

## WAITLIST POLICY – 1/1/2024

This property maintains a separate waitlist for the **50% and 60%** rent designations – the waitlist shall not exceed 60 participants. The income limits are shown in the Tenant Selection Criteria. Applicants and/or residents are placed in chronological order on the waitlist which corresponds to their stated income, with consideration to the unit bedroom size and accessibility features requested, if any. Persons interested in getting on the waitlist may inquire in person at the Leasing Office located at the address at the bottom of this document. Inquiries can also be made via email, US Mail, or by phoning the Leasing Office during regular business hours. Names will only be added if the waitlist is currently OPEN and accepting names. Staff will inform any interested party if the waitlist is currently OPEN or CLOSED at the time of the inquiry.

The following information will need to be provided to be added to an OPEN waitlist:

- Name of the head of household and family size
- Contact Information - phone number, email or other preferred contact method
- Unit size desired
- Estimated anticipated annual income
- Need for an accessible unit or eligible preference

This property cannot promise a possible length of waiting time as turn-over cannot be predicted. Disability status is **only** required if the applicant is requesting an accessible unit or reasonable accommodation; no specific medical information or documentation is required when being added to the waitlist.

When there are less than 60 participants on a waitlist, Property Management will OPEN the waitlist and accept names of potential applicants or current residents who request to be added to the waitlist. It is our policy that preference will be given, under certain circumstances and with non-accessible units, to existing/current residents over any applicant on our waitlist for the following reasons:

- Residents requiring an accessible unit, or
- Residents requesting a reasonable accommodation, or
- Resident protected under VAWA, or
- Emergency situations arise such as fire or flood and unit has been determined to be uninhabitable by management.

In accordance with 24 CFR 8.27 titled Occupancy of Accessible Dwelling Units and Chapter 1, Subchapter B of the Texas Administrative Code, if an accessible unit becomes available, we will first offer the unit to a current resident, having a disability requiring the accessibility features of the vacant unit and occupying a unit not having such features, and secondly we will offer the unit to an eligible qualified applicant on the waitlist having a disability requiring the accessibility features of the vacant unit. Otherwise, the selection process will be based on a first come, first served basis.

For VAWA reasonable accommodation requests, "resident" is defined as a current resident of any FC property and can be given preference on the waitlist for the property where that resident currently resides or at any other FC property. VAWA requests will be prioritized behind other reasonable accommodation requests already in effect at each property and can be added whether the waitlist is open or closed.

Current residents wishing to transfer from one unit to another within the community or who wish to apply for a lower rent restricted unit may be placed on the waitlist, as long as it is OPEN. Priority will be given to existing households requesting a unit transfer or designation change and current residents who are participating in a FOUNDATION COMMUNITIES' Special Programs such as Children's Home Initiative, Lifeworks, and SafePlace over prospective applicants on the waitlist.

When Management has been notified of a planned or actual vacancy applicants are selected from the waitlist in the date order the name was added using the maximum income limits and household size as

guidelines along with any priorities/preferences, disability/accessibility requirements and reasonable accommodations, if any.

Staff will contact a sufficient number of applicants to fill the vacancy by phone, email, or U.S. mail if that information is given. Management will also call or email a case manager or other contacts listed in order to ensure the applicant is aware of the vacancy and their opportunity to apply for residency. It is the prospect's responsibility to update contact information as it changes. Documentation of the attempted contacts will be noted.

Once an applicant is notified of a vacancy, an appointment will be set to complete the leasing application. The required Application Fee and refundable Security Deposit must be submitted along with proof of current income. The Application fee is non-refundable and will be applied to the credit and initial criminal background screening to determine eligibility. Applicants who are denied will receive a refund of their deposit and may not reapply for one (1) year.

Applicants who have been contacted and fail to respond to a notification of a vacancy within 48 hours, or who have turned down an offer for a unit twice, or who fail to meet the requirements as outlined in the Tenant Selection Criteria, will be eliminated from the waitlist. Applicants may also be dropped from the waitlist if they fail to appear at a scheduled appointment time or they cancel more than one (1) appointment. Any participant who has been removed from the waitlist and wishes to be put back on will be placed at the bottom, provided the waitlist is OPEN.

Any applicant who displays abusive, harassing or threatening behavior during the waitlist or application process will become ineligible to be placed or remain on the waitlist and/or apply for residency at any Foundation Communities property for a period of one year from the time of ineligibility. This removal and/or prohibition will be made effective with the approval of the District Manager.

If the waitlist is CLOSED (due to having the maximum participants) no additional names will be added to the waitlist until there is an opening. Openings will be created either by elimination from the waitlist or through the fulfillment of vacancies.

#### **Here are a few things you need to know about applying for a unit:**

- Once a unit has given us a notice to vacate, management will contact the first 5 names from the waitlist in chronological order. The selection process will be based on first come, first serve.
- At the time of application, you must bring the following:
  - \$30/Single and \$35/Joint non-refundable Application Fee (Money Order or Cashier's Check)
  - Refundable Security Deposit (Money Order or Cashier's Check) based on apartment size as stated in the Tenant Selection Criteria. This deposit is 100% refundable if your application is denied or canceled for any reason. Once you have met our Tenant Selection Criteria, it will be converted to the Security Deposit for your apartment and subject to TAA Lease Agreement upon move-out.
  - Income Verifications which may include: Most recent four (4) consecutive paycheck stubs, Tax Return/Bookkeeping Records with supporting documentation (if self-employed), Social Security Award Letter, VA Benefits, etc.
  - Asset Verification which may include: 6 months of checking account statements, most recent statements for any savings account or pre-paid debit cards, current statements for any investment accounts including a 401K, IRA, Money Market, etc.
- It is your responsibility to notify our office of any changes or updates to your contact information, household income, and desired move in date.
- Applicants failing to respond to Management's notification within 48 hours will be eliminated from the waitlist and Management will move on to the next applicant.

**INQUIRIES:** Persons interested in getting on the Wait List may inquire in person at the Leasing Office located at 8405 Old Bee Caves Rd, Austin, TX 78735 during regular business hours. Inquiries can also be made via email, US Mail, by phoning the Leasing Office at (512) 301-2442 or by fax to (512) 301-4330. Names will only be added if the Wait List is currently OPEN and accepting names. Staff will inform any interested party if the Wait List is currently OPEN or CLOSED at the time of the inquiry.

