

AVENUE J

TENANT SELECTION CRITERIA

Effective Date – 01/01/2022

FAIR HOUSING, FEDERAL FAIR CREDIT REPORTING and EQUAL OPPORTUNITY REQUIREMENTS

Avenue J will comply with all State and Federal Fair Housing and Anti-Discrimination Laws; including, but not limited to, consideration of *reasonable accommodations* requested to complete the application process. Chapter 1, Subchapter of this title provides more detail about reasonable accommodations.

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 the Department's rules.

Avenue J accepts households who participate in the HOME Tenant Based Rental Assistance Program, the housing choice voucher program under Section 8 Program, or other federal, state, or local government rental assistance program.

Acceptance of all applications will adhere to The Texas and The Federal Fair Housing Acts as amended prohibiting discrimination for housing based on race, creed, color, religion, sex, age, national origin, mental or physical handicap, familial status, marital status, ancestry or sexual orientation as well as Section 504 of the Rehabilitation Act which provides that no qualified individual with a disability should, only by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance and The Federal Fair Credit Reporting Act.

Under *the Violence Against Women Reauthorization Act of 2013*, the Property shall not deny admission for an applicant or evict a tenant solely on the basis of the person's status as a victim of domestic violence, dating violence, sexual assault, or stalking. In addition, criminal activity directly related to domestic violence, dating violence, sexual assault, or stalking shall not be cause for a victim's denial of admission or eviction.

APPLICATIONS: Applications are accepted in person, by email, US mail and fax at our Leasing Office during regular business hours. Individuals with a disability may request a Reasonable Accommodation either verbally in person, in writing, via email, or by phone to complete the application process.

OCCUPANCY STANDARDS: Two people per bedroom plus 1.

AGE: All applicants must be **18 years of age** or older unless Federal/State regulations provide for a variance.

IDENTIFICATION: Applicants must have a Social Security Number or a Tax ID Number (TIN). If an Applicant does not have a valid Social Security number or Tax ID Number (TIN) and we are unable to obtain an accurate criminal history report using our criminal history search, management will run the applicant's information through a DPS database search.

NON-REFUNDABLE APPLICATION FEES: Applicant must provide a \$50 per application, nonrefundable application fee at the time of Application. All applicants over the age of 18 must apply.

DEPOSIT: There is a \$275 (1 bedroom)/\$375 (2 bedroom) refundable Security Deposit for each unit payable at the time of Move-In. All Security Deposits will be subject to the rules as outlined in the Texas Association Lease. Your Security Deposit refund (less lawful deductions) will be mailed within 30 days after vacating the unit.

LEASE TERMS: 6, 9 or 12 month lease



INCOME AND RENT LIMITS:

This chart represents the current gross rent and income limits at Avenue

The income limit is the maximum income you can earn to live in a program unit. These limits are released by the federal government every year and are based on what other people in your area earn. Income limits vary by the number of household members.

The rent limit is the maximum rent the property may charge for the program units. The rent limit is a percentage of the income limit. Rent limits vary by the number of bedrooms in an apartment.

Income Limits - Per Person (2.5 x The Rent)								
AMI	Rooms Per Unit	Rent	Minimum Required Annual Income	1	2	3	4	5
30	1 bedroom	\$445	\$13,350	\$16,650	\$19,020	\$21,390		
	2 bedroom	\$534	\$16,020	\$16,650	\$19,020	\$21,390	\$23,760	\$42,800
50	1 bedroom	\$743	\$22,290	\$27,750	\$31,700	\$35,650		
	2 bedroom	\$891	\$26,730	\$27,750	\$31,700	\$35,650	\$39,600	\$42,800
60	1 bedroom	\$891	\$26,730	\$33,300	\$38,040	\$42,780		
	2 bedroom	\$1,069	\$32,070	\$33,300	\$38,040	\$42,780	\$47,520	\$51,360
70	1 bedroom	\$1,040	\$31,200	\$38,850	\$44,380	\$49,910		
	2 bedroom	\$1,247	\$37,410	\$38,850	\$44,380	\$49,910	\$55,440	\$59,920
80	2 bedroom	\$1,426	\$42,780	\$44,400	\$57,040	\$57,040	\$63,360	\$68,485

INCOME REQUIREMENTS:

- Must have verifiable monthly earned income at least 2.5 times the monthly rental amount.
- Co-signers will not be accepted.

EMPLOYMENT HISTORY: Each employed applicant over the age of 18 years must provide the most recent **two (2) months** of consecutive pay stubs. If pay stubs are unavailable, then a third-party Verification of Employment will be obtained. Employment must be verified for the last 12 months. In the event of a job change in the last 6 months, we will confirm employment end date. Proof of retirement benefits, social security or disability income is required.

SELF-EMPLOYMENT: Self-employed individuals are required to provide business book-keeping records with supporting documents which may include copies of checks, invoices, contracts, business bank statements, receipts, Profit/Loss statement, or 1099s **AND** a copy of the most recent year's tax return (1040 with Schedule C), if available. Supporting documentation must be submitted even if a tax return is provided. If documents cannot be provided to support your stated income from self-employment, then your application may be denied.

ASSETS: Each applicant is required to provide proof of all owned assets prior to application approval. Acceptable forms of asset verifications include, but are not limited to:

- 6 Months of consecutive checking bank statements
- Most recent savings statement, pre-paid debit card statement or ATM receipt showing current balance

CREDIT HISTORY / RESIDENTIAL HISTORY: Avenue J staff will obtain a credit report from a Credit Bureau on each applicant. A minimum credit score of 600 is required. All rental history reflected on the credit report will be verified. The name of the third-party screening company will be provided upon request. Rental history must be provided on application for past 2 years.

Applicants who have skipped/left without notice, been asked to move, terminated or non-renewed by management, or have a history of lease violations at any previous rental property will be denied; applicants who can show a minimum of 12 months of positive rental history (defined as “good standing” below) since the negative rental history will be considered for occupancy. Applicants who currently owe money for property damage may be denied. Applicants will not be denied solely for rental history that reflects money owed for nonpayment of rent.

Applicants who have negative rental history at any community owned and managed by NNHI will be denied. Negative Rental History is defined as those who have been evicted, skipped/left without notice, asked to move by management, non- renewed, or currently owe NNHI money for rent and/or damages.

The above does not apply to applicants who were charged for any damages and/or received lease violations that are related to protections under the *Violence Against Women Act (VAWA)*.

Utilities: Electric must be in the new residents name prior to move-in. If not, the resident must pay an additional fee of \$50 in order to move in and the electricity will be cut off the next working day. If the new resident is unable to pay the additional fee, the resident will not be able to move in until the electricity is in the resident’s name

CRIMINAL HISTORY:

CRIMES AGAINST PERSONS	Assault 1	3 yr.
	Assault 2	5 yr.
	Assaults (3+)	perm. denial
	Assault (Felony)	7 yr.
	Assault (Felony) 3+	perm. denial
	Aggravated Assault	5 yr.
	Aggravated Assault 3+	perm. denial
	Deadly Conduct	Documentation Required
	Terroristic Threat 1	3 yr.
	Terroristic Threat 2	5 yr.
	Terroristic Threat 3	perm. denial
	Domestic Violence	3 yr.
	Use of Firearm	5 yr.
	Armed Robbery	5 yr.
	Unarmed Robbery	3 yr.
	Attempted Murer	perm. denial
	Homicide	perm. denial
	Manslaughter	perm. denial
	Kidnapping / Abduction	perm. denial
	Sex Offenses	perm. denial
Indecent Exposure (Documentation)	Documentation Required	
Stalking	3 yr.	

MISC.	Nonviolent Felonies	3 yr.
	Class A Misdemeanors	1 yr.
	Re-Screen at Annual Recertification	
CRIMES AGAINST PROPERTY	Class B Misdemeanors	6 mo.
	Arson	perm. denial
	Animal Cruelty	3 yr.
	Burglary B&E	1 yr.
	Theft/Stealing/Fraud	3 yr.
	Vandalism	1 yr.
CRIMES AGAINST SOCIETY	Drug Possession	
	Drug Possession (Misc) W/ 5yrs 1x 1 yr	1 yr.
	Drug Possession (Misc) W/ 5yrs 2x 3 yr	3 yr.
	Drug Possession (Felony) W/ 5yrs 1x 3 yr	3 yr.
	Drug Possession (Felony) W/ 5yrs 2x 3 yr	5 yr.
	Drug Possession (Felony) W/ 5yrs 3+	perm. denial
	Drug Possession (Multiple) Older than 5 yrs	Case by Case
	Drug Manufacturing/Trafficking/Distribution	5 yr (over 1gram, felony only)
	Drug Manufacturing/Trafficking/Distribution -+3	perm. denial
	Manufacture Methamphetamines	perm. denial
	DUI	
	DWI	

FULL TIME STUDENT STATUS:

For households applying for a unit that is both a LIHTC and HOME, both student status standards must be applied separately and the household member has to qualify under both programs.

Student Status –HOME:

To be eligible for occupancy in a HOME unit, ANY household member who attends an institute of higher learning (full-time OR part-time) must meet at least one of the following qualifiers:

- A dependent of the household living with a parent
- is under the age of 24
- A veteran
- Married
- A parent with a disabled child
- A disabled individual who was receiving Section 8 assistance prior to November 30, 2005

If they do not meet one of the above, the student must be either:

- Independent from parents OR
- Have parents who are income-eligible

Student Status –LIHTC:

The IRS Code prohibits tax credit units being used as dormitories. Generally, households made up entirely of full-time students do not qualify.

- I. A full-time student is defined as any individual of any age who:
 - a. Attends a school with facilities and regular student body (including online-based learning).
 - b. Attends all or parts of any 5 months out of the calendar year (not necessarily consecutively).
 - c. Is considered full-time by the school that they attend, based on that school's definition of a fulltime work load.
- II. There are five exceptions to the student rule prohibiting households made up entirely of full-time students.
 - a. Full-time student households must meet one of the exceptions continually to live in an LIHTC for the period of time that everyone is a full-time student:
 - i. All adults are married and entitled to file a joint tax return.
 - ii. An adult member is a single parent with a minor child in the unit, the adult is not a tax dependent of any third party, and the children are not claimed as a tax dependent by anyone other than one of their parents (even if the other parent is not in the unit).
 - iii. The household includes a member who receives welfare assistance in the form of Temporary Assistance to Needy Families (TANF).
 - iv. The household includes a member who formerly received foster care assistance (that means they were a foster child or adult).
 - v. The household contains a member who gets assistance from the Job Training Partnership Act (JTPA) or similar programs. (NOTE: The "Workforce Investment Act" has replaced JTPA).

Student status eligibility will be verified at Move-in, Annual Recertification, and Interim and Initial certification.

NOTE: Full Time Students who do not meet the required exemptions will be issued a Non-Renewal at the end of the lease contract.

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.

Any falsification in the application process will result in the automatic rejection of an application.

I have read and understand the Tenant Selection Criteria of this community.

Applicant Signature

Date

