

# PINNACLE APPLICATION QUALIFICATION CRITERIA

## Gramercy Park

Our community supports equal housing opportunity, including the Fair Housing Act as amended, and does not discriminate in housing based on race, color, religion, sex, sexual orientation, national origin, familial status or disability. In addition, many state and localities have their own local fair housing laws or ordinances, which may protect additional characteristics from discrimination in housing. Our community does not discriminate on the basis of any state or locally protected characteristics. Please note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation that all residents and occupants currently residing at this community have met these requirements. There may be residents and occupants that have resided at this community prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from various resident credit reporting services used. Please review this information before completing the application and paying the application processing fee, which is non-refundable. Falsification of information on the application will result in denial of residency and loss of application deposit as liquidated damages for our time and expense.

Pinnacle Property Management Services, LLC, d/b/a Pinnacle, requires all applicants to meet the following criteria in order to qualify for this affordable housing community:

### IDENTIFICATION

All applicants will be asked to provide positive identification and evidence of their lawful presence in the United States.

All applicants must present a valid driver's license or other government-issued photo identification and one of the following: 1) a United States government issued Social Security number; 2) Form I-94 Arrival-Departure Record showing entry date and authorized period of stay; 3) temporary resident alien card verifying approved entry by the United States government (I-94W); 4) Form I-95; 5) Form I-151; 6) I-551 Permanent Resident Card (Alien Registration Receipt Card); 7) Form I-688 Temporary Resident Card; 8) Form I-688A Employment Authorization Card; 9) I-688B; or 10) I-766.

**\*\*NOTE: The identification, income, employment and deposit requirements may be modified if required by federal subsidy or financing programs.**

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### INCOME VERIFICATION REQUIREMENTS

- If employed, applicant must supply 3 months of stable verifiable employment. If less than 3 months of verifiable employment history, an additional deposit may be required.
- Applicant must provide authorized written verification of any additional sources of household income, including but not limited to, child support payments, welfare payments, social security payments and interest from all bank accounts.
- If self-employed, applicant must provide (1) the prior year's tax return with Schedule C form with the applicant's affidavit that anticipates his/her NET earnings for the next 24 months; (2) CPA/accountant's statement of the prior year's tax returns and anticipated NET income for the next 24 months; or (3) 24 months of certified or uncertified financial statements (including accountant's calculation of straight-line depreciation expense if accelerated depreciation was used on the tax return or financial statement). Otherwise, an additional deposit may be required.
- Full-time student households are not eligible for tax credit affordable housing unless the household meets 1 of 5 specific exemptions as outlined by the state program. If you are a full-time student household, please ask before submitting your application whether you meet one of these exemptions.

### RENT TO INCOME RATIO

- Housing Choice Program voucher holders (Section 8) applicants are welcome.
- If a voucher is presented, then the household income must be within the maximum allowed income range as specified by the state housing regulations.
- The household must have income at least 2.5 times the tenant paid portion of the rent.
- Maximum rent and maximum income guidelines are adhered to as required by affordable housing programs. For tax credit properties, the household income must be at least \$2500 per year, with a maximum allowed income range specified below:



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### Household Size

<b>1 person</b>				
<b>2 persons</b>				
<b>3 persons</b>				
<b>4 persons</b>				
<b>5 persons</b>				
<b>6 persons</b>				
<b>7 persons</b>				
<b>8 persons</b>				

### Maximum Gross Rents

	<b>0 Bedroom</b>	<b>1 Bedroom</b>	<b>2 Bedroom</b>	<b>3 Bedroom</b>	<b>4 Bedroom</b>

All members of the household are counted toward the maximum income limits, including children under the age of 24 months.

### **CREDIT SCREENING** (excluding student loans and medical accounts)

- An applicant with an unsatisfactory credit report may be denied.
- Excessive collection accounts, including utility accounts (regardless of status) will result in denial of the rental application. All utility collection accounts within the last 2 years must be paid in full and confirmation presented with the application in order to be approved.
- An applicant whose credit report contains more negative than positive history may be approved subject to an additional deposit.
- Bankruptcy (regardless of discharge) or repossession within the last 24 months may be grounds for denial of the application or may require an additional deposit for approval.
- **Rental housing debt, evictions, or collections within the last 24 months will result in automatic denial of the application.**
- Any unresolved tax liens will negatively impact the overall applicant screening result.

### **RESIDENCY HISTORY**

- All occupants 18 and over (except first-time renters) must have at least 3 months of verifiable residency history immediately preceding application. Verification must be performed by a third party entity. You cannot owe an apartment community/landlord more than \$1. You cannot have more than 0 evictions/judgments. Verification by an individual will not be accepted unless proof of payments on a timely basis is included.
- First-time renters or applicants with no verifiable residency history will require payment of an additional deposit in lieu of immediate past rental history.
- Residency history that includes prior evictions, 3 late payments, 3 returned checks, poor housekeeping, conduct disturbing the rights and comforts of other residents, unauthorized occupants, property damage or failure to adhere to the policies and regulations of the community or management company will result in automatic denial of the application.
- Landlord reference indicating the landlord would not re-let to the applicant due to lease violation is grounds for automatic denial of the application.
- If Applicant owned his/her immediate prior residence, mortgage history will be verified through credit report or other documentation of home ownership.



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- An applicant cannot be declined based solely on or in part to their inclusion in the Violence Against Women's Act.

### CRIMINAL HISTORY SCREENING

- All applicants (and current residents upon renewal if applicable) will be screened for criminal history.
- **Gramercy Park considers the entire application. We do not exclude individuals simply because of prior convictions and only consider records that are reportable under the Fair Credit Reporting Act and rules of Texas.**
- Convictions do not result in automatic denial of application or lease renewal; consideration will be given to the nature, date, and circumstances of conviction.
- Convictions involving sexual misconduct (as defined by state law), drug related crimes, theft by check or a physical crime against a person or another person's property may allow approval of the application with special conditions, or denial based on the crime and date of said criminal charges.
- **Applicants or current residents appearing on the list of known terrorists and wanted fugitives as provided by the Office of Foreign Asset Control (OFAC), federal agencies (including the FBI or other state and local law enforcement agencies) will be denied. All applicants and current residents aged 18 and over will be screened through the OFAC.**

**All persons 18 and over intending to reside in the apartment must qualify in each of the above categories with the exception that the household's combined income may be used to satisfy the rent to earnings ratio.**

**Any person under the age of 18 intending to occupy the apartment must be identified on the application and listed on the lease or such person will otherwise be considered an unauthorized occupant.**

### OCCUPANCY STANDARDS

Occupancy of the apartment is limited to those persons listed on the lease and is based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet space. Occupancy shall not exceed two persons per bedroom plus one additional person per apartment.

Occupants under the age of 24 months at the time of lease signing or renewal are not counted toward maximum occupancy. Rooms such as a study or den may be considered a bedroom for purposes of maximum occupancy.

**Definition of occupants** - Occupants are immediate family members under the age of 18 or legal dependents as indicated on the most recent federal or state income tax form.

### MINIMUM LEASE TERM

The minimum initial lease term for tax credit affordable housing is 12 months. The minimum lease term for HUD-assisted housing is 12 months.

### PROGRAM REQUIREMENTS

Any of the above screening criteria may be modified as required by requirements of the applicable affordable housing program.

### PROCEDURE FOR NOTIFICATION OF DENIAL OF APPLICATION

Should your application be denied, an adverse action letter will be provided. You may have the opportunity to file a grievance challenging the decision to deny your application; you will receive information regarding your rights to grievance with the adverse action letter.

### REASONABLE ACCOMMODATIONS TO DISABILITIES

As part of this property's commitment to equal housing opportunity and non-discrimination on the basis of disability, you may request reasonable accommodations that are necessary because of a disability during the application process. Please notify the Property Manager at (281) 497-7300 or in writing to Gramercy Park, 3225 Woodland Park Dr, Houston, TX 77082 if you believe any such accommodation for a disability are necessary. The Property Manager will respond to your request within 72 business hours of receipt.

### PET POLICY

- The following breeds are restricted.



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- Rottweilers, Chows, Dobermans, Akitas, Pit Bull, and Wolf Hybrids - including mixed breeds and/or similar bloodlines.
- Some states and/or municipalities may have enacted legislation that limits ownership of aggressive breeds that may not be listed above.
- Veterinarian documentation must be provided giving all current vaccination information, prior to move in.
- All deposits and non-refundable fees must be paid prior to the resident moving into the property.
- Refer to state and local laws for appropriate definition of " Exotic pets".
- If you have paid the additional deposit for the pet and the pet is later permanently removed from the home, the additional deposit will not be refunded until the resident vacates the home.
- For any aquarium over 20 gallons, the resident is required to provide proof of valid renter's insurance.
- Service animals will be accepted without breed or weight restrictions. Certification must be obtained prior to move in or allowing service animals in your home and an Accommodations Request Form must be completed.
- You are responsible for your pet's behavior.

### WAITLIST POLICY FOR STANDARD AND HANDICAP ACCESSIBLE APARTMENT HOMES

The waitlist will be used on a first come, first serve basis unless you are under the protection of the Violence Against Women's Act or Persons with Disabilities Act. The waitlist will remain open to applicants that want to move into an apartment that is not available at the time of application. No monies will be exchanged when you are added to the waitlist. The waitlist will be reviewed daily, and apartments will be assigned appropriately. We will contact you when we have an apartment available that fits your requests and needs. Applicable fees such as a security deposit and an application fee may be required to secure the apartment.

### UNIT TRANSFER POLICY

Your account must be in good standing to transfer. Prior to a transfer being approved, a walk through must be completed to ensure acceptable condition. You must have fulfilled at least seven months of the lease to qualify and pay through a written 30-day notice. If you have an initial lease term shorter than seven months, you are not eligible for transfer until you have occupied the unit for a full seven months. Based on an increased rent amount, income verification will be done and approved according to criteria. Any concessions received will be required to be paid back. A new application and new lease with new lease terms will be executed. Deposits will not be transferred unless there are extenuating circumstances such as a fire-damaged unit, an approved Reasonable Accommodations request or persons classified as victims under the VAWA act. All transfers will require the Regional Property Managers approval.

### ACKNOWLEDGMENT

By signature below, Applicant acknowledges that he/she has reviewed the rental selection criteria, which includes reasons why the application may be denied. The Applicant understands that if he/she does not meet the rental selection criteria or fails to answer any question or gives false information, we may reject the application, retain fees allowed by statute and terminate any right of occupancy

### ALL APPLICANTS MUST SIGN:

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Applicant Name(s)

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date



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Applicant Signature

Date

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