

# Rollins Martin Apartments Tenant Selection Plan

Effective 5/6/2019

Rollins Martin Apartments consist of 15 three-bedroom apartments that are designated as Low-Income Housing Tax Credit (LIHTC) units. For these apartments, household income and rent may not exceed 60% Area Medium Income (AMI) limits. The information contained in the Tenant Selection Plan (TSP) will be applied to all new rental applicants and recertifications of existing tenants on or after February 12, 2019. 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 Texas Department of Housing and Community Affairs (TDHCA) rules. All written policies and procedures are maintained at the Management Office and are available upon request.

## **Fair Housing and Non-Discrimination Policy**

Texas State Affordable Housing Corporation (TSAHC) and this property comply with all federal, state, and local laws and regulations relating to fair housing that prohibit discrimination based on race, color, religion, sex, national origin, familial status, and disability. TSAHC and Rollins Martin also do not discriminate against prospective residents on the basis of the receipt of, or eligibility for, housing assistance under any federal, state or local housing assistance programs.

The income and rent limits are set forth by the U.S. Department of Housing and Urban Development (HUD). HUD releases new income and rent limits on an annual basis. At this time, the income limits for Rollins Martin are as follows:

AMFI	Number of Household Members							
	1	2	3	4	5	6	7	8
60%	\$41,460	\$47,400	\$53,340	\$59,220	\$63,960	\$68,700	\$73,440	\$78,180

The 60% AMI rent limit for three-bedrooms for Rollins Martin is \$1,539.

## **Reasonable Accommodations**

Applicants and residents may request a reasonable accommodation by contacting management via phone, email, or mail. Management will respond to reasonable accommodation requests within 14 calendar days of receipt. Individuals with a disability wishing to request a reasonable accommodation to complete the application process should contact Celina Mizcles Stubbs at the Management Office or call 512-477-3555 or email [rentdesk@tsahc.org](mailto:rentdesk@tsahc.org).

## **Violence Against Women Act (VAWA Protections)**

TSAHC will comply with the Uniform Multifamily Rules regarding Violence Against Women Reauthorization Act of 2013 ("VAWA"). TSAHC will provide notice VAWA protections to all applicants and current residents.

## **Limited English Proficiency (LEP)**

For persons who do not speak English as their primary language, and for those who have a limited ability to speak, write or understand English, management will make reasonable efforts to provide language



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assistance to ensure meaningful access to the information and services we provide. This may include interpreter services and/or translated written materials.

### Application and Screening Procedures for all Applicants

Separate applications will be required for prospective residents 18 years of age or older. There is a non-refundable application fee of \$20.00 for the first household member over the age of 18 years old. There is a non-refundable application fee of \$15.00 for all other adults over the age of 18 years old. All applicants must provide a valid form of legal identification for all family members at the time of application and again at move-in. The application fee must be paid in certified funds (cashier's check or money order).

Applications can be submitted in in-person, through email at [rentdesk@tsahc.org](mailto:rentdesk@tsahc.org), or can be mailed to the management office. Our management office located at 2200 East MLK Jr. Blvd, Austin TX 78702. Normal office hours Monday - Friday from 8:00 a.m. to 5:00 p.m. Application fees can be submitted in-person or can be mailed to our office. Applications will be processed once the application fee has been paid in full for all prospective applicants over 18 years old. Please make sure that all information on the application is correct, legible, and NOTHING IS LEFT BLANK.

An application fee will not be charged for an applicant placed on the waiting list, unless and until that applicant is notified that a unit has become available and the applicant desires to proceed with the application process.

### Qualification Criteria for All Prospective Residents

**Occupancy Standards:** The maximum number of occupants for a three bedroom unit is 6 occupants.

**Income:** Applicant(s) must have a verifiable source of income that, when gross incomes of all household members are combined, equals at least 2 times the monthly rent. For those applicant(s) that participate in the Housing Choice Voucher program under Section 8, the verifiable combined income must be at least 2 times the amount of the household's share of the monthly rent. The minimum income standard for persons participating in Housing Choice Voucher program under Section 8 is the greater of 2x tenant rent or \$2,500 annually. If retired or unemployed, applicant(s) must provide other sources of verifiable regular monthly income (i.e., investments, trust funds, alimony, child support, social security, disability benefits, retirement funds, etc.) that is equal to or exceeds 2 times the monthly rent, for monthly income sources, or covers the entire amount for the entire lease term (i.e., saving account). Income calculations are based on the household's annual anticipated gross income for the following 12 months. Annual gross income includes unearned income and income from all assets including assets disposed of for less than fair market value within the last two years.

**Employment:** When applying, it is the obligation of the applicant to provide proof of employment by providing copies of a months' worth of recent and consecutive pay stubs; or if self-employed, the applicant must provide the previous income tax Form 1040 (schedules C, E, or F) or profit-loss statement; or job offer letter stating the start date, position and compensation on company letterhead.

**Student Status:** All students must disclose student status (I.e., Full-time or Part-time status).



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**Residence History:** Applicants are required to list their two (2) former yet recent residential addresses on their rental application. Rental history must be verifiable and satisfactory (i.e., no prior evictions within the last 2 years, no more than 3 or more late rent payments within a 12 month period, or repeated disturbances (i.e., disturbing rights and comforts of residents, unauthorized occupants, , property damage and/or other disturbances not related to the circumstances protected by VAWA. At least two (2) years of rental history is required. If an applicant does not have prior rental history or it cannot be obtained, we will accept an additional deposit in the amount of \$450 only if all other criteria are met.

**Credit Requirement:** TSAHC uses software known as Propertyware to generate a credit score via Equifax for our review. Depending on the condition of the applicant’s credit, they may be required to pay an additional deposit, or it may result in a denial. Applicant(s) with certain credit scores may require an additional deposit as set forth below:

- A credit score of 600 or above is accepted with our regular deposit of \$450.
- A credit score of 501 – 599 is accepted with a regular deposit + \$250.
- A credit score of 500 or below will be denied.

For an applicant household with more than one person 18 years of age and older, credit scores will be averaged. The average credit score will be applied to security deposit outline.

Applicant(s) with no credit score will be accepted with a regular deposit + \$250, provided evidence of on-time payment of obligations is provided (for example, utility bills, child support, etc.).

Deposits will be refunded in accordance with paragraphs 4, 40, and 41 of the Apartment Lease Contract. In the event that an applicant is required to pay additional deposit due to rental history screening and credit screening, a total deposit of \$1,150 will be required.

**Criminal background:** All applicants are subject to a criminal background check. The following are the criteria that will result in a denial.

Type	Crime	Type of Convictions	Look-back Period from Date of Conviction
<b>Crime Against Persons</b>	Assault and Battery Offenses	Felonies	7
	Domestic Violence Offenses	Felonies	7
	Domestic Violence Offenses	Misdemeanors	5
	Use of Fire Arm Against a Person Offenses	Felonies	7 Felony/4 Mis.
	Armed Robbery Offenses	Felonies	7 Felony/4 Mis.
	Robbery Offense (no weapons involved)	Felonies	5 Felony/2 Mis.
	Intention Homicide Offenses	Felonies	No limit
	Manslaughter Offenses	Felonies	7
	Kidnapping and Abduction Offenses	Felonies	No limit



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	Forcible Sex Offenses	Felonies	No limit
	Non-Forcible Sex Offenses	Felonies	No limit
	Stalking Offenses	Felonies	5
	Resisting Arrest	Misdemeanor	3
<b>Crime Against Property</b>	Arson-Related Offenses	Felonies	7 Felony/4 Mis.
	Burglary/Breaking and Entering-Related Offenses	Felonies	5 Felony/2 Mis.
	Theft, Stolen Property, Fraud-Related Offenses	Felonies	5 Felony/3 Mis.
	Destruction/Damage/Vandalism or Property Offenses	Felonies	4 Felony/3 Mis.
	Criminal Trespasses	Misdemeanor	3
	Larceny	Misdemeanor	2
<b>Crime Against Society</b>	Drug Possession Offenses	Felonies	3
	Drug Manufacturing, Distribution, or Possession with Intent to Distribute Offenses	Felonies	5 Felony/3 Mis.
	Driving Under the Influence-Related Offenses	Felonies	3
	Driving While Intoxicated-Related Offense	Felonies	3
	Terroristic Threat/Cause Fear/Threat to Cause Violence	Felony/Mis	7 Felony/3 Mis.
	Forgery (government record, money, check, bonds, postage)	Felony/Mis	5 Felony/3 Mis.
	Bail Jumping/Fail to Appear	Misdemeanor	3
	Tamper with Government Documents	Felony/Mis	5 Felony/3 Mis.
	Unauthorized use of Motor Vehicle	Felony/Mis	5 Felony/3 Mis.
<b>Crime Against Animals</b>	Cruelty to Animals	Misdemeanor	5

Criminal background checks are performed by Propertyware. If an applicant takes exception to the criminal background findings, management will provide contact information for the search company and the applicant may contact them directly.

**Automatic Denial**

An applicant will automatically be denied for the following reasons:

- **Income exceeds the maximum allowable for our program (LIHTC).**
- **Having been evicted by a current/previous landlord for cause within the last two (2) years.**
- **Any false or misleading information provided by the applicant on the written application or omission of a material fact, including providing a false Social Security number.**
- **Any open bankruptcy that has not been discharged or any credit score that results in denial, as set forth above.**
- **Any unresolved debts to a landlord or mortgage holder (unless debt is paid prior to approval of application).**
- **Conviction for a criminal offense as outlined above. Rental applicants who currently have charges pending against them for any of the above-described offenses will have their application suspended until the case has been legally resolved.**



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- Failure to show up for a scheduled paperwork consultation and/or all applicants not present during the scheduled paperwork consultation.
- Behavior deemed inappropriate by management as disruptive, rude, and/or disrespectful.
- Other good cause, including but not limited to failure to meet any of the tenant selection criteria in this document.

### Application Denial Notification Policy

Notification of application denials will be sent to the applicant(s) within 7 days. Please see the Application Denial Policy for further information. TSAHC does not have an appeal process for the denial of an application.

### LIHTC Program Requirements:

All applicants for units at Rollins Martin must meet the following LIHTC program-specific requirements, in addition to TSAHC's Tenant Selection Plan.

- **Maximum Income:** Applicant's household income cannot exceed the maximum income limit for the household size as set forth by TDHCA. .
- **Minimum Income:** Applicant(s) must have a verifiable source of income that, when gross incomes of all household members are combined, equals at least 2 times the monthly rent being paid by the applicant. For those applicants participating in a federal, state, or local government rental assistance/Housing Choice Voucher program under Section 8, this amount will be based on the applicant's portion of the monthly rental amount.
- All applicants must comply with the verification process, sign all applicable forms and provide all necessary documentation requested by management.
- **Student Status:** Households may not at any time be comprised of full-time students unless one of the following exceptions applies:
  - a) At least one is receiving assistance under Title IV of the Social Security Act (for example, payments under AFDC)
  - b) At least one is enrolled in a job training program receiving assistance through the Job Training Participations Act (JTPA), Workforce Investment Act, or other similar federal, state, local program
  - c) The students are married and filing a joint tax return
  - d) At least one student is a single parent with child(ren) and this parent is not a dependent of another individual and the child(ren) is/are not dependent(s) of someone other than the parent
  - e) At least one student was previously under the care and placement responsibility of the state agency responsible for administering foster care

### No Pet Policy

Pets are not allowed at Rollins Martin Apartments. The No Pets Policy does not apply to households having a qualified service/assistance animal(s). Specific animal, breed, number, weight restrictions, pet rules, and pet deposits will not apply to households having a qualified service/assistance animal(s). Verification of the need for a qualified service/assistance animal(s) will be required; no medical information will need to be submitted.

We look forward to having you as a resident. If you have any questions, please do not hesitate to contact us at 512-477-3555 or 711 – Texas Relay Service for The Hearing Impaired (free services).



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**By signing below, I attest that I have read the Tenant Selection Plan for Rollins Martin Apartments. In addition, I am aware that I, or my representative, may request management's written policies and procedures that include but are not limited to:**

- Reasonable Accommodation Policy
- Waiting List Policy and Procedures
- Denied Application Policy & Application Denial Notification Policy
- Non-renewal / Termination of Occupancy Policy
- Unit Transfer Policy
- VAWA documentation and Forms 5380 & 5382
- Recertification Process Policy

\_\_\_\_\_  
Signature – Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Spouse/Co-Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Other Adult member

\_\_\_\_\_  
Date

