



FOUNDATION COMMUNITIES QUALIFYING CRITERIA FOR CHI, SAFEPLACE, LIFEWORKS and SALVATION ARMY APPLICANTS (Revised 03/01/2025)

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: No application fees will be collected for CHI applicants or Lifeworks ESG applicants. Safeplace applicants and non-ESG Lifeworks applicants will pay a \$15 application fee.

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:

- Family support cannot exceed 25% of the total household income 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.
- Applicants total Household Income cannot exceed 30% of MFI for the area.
- Applicants must earn 2.5 times the qualified rental amount.
- If an applicant on the Lifeworks ESG special program has zero(-0-) income, then 2.5 times this amount would be zero (-0-)
- Applicants that receive disability or retirement income must provide verification of income that is equal to at least 2 times the rent amount.

EMPLOYMENT HISTORY: Employed applicants must provide 3 current consecutive check stubs. If these check stubs are unavailable, then a Verification of Employment will be required. Proof of retirement benefits, disability income or full-time student status is required. Any applicant who's employment has been involuntarily terminated (discharged) due to Gross Misconduct from Foundation Communities will be denied.

CREDIT/RENTAL HISTORY: A credit history will be run to verify accuracy of information provided on the Rental Application. Any balance owed to a former landlord within the last 2 years of application date must be verified by Management. Rental history will be verified on each applicant for the past 2 years.

Applicant(s) and will not be disqualified for nonpayment of rent at a previous residence provided there are not more than 3 instances of evictions, skips or broken leases. Applicants who have more than 3 evictions, skips or broken leases will be denied. Rental history reflecting excessive damages over \$1,000 will be evaluated on a case by case basis.

Any damages and/or lease violations directly related to protections under 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.

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. 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 pose 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 proper



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.

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 inhabitable.

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.

When an accessible unit becomes vacant before offering the unit to an individual without, offer the unit; first, to a current occupant of the community requiring the accessibility features and second, to an eligible qualified applicant on the Wait List requiring the accessibility features.

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.

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.

_____	_____	_____	_____
Applicant Signature	Date	Applicant Signature	Date
_____	_____	_____	_____
Applicant Signature	Date	Applicant Signature	Date