



Alpha-Omega Properties, Inc.

Providing Quality Service from Beginning to End

RESIDENT QUALIFYING CRITERIA FOR ALPHA-OMEGA PROPERTIES, INC.

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.

1. A separate rental application must be fully completed, dated and signed by each applicant and all co-applicants. Spouses can complete one rental application.
2. The rental application will be reviewed when submitted so we'll have all information needed to determine your eligibility.
3. Each applicant must provide government-issued photo identification and allow it to be photocopied.
4. Applicants who are first-time renters or who do not have sufficient income under paragraph 6 below, may qualify by having the lease guaranteed by a guarantor. The guarantor must have a gross monthly income of at least 3 times the monthly rent and must meet all other qualifying criteria. The guarantor must complete and sign a lease guaranty agreement. Guarantors may be held responsible for all of the lease obligations, including the entire rent and other costs, such as damages, even if you have roommates.
5. 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. See our attached family occupancy policy, covering various sizes and configurations of units and children's ages during the lease term.
6. Employment and monthly income must be verifiable. Total monthly income of all applicants must be 2 times monthly rent. (Otherwise, a guarantor is necessary.)
7. 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 (including children) 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, 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 _____

updated 10/20/2015

FAIR HOUSING POLICY FOR
Alpha-Omega Properties, Inc.

1. *Fair housing policy.* We are absolutely committed to compliance with fair housing laws. Different apartment communities may have different policies, provided that the policies do not violate fair housing laws. State and federal fair housing laws do *not* require equal treatment of all persons. Instead, they require that persons may not be discriminated against *because of race, color, religion, sex, national origin, handicap or familial status*. Under federal fair housing laws, rental housing owners may treat people differently *for reasons other than those listed above*—such as rental history, credit record, criminal history, income, current drug use, etc., and settlement of outstanding debt. Texas fair housing statutes and regulations are substantially identical to federal laws. City ordinances may add other protected classes such as age, student status, vocation, sexual preference, etc., which aren't protected classes under federal and state law. Note that HUD formalized a rule allowing fair housing claimants to proceed on a "disparate impact" theory, whereby a policy or practice may be found to be discriminatory even if facially neutral, but having a disparate impact on members of a protected class. This could lead to more fair housing claims attaching practices such as the use of criminal background checks.
2. *Definition of family.* Federal statutes and regulations define a "family" as follows: A family consists of one or two adult parents or custodians plus a child who must be: (1) their natural or adopted child; (2) a child who they have legal custody of or are applying for legal custody of (e.g., guardian/ward or foster parent/child); or (3) a child who is living with the adult(s) by written permission of the child's parent or custodian. A pregnant woman also is considered a family under the federal fair housing statute. (A married couple without children living with them does *not* constitute a family.)
3. *Two persons per bedroom.* Each of the following types of applicants must rent at least the number of bedrooms indicated, with exceptions, if any, as required by federal fair housing laws. Applicants or guarantors must qualify for the amount of rent stated.
 - (a) Only one adult—one bedroom.
Applicant must qualify for entire monthly rent.
 - (b) Only husband and wife—one bedroom.
Husband and wife together must qualify for entire monthly rent.
 - (c) Family of two—one bedroom.
Applicant must qualify for entire monthly rent.
 - (d) Family of three—two bedrooms.
Applicant must qualify for entire monthly rent. Husband and wife may qualify together. Under our community's policy, a baby under _____ old may sleep in the same room as the baby's parents.
 - (e) Family of four—two bedrooms.
Applicant must qualify for entire monthly rent. Husband and wife may qualify together.
 - (f) Two roommates (not a family)—one bedroom.
Each roommate or guarantor must qualify for one half of monthly rent.
 - (g) Three roommates (not a family)—two bedrooms.
Each roommate or guarantor must qualify for one half of monthly rent.
 - (h) Four roommates (not a family)—two bedrooms.
Each roommate or guarantor must qualify for one half of monthly rent.
4. *Applications.* Each roommate, parent and adult living in a unit must submit a separate rental application. A husband and wife may submit a joint application. In renting to roommates, all roommates must be 18 or older.
5. *Two different families may live in same unit only if:* (1) a single parent with child(ren) lives in the same unit with another single parent with child(ren); (2) the persons-per-bedroom ratios are met; and (3) each parent qualifies for at least half the monthly rent.
6. *Otherwise, non-family members (adults or minors) may live with a family only if:* (1) the persons-per-bedroom ratios above are met; and (2) the parent(s), guardians or legal custodians of the children who live in the unit qualify for entire monthly rent.