

Resident Qualifying Criteria

We appreciate your interest in **Raintree & Picadilly Square Apts.** Please fill out the application completely to assist us in determining your eligibility. Mark through errors made. Do not use white out. We have listed below the criteria for qualifying as a resident.

1. **Rental history** – Your current/previous rental history must be in good standing with no outstanding balances. You must have satisfactory rental history for one (1) year, this can be a combination of more than one residence.

Reason(s) for application denial include, but are not limited to:

- * Non-payment or frequent late payment of rent or any other fees
- * Eviction
- * Drug use
- * Poor housekeeping or negligence
- * Disruptive or destructive behavior from head of household, any occupant(s), and/ or guest(s)

2. **Income** – Employment and any other monthly income must be verifiable. Total monthly income of all applicants must be at least **2.5 to 3** times the amount of rent. If not, you may qualify by having the lease guaranteed by a guarantor. The guarantor must have a gross monthly income of at least six (6) times the monthly rent and must meet all other qualifying criteria.

3. **Credit history** – Credit reports are obtained and reviewed. Credit must be satisfactory. Bankruptcy requires an additional security deposit equal to one month's rent.

Reason(s) for application denial include, but are not limited to:

- * Outstanding balances for utilities
- * Outstanding balances for rental history

4. **Criminal background** – A background check will be obtained and reviewed on all applicants. This process may take up to twenty one (21) days or more to complete.

Reason(s) for application denial include, but are not limited to:

- * Criminal felony conviction(s) with an offence date of 5 years or less.
- * Criminal conviction of violent or sexual crimes committed by an applicant or all other occupant(s) who will be living inside the apartment.
- * Criminal conviction of manufacturing or producing methamphetamines by applicant or all other occupant(s) who will be living inside the apartment.

5. **Applications** - Additional reason(s) an application may be denied:

- * Falsification of application
- * Incomplete application
- * Insufficient income (total of all applicants' income)
- * All outstanding balances must be paid for in full by the time all phases of the application have been received.

Applications must be submitted with a money order of \$35.00 for processing. This fee is non-refundable.

The security deposits are equal to one month's rent. For us to take an apartment home off the market or place you on the waiting list you must submit a money order in the amount of \$200.00 as a holding fee. This fee will be used towards your security deposit upon move in. The remaining portion of the security deposit will be due at move in.

If multiple applications are submitted for one apartment and one application is denied this will deny the entire household.

The application fee and holding fee must be paid with two separate money orders or cashier's check. **We cannot accept a personal check or cash for these fees.**

When an apartment number is assigned, this will be the apartment you will move into unless an unforeseen emergency mandates that a current resident be relocated to that specific apartment. At that time, all efforts will be made to make sure that an apartment is available for the original move-in date, but availability cannot be guaranteed.

We do not discriminate on the basis of race, color, creed, religion, sex, national origin, disability or familial status.

You acknowledge that you've had the opportunity to review our rental selection criteria. It included reasons you're application may be denied due to falsification of information, criminal history, credit history, current income, and rental history. You understand that if you do not meet our rental criteria we may deny the application, retain all application fees as liquidated damages for our time and expense, and terminate your right of occupancy. You also acknowledge that you fully and completely understand all of the above.

Applicant's Signature

Date

Co-Applicant's Signature

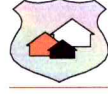
Date

Co-Applicant's Signature

Date

Signature of Owner's Representative

Date



Addendum to Rental Application

Have you or **ANYONE** who will be residing with you **EVER**:

- | | |
|---|--|
| Been convicted of any crime? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Been placed on probation, parole? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Been registered as a sex offender? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Been in a gang, or are you currently a member of a gang? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Been involved in, or are you currently involved in any illegal activity? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Been evicted or had a forcible detainer filed against you? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Been a petitioner in a case at bankruptcy court? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Had a warrant, or do you currently have a warrant for your arrest? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Moved to avoid eviction or because of problems with a tenant or landlord? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Please explain all "YES" answers in detail. (What happened, when, where and the results.)

The term "Crime Free Multi-Housing" in no way implies that any apartment community participating in this training and certification program is free of any crime occurring on the property. It is similar to a "Drug Free School Zone" or a "Drug Free Workplace." It simply means that crime will not be tolerated at this apartment community. It is a set of criterion that, if implemented and followed, can reduce the risk of attracting criminal behavior. It also creates a working relationship with the Waco Police Department that is beneficial to an apartment community, its residents and the police.

TENANT RELEASE AND CONSENT

I/We _____, the undersigned hereby authorize all persons or companies in the categories listed below to release information regarding employment, income and/or assets for purposes of verifying information on my/our apartment rental application. I/We authorize release of information without liability to the owner/manager of the apartment community listed below, and/or the Texas Department of Housing and Community affairs.

INFORMATION COVERED

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identity, student status, employment, income assets, and medical or child care allowances. I/We understand that this authorization cannot be used to obtain information about me/us that is not pertinent to my eligibility for a continued participation as a Qualified Tenant.

GROUPS OR INDIVIDUALS THAT MAY BE ASKED

The groups or individuals that may be asked to release the above information includes, but are not limited to:

- | | | |
|--|---|----------------------------------|
| Past and Present Employers | Welfare Agencies | Veterans Administration |
| Support and Alimony Providers | State Unemployment Agencies | Retirement Systems |
| Educational Institutions | Social Security Administrations | Medical and Child Care Providers |
| Banks and other Financial Institutions | Previous Landlord (including Public Housing Agencies) | |

CONDITIONS

I/We agree that a photograph of this authorization may be used for the purposes stated above. The original of the authorization is on file **and will stay in effect for a year and one month** from the date signed. I/We understand I/We have a right to review this file and correct any information that is incorrect.

SIGNATURES

_____	_____	_____
Applicant/Resident	(Printed Name)	Date
_____	_____	_____
Co- Applicant/Resident	(Printed Name)	Date
_____	_____	_____
Adult Member	(Printed Name)	Date
_____	_____	_____
Adult Member	(Printed Name)	Date
Raintree /Picadilly Apts.	_____	(254) 776-4264
Apartment Name	Contact	Phone

NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN IF A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506. "REQUEST A COPY OF A TAX FORM MUST BE PREPARED AND SIGNED SEPARATELY.
Revised 02-10-99



Public Information Request to Waco Police Department



Custodian of Records
Waco Police Department
P.O. Box 2570
Waco, Texas 76702-2570

Date: _____

In accordance with Chapter 552, Public Information, of the *Texas Government Code*, I hereby request:

- copies of the following documents (there may be a charge for the copies)
- access to review the following documents

Fill in as Completely as Possible – Please Write or Print Legibly

.... Arrest form(s) for the following person: Name _____

DOB _____ Sex _____ Race _____ Driver Lic # & State _____

All arrest forms for the named person

Only the arrest forms for the following arrest(s):

Arrest Date _____ Offense _____

Arrest Date _____ Offense _____

.... Police narrative report(s) concerning (use back of form if more space needed):
[give case number or describe incident and give date, location, and names of persons involved] _____

.... Other: [State the type of information requesting (reports, statements, photographs, etc.). If the information concerns a specific incident, describe the incident, the date it occurred, the location where it occurred, the persons involved (giving the name, sex, race, and date of birth of the persons), etc. Use back of form if more space needed.] _____

Under Chapter 552, Public Information, the governmental body has up to 10 business days to produce the information or explain why the information cannot be produced.

Melissa Hill
SIGNATURE OF PERSON REQUESTING

Melissa Hill
PRINT NAME OF PERSON REQUESTING

(254) 776-4244
TELEPHONE NO. HOME

ADDRESS Waco Housing Authority & Affiliates

CITY P.O. Box 978 STATE _____ ZIP CODE _____

Waco, Texas 76703
TELEPHONE NO. WORK _____