	**Felony**: First, Second, Third, State Jail	3 Years	1 Year

TYPE	DESCRIPTION	CLASSIFICATION	Family	SRO
Crimes Against Society	Prostitution Related Offenses	**Felony**: First, Second, Third, State Jail	3 Years	1 Year
	Stalking	**Felony**: Second, Third	3 Years	1 Year
	Drug Manufacture, Distribution, Possession, Possession with Intent to Distribute	**Felony**: First, Second, Third	5 Years	3 Years
	Drug Manufacture, Distribution, Possession, Possession with Intent to Distribute	**Felony**: State Jail; **Misdemeanor**: A, B	1 Year	N one
	DUI and/or DWI Related Offenses	**Felony**: Third, State Jail	1 Year	None

MULTIPLE OFFENSES

Where an applicant has multiple offences, the look-back periods shall run concurrently, with each lookback period running from the date of conviction.

*** Note: This policy does not guarantee or represent that residents or occupants have not been convicted of criminal activity.

WRITTEN POLICIES AND PROCEDURES PROVIDED

Applicants will receive or have access to the following policies as part of the application process:

- Reasonable Accommodation / Section 504 Policy
- Denied Application Policy
- Privacy Policy
- Wait List Policy
- Pet Policy / Breed Restrictions (if applicable)
- No Smoking Policy
- Parking Policy
- Tenant Rights and Resources Acknowledgement form
- Written Policy & Procedure Acknowledgement Form

* Recertification Policy
* Unit Transfer Policy
* Non-Renewal/Termination Policy
* Grievance Policy
* Community Policies
* Add-On Policy
*Tenant Rights and Resources Guide
* VAWA Notice of Occupancy Right

FAIR HOUSING AND PROGRAM COMPLIANCE

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 11630 N. Lamar Blvd, Austin, TX 78753, in writing, via email, or by phoning the Management Office 512-447-2065.. 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 11630 N. Lamar Blvd, Austin, TX 78753. Nuestro horario laboral es de lunes a viernes desde las 8:30 am hasta las 5:30 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.

APPLICATION DEPOSIT REFUND POLICY (DENIED APPLICANTS)

Refund of Application Deposits for Denied or Cancelled Applications

If an application is denied, cancelled, or withdrawn, any application deposit or holding deposit paid by the applicant will be handled as follows:

Denied Applications

If an applicant is denied, the application deposit (if applicable) will be refunded in full within 30 days of the denial determination. Application fees are non-refundable.

Method of Refund

Refunds will be issued by check using one of the following methods:

- Mailed Check (Default Method) Refunds will be mailed to the address on the application unless the applicant provides an alternate mailing address in writing.
- In-Person Pick up (If Requested) Applicants may pick up their refund in person with valid photo identification. Deposits will only be released to the applicant(s) listed on the application unless written authorization is provided.

Failure to Claim Refund

If a refund check is returned or remains unclaimed:

Management will attempt to contact the applicant using the information provided on the application.

If the applicant cannot be located, funds will be handled in accordance with state unclaimed property requirements.

No Deposit Collected:

If no application or holding deposit was collected, no refund will be issued.

Foundation Communities is not responsible for delays caused by incorrect or missing mailing address information provided by the applicant.

Acknowledgement

I have read and understand the Tenant Selection Criteria for this community.

Applicant Signature	Date
______________________________	______________________________
______________________________	______________________________
(Additional Adult, if applicable)	

Tenant Selection Policy and Criminal Background Screening

January 1, 2021

The following Criminal Background Screening will be applied when screening applicants for residency:

1. Only criminal **convictions** (not arrests) shall be considered in the criminal background screening process.
2. Convictions shall be determined by the identified offense described in the table below and the corresponding classification. Look-back periods shall be determined by the residency of the property (Family /Senior or Single Room Occupancy)
3. Look-back periods run from the date of conviction. Screening for any category of offense extends, therefore, only for as long as the number of years from the date of conviction specified below:

TYPE	DESCRIPTION	CLASSIFICATION	Family	SRO
Crimes Against Persons and Family	Murder	**Felony**: Capital, First, Second	Lifetime	5 Years
	Manslaughter	**Felony**: Second	Lifetime	5 Years
	Criminal Negligent Homicide	**Felony**: State Jail	5 Years	None
	Kidnapping, Abduction, Trafficking, Smuggling	**Felony**: First, Second, Third	Lifetime	5 Years
	Assault, Aggravated Assault, Injury to a Child, Elderly Individual, or Disabled Individual	**Felony**: First, Second, Third	5 Years	3 Years
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	DUI and/or DWI Related Offenses	**Felony**: Third, State Jail	1 Year	None

4. Where an applicant has multiple offenses, the look-back periods shall run concurrently.
5. Offenses not listed shall not constitute justification for denial of housing. Where a conviction occurred outside of the State of Texas, property owners/managers shall use their best judgement to interpret the conviction according one of the descriptions above.
6. Where an offense can be understood to fall under more than one category, the higher lookback period shall be used. Where a development receives funding from the State of Texas or HUD and an offense has been identified for heightened scrutiny, including a lifetime ban, the higher level of scrutiny will apply.
7. Where an applicant has been denied based upon an offense that occurred within the specified lookback period, the applicant shall be automatically afforded an opportunity for individualized review. With the statement of denial, the property owner shall instruct the applicant of the opportunity for appeal and individualized review. This notice shall include:
    a. a description of the appeal process,
    b. contact information for scheduling the individualized review,
    c. instructions for providing supporting documentation, and
    d. an approximate timeline for the completion of the appeal.
8. After the completion of the individualized review, the property owner shall inform the applicant of the result of the appeal.

Signing this acknowledgement indicates that you have had the opportunity to review the above Criminal Background Screening. If you do not meet the criteria set forth, or if you provide inaccurate or incomplete information, your application will be rejected. Signing this acknowledgement authorizes the property manager to run a Criminal Background Screening check as part of your rental application.

Signature ______________________________________ Date _______________