

**RESIDENT QUALIFYING 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, i.e., no more than two adults per bedroom, in most circumstances.
- 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 applicants)
 - Criminal conviction history of violent or sexual crime committed by any applicant or by other occupants who plan to live in unit
 - Poor credit history of any applicant (credit reports are obtained; previous bankruptcy requires an additional security deposit equal to one month's rent)
 - Poor rental profile of any applicant (rental history reports are obtained). Rental history of:
 - Non-payment or frequent late payment of rent
 - Eviction
 - 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

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	Applicant	Date
Applicant	Date		
Applicant	Date	Owner's Representative	Date

Commentary. This form should be customized for each property, and for each owner's rental criteria. This is a sample only. Texas law requires a property to make its rental criteria available to prospective residents, and applicants must sign an acknowledgment either on the criteria or on a separate document, such as a rental application. TAA's Rental Application complies with this requirement. Regarding paragraph 5, see the article entitled "Fair Housing Laws for People with Children."

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 two times the rent amount; otherwise the application is automatically rejected.

1. Applicant must have over 50% positive credit within the past two years, excluding medical and student loan accounts.
2. Applicant must have two 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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Revised 06/12/09

PARK MANOR APARTMENTS

NOTICE TO ALL APPLICANTS

Options for Applicants with Disabilities or Handicaps

PARK MANOR 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 family with a wheelchair;
- Installing strobe type flashing light smoke detectors in an apartment for a family with a hearing impaired member;
- Permitting a family to have a seeing eye dog to assist a vision impaired family member in a family community where dogs are not usually permitted;
- Making a sign language interpreter available to a hearing impaired applicant during the interview;
- Permitting 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 requirement 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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Park Manor Apartments Rental Verification Form

Applicant(s) please complete and sign top portion of form only. Your current & former landlords will be asked to complete 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 back to (972) 513-1040

Property/Landlord name _____
Monthly rent amount _____ Length of residency _____
Number of late payments _____ Returned Checks? _____
Any documented complaints _____
If so
explain _____

Was the applicant asked to move? _____
If not, Did applicant give proper notice? _____
Was unit left in good condition? _____
If not please explain damages or cleaning needed _____
Any money left dwelling? _____
Amount? _____
Would you re-rent to applicant? _____
Additional
comments _____

Person providing information _____
Title _____

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 by calling: 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 972-790-9272 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) 735-2989 for assistance. Assistance to insure equal access will be provided in a confidential manner and setting.

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Revised 06/12/09

"RELEASE OF INFORMATION"

DATE: _____

CURRENT LANDLORD PREVIOUS LANDLORD (CIRCLE ONE)

TO: _____ (PROPERTY NAME)

_____ (CONTACT NAME)

OFFICE
TELEPHONE () _____

FAX () _____

REGARDING: _____ (YOUR NAME)

OF: _____
(YOUR ADDRESS, INCLUDING APARTMENT NUMBER)

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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Revised 06//12/09

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: _____ [] I choose not to complete this form.

Applicant's Signature: _____

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

<input type="checkbox"/> A separate bedroom	<input type="checkbox"/> Unit for Vision impaired
<input type="checkbox"/> A barrier-free apartment	<input type="checkbox"/> Unit for Hearing impaired
<input type="checkbox"/> One level unit	<input type="checkbox"/> Bedroom / Bath on 1 st . floor
<input type="checkbox"/> 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: _____

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Revised 06/12/09

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's 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 - Voice

(972) 513-1040

Fax

(800) 735-2989

Telephone - Texas Relay (TTY)

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