

RESIDENT CRITERIA FOR PARK MANOR APARTMENTS

We are delighted that you are interested in leasing a dwelling in our apartment community. In order to help you in making your decision, we have listed below the criteria for qualifying as a resident with us.

- * A separate rental application must be fully completed, dated and signed by each applicant and all co-applicants.
- * The rental application will be reviewed when submitted so we'll have all information needed to determine your eligibility.
- * Each applicant must provide a government photo identification and allow it to be photocopied.
- * If applicant's family will be occupying the dwelling, the family size must be appropriate for the available apartment, no more than (2) adults per bedroom.
- * Employment and monthly income must be verifiable. Total monthly income of all applicants must be 2 times monthly rent.
- * **Applicant(s) may be denied occupancy for the following reasons:**
 - Falsification of application by any applicant
 - Incomplete application by any applicant
 - Insufficient income (total of all applicant)
 - Criminal conviction history of violent or sexual crime committed by any applicant or by other occupants who plan to live in unit
 - Felonies or misdemeanors
 - Poor credit history of any applicant (credit reports are obtained; previous bankruptcy requires an additional security deposit equal to one month rent)
 - Poor rent profile of any applicant (rental history reports are obtained). Rental history of:
 - Non-payment or frequent late payment of rent
 - Evictions or broken leases
 - Drug use
 - Poor housekeeping
 - Poor supervision of applicant's children
 - Unruly or destructive behavior by applicant, applicant's children or applicant's guests
 - Violence to persons or property by applicant, applicant's children or applicant's guests

***If you are denied or cancel for any reason, you will be charged \$50 for the screening process.**
-We do not discriminate on the basis of race, color, creed, religion, sex, national origin, disability or familial status.

I ACKNOWLEDGE THAT I HAD AN OPPORTUNITY TO REVIEW THE PROPERTY'S RENTAL SELECTION CRITERIA WHICH INCLUDES REASONS WHY MY APPLICATION MAY BE DENIED, SUCH AS CRIMINAL HISTORY, CREDIT HISTORY, CURRENT INCOME, AND RENTAL HISTORY. I UNDERSTAND THAT IF I DO NOT MEET THE PROPERTY'S RENTAL SELECTION CRITERIA OR IF I FAIL TO ANSWER ANY QUESTION OR GIVE FALSE INFORMATION, THE PROPERTY MAY REJECT THE APPLICATION, RETAIN ALL APPLICATION FEES, ADMINISTRATIVE FEES, AND DEPOSITS AS LIQUIDATED DAMAGES FOR ITS TIME AND EXPENSE, AND TERMINATE MY RIGHT OF OCCUPANCY.

Applicant

Date

Owner's Representative

Date

PARK MANOR APARTMENTS SPECIAL UNIT REQUIREMENT(S) QUESTIONNAIRE

This questionnaire is to be administered to every applicant and/or resident of PARK MANOR APARTMENTS it is used to determine whether an applicant family needs special features in their housing unit. The need for special adaptations must be verified in order to assure that the limited number of units with special features go to families that actually need the features.

Applicant Name: _____ **Unit #** _____

Date: _____ () choose not to complete this form.

Applicant's Signature: _____

1. Do you or any member of your family have a condition that requires:

- | | |
|--|---------------------------|
| A separate bedroom | Unit for Vision impaired |
| A barrier-free apartment | Unit for Hearing impaired |
| One level unit | Bedroom/Bath on 1st floor |
| Physical modification to a standard unit | |

2. Can you and all your family members go up and down stairs, unassisted?

() YES () NO

If NO, please indicate how we should accommodate your family: _____

3. Will you or any member of your family require a live-in aide to assist you? () YES () NO

If YES, please explain: _____

4. If you checked any of the above listed categories of units, please explain exactly what you need to accommodate your situation: _____

5. Please list the name of family member(s) who needs the features identified above? _____

6. Who should be contacted to verify your need for special features in the unit?

Name: _____

Mailing Address: _____

Phone: _____

Park Manor Apartments does not discriminate on the basis of disabled status in the admission or access to or treatment or employment in, its federally assisted programs and activities.

"RELEASE OF INFORMATION"

DATE: _____

CURRENT LANDLORD

PREVIOUS LANDLORD

(CIRCLE ONE)

PROPERTY

NAME: _____

CONTACT

NAME: _____

OFFICE TELEPHONE: _____

FAX: _____

APPLICANT NAME:: _____

APPLICANT ADDRESS: _____

**I HEREBY AUTHORIZE _____ TO
OBTAIN ANY INFORMATION REQUESTED AND FURTHER AGREE TO
HOLD ALL PARTIES HARMLESS FROM ANY LIABILITY IN THE RELEASE
OF INFORMATION**

APPLICANT'S SIGNATURE

DATE

THANK YOU

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NOTIFICATION OF NON-DISCRIMINATION

PARK MANOR APARTMENTS does not discriminate on the basis of DISABILITY STATUS in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

STEVEN CHOW

Name

2934 W. PIONEER DR.

Address

IRVING, TX 75061

City, State, Zip

(972) 790-9272

Telephone

(972) 513-1040

Fax

(800) 735-2989

Telephone-Texas Relay (TTY)

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504 NON-DISCRIMINATION NOTICE

IN ACCORDANCE WITH SECTION 504 of the Rehabilitation Act of 1973, Park Manor Apartments hereby notifies the general public that:

- (1) No qualified individual with a disability shall, solely on the basis of disability, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any Federally assisted program or activity administered by Park Manor Apartments:
- (2) **Park Manor Apartments** will provide employment opportunities benefits, access to housing and other appropriate services in a manner that will not, directly or through contractual or other arrangement, subject qualified individuals with a disability to discrimination solely on the basis of disability; and
- (3) **Park Manor Apartments** will not participate in any contractual or other relationship that has the effect of subjecting qualified individual with a disability to discrimination solely on the basis of disability.

It is the intention of Park Manor Apartments to take reasonable, affirmative steps to increase access and opportunities for disabled individuals in all programs, services, and administrative operations.

Park Manor Apartments has designated Steven chow to serve as the 504 Coordinator. He can be reached at 972.790.9272

If you have a visual, hearing, or physical impairment and need assistance with this notice, PARK MANOR APARTMENTS office staff will provide or arrange for appropriate assistance.

To schedule assistance, please call 972.790.9292 between the hours of 9:00 A.M. and 5:00 P.M. this line is not TDD equipped for the hearing impaired; therefore, you may call TEXAS RELAY- 800-735-2988 for assistance. Assistance to insure equal access will be provided in a confidential manner and setting.

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PARK MANOR APARTMENTS RENTAL VERIFICATION FORM

APPLICANT, PLEASE COMPLETE AND SIGN TOP PORTION ONLY. YOUR CURRENT & FORMER LANDLORD WILL COMPLETE THE BOTTOM PORTION.

Name of Applicant(s)

Signature/Date: _____

Signature/Date _____

By the signature(s) above, the above named applicant(s) have authorized our company to check references for rental purposes. Please fill out the information requested below and fax back to the number below.

PLEASE FAX TO 972.513.1040

Property/Landlord Name

Monthly rent amount _____ **How long** _____

Number of late payments _____ **Returned Checks** () YES () NO

Any documented complaints, If so please explain

Was the Applicant asked to move? () YES () NO **If so please explain**

Did Applicant give proper notice? () YES () NO

Was unit left in good condition? () YES () NO

If not please explain damages or cleaning needed _____

Any balance due? () YES () NO

Would you re-rent to Applicant? () YES () NO

Additional comments _____

Person providing information: _____

Title: _____

Date: _____

TEXAS MASTER INVESTMENT GROUP, INC

Resident Qualification Guidelines

Texas Master Investment Group, Inc., Management Agent for Texas Park Manor, L.P., dba Park Manor Apartments, supports The Fair Housing Act as amended, prohibiting discrimination in housing based on race, creed, color, religion, national origin, handicap, or familial status. The following qualification standards will be required from every prospective resident.

Applicant must have verifiable income of (2) times the rent amount; otherwise the application is automatically rejected.

- 1. Applicant must have over 50 % positive credit within the past (2) years, excluding medical and student loan accounts.**
- 2. Applicant must have (2) years of verifiable mortgage or rental history with not over 25% late payments or any lease violations.**

If only one of the two items is met, the applicant may pay an additional deposit. If more than one is not met, the applicant is denied.

Automatic denial will also result if the applicant has any housing debt or unpaid eviction. In addition, applicant must not have a felony, or a misdemeanor including but not limited to injury to persons, damage to property, theft, sexual offenses, drug violations, or weapons charges, even if currently serving deferred adjudication, convicted or case pending. There is no time limit for the above.

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PARK MANOR APARTMENTS NOTICE TO ALL APPLICANTS OPTIONS FOR APPLICANTS WITH DISABILITIES OR HANDICAPS

PARK MAOR APARTMENTS provides affordable housing to applicants that qualify for HUD rental assistance programs and meet all conditions of our Resident Selection Plan. We are not permitted to discriminate against applicants on the basis of their race, color, sex, national origin, familial status, disability or handicap. In addition, we have a legal obligation to provide "Reasonable Accommodation" to applicants if they or any family members have a disability or handicap. Compliance actions may include reasonable accommodations as well as structural modification to the unit or premises.

A reasonable accommodation is some modification or change that we can make to the policies or procedures that will assist an otherwise eligible applicant with a disability to take advantage of the program. Examples of reasonable accommodation and structural modifications include:

- *Making alterations to a unit so it could be used by a person in a wheelchair**
- *Installing strobe type flashing light smoke detectors in an apartment for a person hearing impaired**
- *Permitting a person to have a seeing eye dog to assist vision impaired**
- *Having a sign language interpreter available to assist during the applicant interview**
- *Allowing an outside agency to assist an applicant with a disability to meet the Property's screening criteria.**

An applicant family that has a member with a disability must still be able to meet essential obligations of tenancy. they must be able and willing to pay rent, to care for their apartment, to report required information to the Manager, avoid disturbing their neighbors, etc. However, there is no requirements that they be able to do these things without assistance.

If you or a member of your family have a disability or handicap and believe you might need or want a reasonable accommodation, you may request it at any time in the application process or after admission to the property. This is up to you. If you would prefer not to discuss your situation with management that is your right.

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