

## **Application Addendum - Important Information**

**Some applicants may not qualify for an apartment with Redbird Trails Apartments.** Please read the following information carefully to determine whether you may have an issue with the basic criteria.

If you do not meet **all** of the following basic criteria – you will not qualify for regular deposit(s).

- You must have 6 months rental history within the last 6 months. The rental history cannot be with a friend or relative. In most cases rental houses do not meet this requirement. You must not have any evictions or broken leases.
- You must have been on your current job for at least 6 months. You must be able to provide check stubs or other valid proof of employment. Self employment may not meet this requirement.
- You must make at least 3 times the monthly rent of the apartment you choose.

If you have rental history – within the last 6 months - but have not been on your current job for at least 6 months – we may be able to accept you with a deposit equal to a first time renter.

#### Co-signers are not accepted

#### **Deposit Schedule:**

\$150 Deposit for 1 Bedrooms – For well qualified renters with ONLY good rental history and job \$200 Deposit for 2 Bedrooms – For well qualified renters with ONLY good rental history and job \$500 Deposit on 1 Bedrooms and \$600 Deposit on Two Bedrooms for **First Time Renters Deposit equal to one month's rent For Second Chance Leasers** 

**Rental History:** Poor or negative previous rental history can prevent you from being approved for an apartment. Repeated disturbances, police or security involved incidents, lease infractions, current/recent evictions or broken leases, damages to property or owing apartments due to resident caused damages are examples of unacceptable rental history.

**Criminal Offense History** can/may prevent you from being accepted for an apartment. If you have a criminal offense record – see our Resident Selection Criteria and ask detailed questions about our policy **before** submitting your application.

**Utilities** Residents are responsible for paying utilities. You can select and pay your electric through any electric service provider that you choose. You pay your water, trash and sewer to this office. The water bill is due on the first of each month with your rent and is subject to late fees as is the rent.

# Renter's Insurance – We strongly advise ALL residents to acquire AND maintain Renter's Insurance with Personal Property coverage and Liability coverage of at least \$100,000.00 for the entire time they live with us.

**Application fees are non-refundable.** There is an application fee of \$35.00 per person - even if you are applying during a move in special.

I have read and understand the information listed above. I also understand that this is basic information about Redbird Trails' basic rental criteria and that other criteria may apply.

Applicant Signature

Date

Applicant Signature



# APPLICATION ADDENDUM FOR ADDITIONAL ADULTS

Primary Applicant's Name:	Date		
ABOUT YOU Full Name (exactly as it appears on driver's license or g	govt. ID)		
Former name (if applicable)			
Gender Birthdate	Social Security #		
Driver license #	State		
Government ID #	State		
Home phone	Cell phone		
Email adress			
Marital status 🗆 Single 🗆 Married U	J.S. citizen? 🗆 Yes 🗆 No		
YOUR WORK			
Current Employer			
Address			
Work phone	Hire date		
Gross monthly income \$	Position		
Supervisor	Phone		
Source(s) of any other income	Gross monthly income \$from these sources		
	Date		



# **Resident Selection Criteria**

Redbird Trails Apartments does not discriminate against any person or household based on race, color, religion, sex, disability, familial status, national origin or any other protected class status. The Rental Criteria listed below is applied uniformly and in a manner consistent with all applicable law, including but not limited to, Texas and Federal Fair Housing Acts, the Federal Fair Credit Reporting Act, program guidelines and the TDHCA's rules. The Rental Criteria listed below explains the policies of this community with regard to standards that must be met by each applicant in order to be approved for residency. This community is operated under the Low Income Housing Tax Credit (LIHTC) program of Section 42 of the Internal Revenue Code and, in addition to the criteria shown below, applicants are required to meet certain income guidelines as defined in that code. In addition to the LIHTC program, there may be other programs - such as the Affordable Housing Program - that place additional restrictions on income and assets. This community is not a part of the Section 8 program; however, we welcome and accept applicants with section 8 vouchers to apply for residency.

**Application Submission** – Applications may be submitted either in person or by mail to:

Redbird Trails Apartments 3636 W Red Bird Lane Dallas, Texas 75237 or by fax at 972-296-8837.

#### Age

All applicants must be of legal age. All parties 18 years of age or older, all heads of household under 18 years of age and all emancipated minors are required to complete an application.

#### **Identity verification**

All applicants are required to show a driver's license or government-issued photo identification to prove their identity and a Social Security or Taxpayer Identification card to prove the validity of the number provided. For those without a Social Security or Taxpayer Identification Number, instructions are found later in this document.

#### **Credit History**

A Credit, Eviction, Previous Rental and Criminal Record history will be obtained and evaluated by National Tenant Network, a third party tenant screening service. Each household will receive a score based on statistical data such as payment history, number and type of accounts, outstanding debt and age of accounts. Based on the score, the results of the criminal background check and subject to verification of household income and assets within the limits established by our Income & Rent Schedule, the application will be accepted, declined or accepted with conditions.

- Accepted: The applicant will be accepted and may assume occupancy with the standard deposits.
- **Declined:** Application will not be accepted. Applicant will be provided with contact information for the consumer reporting agencies who provided the consumer information. In the event that applicant disputes the accuracy of information on their credit, eviction or criminal report, it is the applicant's responsibility to contact the appropriate reporting agency and work with them to have the information corrected. If applicant is able to clear any incorrect or disputed information, applicant may re-apply for residency within thirty (30) days of the original Decline and will be reinstated to their original spot on the waiting list. After thirty (30) days, applicants wishing to apply for residency must reapply to the waiting list.
- **Accepted with Conditions:** The applicant will be accepted and may assume occupancy after paying a deposit equal to the amount listed below in Apartment Deposits.

#### **Rental History**

Poor or negative previous rental history can prevent you from being approved for an apartment. Poor or negative rental history is defined as repeated disturbances, police or security involved incidents, prior management references reporting drug manufacturing or distribution, lease infractions, failure to pay rent on a timely basis, current or recent evictions or broken leases, damages to property or owing apartments due to resident caused damages are examples of unacceptable rental history.

#### Applicants with no credit or rental history must provide:

- Proof of employment or other suitable source of verifiable income of at least 3 times the amount of rent.
- Additional deposit

**Residents of Foreign Countries:** If the applicant has no social security or Taxpayer Identification number, the following will be required:

- Proof of foreign citizenship;
- And, written verification of employment or recent pay check stub
- And, proof of monthly income equal to 3 times the amount of rent

#### **Student Status**

The LIHTC Program is designed to assist low and moderate-income applicants. It does not allow for the participation of households comprised solely of full-time students. Exceptions to this rule are as follows:

- Students receiving assistance under Title IV of the Social Security Act (AFDC or TANF-Not SSA/SSI).
- Students enrolled in a job training program under the Job Training Partnership Act or under other similar program.
- Single parent with a dependent child or children and neither the parent nor the child(ren) are dependent of another individual.
- Married and Filing (or are entitled to file) a joint tax return.
- Previously enrolled in the foster care program and aged 18-24.

#### **Income Verification**

The minimum income standard for all units is 3 times the monthly rent. Applicants with Section 8 vouchers must have income totaling 3 times the amount of their portion of the monthly rent. If the application is accepted or accepted with conditions, verification of all household income will be required. Income verification *may* include, but is not limited to:

- Social Security and/or SSI Benefit Statement
- Pay stubs reflecting the most recent three (3) pay periods
- Award letter for public assistance
- Pension information
- Bank statement showing recurring pay deposits
- Income tax return

#### **Maximum Income Limits**

Redbird Trails Apartments participates in both the Low Income Housing Tax Credit and the Affordable Housing programs. These federal programs require that applicant and resident incomes be limited by household size to the following:

1	2	3	4
person	person	person	person
\$42,000	\$48,000	\$54,000	\$60,000

#### **Maximum Occupancy Standards**

Redbird Trails Apartments has maximum occupancy standards. Guidelines are below:

- Unit Size Maximum Occupancy
- One Bedroom Two Persons
- Two bedrooms Four Persons
- During the first six months of the original rental term, no one will be allowed to be added to the lease or become an additional occupant unless they are a new born or newly adopted child.

#### **Apartment Deposits**

- Apartment deposits are required at the time of application submission and are fully refundable.
- Regular deposits for Accepted Applicants are \$150 for a 1 bedroom and \$200 for a two bedroom for well qualified renters

**Persons who have a derogatory rental history** such as an eviction or broken lease may be eligible for our "Second Chance" lease program providing the following requirements are met.

- Deposit will be equal to one month's rent
- Derogatory history must be at least 1 (one) year old with a balance less than \$1,600
- Must meet job history & income requirements listed above exceptions may be considered for an additional deposit.

#### Pets

Redbird Trails Apartments allows cats and dogs. There is a maximum of two (2) pets per apartment and each pet has a maximum allowable fully-grown weight of 20lbs. There is a \$300.00 deposit required per pet with \$150.00 of that non-refundable. This payment is due at the time of move-in or when the pet(s) first enters the premises. Visiting pets, temporary pets and foster pets are held to the same size, weight, occupancy and deposit requirements. Any additional deposit required due to the housing of pets is NOT REFUNDABLE until the time the unit is completely vacated and possession is returned to Redbird Trails Apartments.

**Assistive animals** are not pets and are not subject to the above policy. To be classified as an assistive animal, verification that the animal may be needed for the individual to have equal opportunity to use and enjoy the housing will be required.

#### Transfers

After move-in, residents may be granted a transfer to a different unit with management approval. A transfer can occur at either management or the resident's request. Reasons for a transfer may include, but not be limited to, overcrowding or to accommodate a disability. Occupancy Standards must still be followed.

Transfers of current Residents whose names are on the Transfer Waiting List due to disability accommodation or overcrowding will take priority over Applicants on the outside Waiting List.

All other pending transfers will be given the same consideration as applicants on the outside Waiting list. Applicant understands that, should applicant's apartment become overcrowded, management may require a transfer to a larger unit that will accommodate the new household.

#### **Criminal Background Screening**

A criminal background screening will be conducted for all applicants. This screening will check criminal offence history and applicants can/may be denied based on certain felony and/or misdemeanor convictions on a case by case basis. Denials are based on the following:

- 1. Applicant(s) have been convicted of any felonies that are less than 7 years old.
- 2. Applicant(s) has been convicted of a Felony or Misdemeanor offense involving sexual misconduct.
- 3. Applicant(s) has been convicted of a Felony offense involving burglary of a building or habitation, assault or a violent crime.
- 4. Applicant(s) is a current manufacturer or distributor of a controlled substance.
- 5. Applicant(s) has been convicted of a Felony drug related offense.
- 6. Applicant(s) has more than 3 misdemeanor convictions

**Automatic Denial** Applicants will automatically be denied residency if there is falsification of any information entered on application forms.

#### Please sign and return with the completed Application and Application Addendum - Important Information

#### I acknowledge receipt of a copy of this Resident Selection Criteria and understand its contents.

Signature

Date

Signature

Date

**VAWA Protections** - The Landlord may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other "good cause" for termination of assistance, tenancy or occupancy rights of the victim of abuse. • The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse. • The Landlord may request in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

**Reasonable Accommodation Requests -** It is the policy of Redbird Trails Apartments to provide reasonable accommodation in housing for qualified residents and applicants with disabilities. You may request a reasonable accommodation at any time. Redbird Trails considers each request for reasonable accommodation individually.

All **Policies and Procedures** required by the TDHCA are available for review and copies will be provided upon request to applicants, residents or their representatives.



Revision 05-06-2022



## **Privacy Policy on Personal Information**

We are dedicated to protecting the privacy of your information. This includes your Social Security or other government identification numbers. Our Privacy policy is to help assure you that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

**How information is collected.** You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be in the rental application form or other documents that you provide to us either on paper or electronically.

**How and when information is used**. We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe in the future.

**How the information is protected and who has access**. Only authorized persons have access to your Social Security or other governmental identification numbers. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

**How the information is disposed of.** After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

**Locator Services.** If you were referred by a locator service, please be aware that the locator services are independent contractors and are not our employees-even though they may have initially processed a rental application or filled out lease forms. You should require any locator services you use to furnish you their privacy policies.

Thank You, Tena Cavasos Property Manager Redbird Trails Apartments



# **RBT Guarantee**

We're not like other apartment communities! Although you must leave a deposit in order to apply – we're not trying to keep your money!

Redbird Trails Apartments Guarantees that if your application is not approved – for any reason – your full deposit amount will be refunded. That's it! No tricks – just treats.

The only reason we would keep your deposit is if you've been approved and we've held an apartment for you for a week or longer and you change your mind at the last minute. That's reasonable, right? We think so.

We realize that you can chose where you want to live. We're glad you've chosen Redbird Trails. We guarantee it!

Deposit Amount:\_\_\_\_\_\_. This deposit is based on verbal information you have given us. A further credit check is required. The required deposit amount can go up or down depending on verification of your unique credit history.

Applicant's Signature

Redbird Trails Agent Signature

Date

Date

## TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

## **RELEASE AND CONSENT FORM**

I. THIS SECTION TO BE COMPLETED BY DEVELOPMENT			
Development Name:	TDHCA/CMTS Number:		
Contact Name:	Contact Title:		
Development Address:	Phone:		
Email Address:	Fax:		

#### **II. THIS SECTION TO BE COMPLETED BY APPLICANT**

#### **Applicant/Resident Name:**

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 application for participation in a Texas Department of Housing and Community Affair's (TDHCA) Affordable Housing Program. I/we authorize release of information without liability to the administrator/owner/management listed above, and/or the Texas Department of Housing and Community Affairs and/or the Department's service provider.

#### **INFORMATION COVERED**

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquires that may be requested include, but are not limited to: personal identity, student status, employment, income, assets, and medical or childcare allowances. I/We understand that this authorization cannot be used to obtain information about me/us that is not pertinent to my eligibility for and continued participation in a TDHCA Affordable Housing Program.

## **GROUPS OR INDIVIDUALS THAT MAY BE ASKED**

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

Past and Present Employers	Welfare Agencies	Veterans Administrations
Support and Alimony Providers	State Unemployment Agencies	Retirement Systems
Educational Institutions	Social Security Administration	Medical and Child Care Providers
Bank and other Financial	Utility Providers	Previous Landlords
Institutions Public Housing Agencies	Appraisal Districts	Insurance Carrier

#### **III. APPLICANT CERTIFICATION**

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this 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.

Applicant/Resident Printed Name	Signature	Date	
Co-Applicant/Resident Printed Name	Signature	Date	
Other Adult Member Printed Name	Signature	Date	
Other Adult Member Printed Name	Signature	Date	

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 FOR COPY OF A TAX FORM" MUST BE PREPARED AND SIGNED SEPARATELY.



972-296-9787 - Phone 972-296-8837 - Fax

# **REQUEST FOR RENTAL INFORMATION**

То:		AUTHORIZATION: I or we Authoriz	ze (owner's name)	
Phone		<b>Redbird Trails Apartments</b>	and it's agents	
Fax		to: (1) share the above information with owner's electric provider and (2) verify		
		by all available means, the above, including reports from con	nsumer reporting	
Applicant's Name and Address:		agencies before, during and after tenancy on matters relating	to my lease, and	
		income history and other information reported by employer(	s) to any state	
		employment security agency (e.g. Texas Workforce Commis	ssion). Work	
		history information may be used only for the Rental Applica	tion. Authority to	
		obtain work history information expires 365 days from the d	ate of this application	
D.L.#		Applicant Signature		
S.S.#		Spouse's Signature		
Name & Position of Person Fill	ing Out This Form	Date Compl	leted	
	0	,		
Did applicant give proper notice:	YES or NC	)		
Move In date:	Move Out date:	Lease Expires:		
Was applicant asked to move out b	by management or give	ven a notice of non-renewal?	YES or NO	
If yes, please explain:				
How much is monthly rent?		Is rent paid on time? YES	S or NO	
If not, how many times late?		NSF Payments? YES	6 or NO	
Does/has applicant had any: Pe	etsRo	omatesBedbug Issu	ues	
Lease Violations? YES or No	O If yes, expla	ain		
Is applicant paid to date?	YES or NO If	no, what is current balance?		
Eviction ever filed on this resident?:	YES or NO	When:		
Would you lease to again?	YES or NO	Explain:		

Thank you for your prompt attention to this matter, we appreciate your help!



## Supplemental Rental Application for Units Under Government Regulated Affordable Housing Programs

Date when filled out:

- 1. Supplemental Information. The purpose of this Supplemental Rental Application is to determine whether you qualify for affordable rental housing under a government regulated affordable housing program. It is very important that you answer all questions fully and accurately.
- 2. Employment Update. Present employer: City, State, ZIP: Address: Work Phone: Position: Household Composition. List all persons, including yourself, who will be living in your household 3. **Student Status Full Name** Relationship Age Number of Persons 1 (Head of Household) □ Full-time □ Part-time □ N/A 🗆 Full-time 🗆 Part-time 🗆 N/A 2 Full-time 
  Part-time 
  N/A 3 🗆 Full-time 🗆 Part-time 🗇 N/A 4 Full-time 
  Part-time 
  N/A 5 □ Full-time □ Part-time □ N/A 6

Does anyone live with you now who is not listed above? 🗆 Yes 🗆 No. Does anyone plan to live with you in the future who is not listed above? 🗆 Yes 🗆 No. If you answered "Yes" to any question, please explain:

Are you a veteran? Test Son No Important Information for Former Military Services Members. Women and men who served in any branch of the United States Armed Forces, including Army, Navy, Air Force, Marines, Coast Guard, Reserves or National Guard, may be eligible for additional benefits and services. For more information please visit the Texas Veterans Portal at https://veterans.portal.texas.gov/.

Are any of the household members listed above: Foster children? Yes No Live-in

Live-in attendants? 🗆 Yes 🗖 No

Were any of the names listed above students in the year this application was completed? 🗆 Yes 🗆 No. Do any of them plan to be students in the year this application is completed? 🗠 Yes 🖨 No. If you answered "Yes" to either question, please explain:

Income. List all income of all adults and persons in your household, including those under 18 (except for income earned from employment by persons under the age of 18 who are dependents of another household member).

Gross Monthly Income Source: Indic your household receives income from		Applicant	Co-Applicant	Other Household Members	Total
Salary	🗆 Yes 🗆 No	\$	\$	\$	\$
Overtime Pay	🗆 Yes 🗆 No	\$	\$	\$	\$
Commissions and Fees	🗆 Yes 🗆 No	\$	\$	\$	\$
Tips and Bonuses	🗆 Yes 🗆 No	\$	\$	\$	\$
Interest and/or Dividends	🗆 Yes 🗆 No	\$	\$	\$	\$
Net Income from Business	🗆 Yes 🗆 No	\$	\$	\$	\$
Net Rental Income	🗆 Yes 🗆 No	\$	\$	\$	\$
Social Security, Supplemental Security Income	🗆 Yes 🗆 No	\$	\$	\$	\$
Pensions, Retirement Funds, etc.	🗆 Yes 🗆 No	\$	\$	\$	\$
Support from Parents or Relatives	🗆 Yes 🗆 No	\$	\$	\$	\$
Unemployment Benefits	🗆 Yes 🗆 No	\$	\$	\$	\$
Workers' Compensation, etc.	🗆 Yes 🗆 No	\$	\$	\$	\$
Alimony	🗆 Yes 🗆 No	\$	\$	\$	\$
Sources of Child Support: • Court-ordered (regardless if paid) • Voluntary payments • Anticipated payments	□ Yes □ No □ Yes □ No □ Yes □ No	\$ \$ \$	\$ \$ \$	\$ \$ \$	\$ \$ \$
AFDC/TANF	🗆 Yes 🗆 No	\$	\$	\$	\$
Student Financial Assistance	🗆 Yes 🗆 No	\$	\$	\$	\$
Other: 🗆 Yes 🗆 No (explain)		\$	\$	\$	\$
. List all assets of all adults and persons i	in your bousehold in	luding those under th		TOTAL	\$

5. Assets. List all assets of all adults and persons in your household, including those under the age of 18.

Listing of All As	sets	Cash Value	Annual Interest, Dividends or Rent from Assets	Name of Financial Institution or Description of Asset	Account Number
Checking Account(s)	🗆 Yes 🗆 No	\$	\$		
		\$	\$		
Savings Account(s)	🗆 Yes 🛛 No	\$	\$		
		\$	\$		
Credit Union Account(s)	🗆 Yes 🛛 No	\$	\$		
Stocks, Bonds or Mutual Funds	🗆 Yes 🗆 No	\$	\$		
Real Estate or Home	🗆 Yes 🗆 No	\$	\$		
IRA/Keough Account	🗆 Yes 🗆 No	\$	\$		
Retirement Fund (401(k), 457, 403(b), etc.)	🗆 Yes 🛛 No	\$	\$		
Pension Fund	🗆 Yes 🛛 No	\$	\$		
Trust Fund	🗆 Yes 🗆 No	\$	\$		
Mortgage Note Held	🗆 Yes 🗆 No	\$	\$		
Whole Life Insurance	🗆 Yes 🗆 No	\$	\$		
Cash Value					
Other: 🗆 Yes 🛛 No (explain	ו)	\$	\$		

6. Rental Assistance. Do you receive any type of federal, state, or local government rental assistance? 🗆 Yes 🗅 No. If yes, please explain:

7. Asset Verification. Have you disposed of any assets for less than fair market value in the last two years preceding the date of this application? Tes Control of the date of this application?

8. Certification. By signing this Supplemental Rental Application, you as the applicant are certifying that all the above information is true and correct. You are consenting to disclosure of income and financial information from your employer(s) and any financial institutions where your assets are kept.

9. Recertification. If this form is being used for recertification and you have changed employment during the past year, you must complete the "Your Work" section of the TAA Rental Application.

Applicant

Date of Signing Application

**Date of Signing Application** 

**Co-Applicant** 

