

BALCONES TERRACE TENANT SELECTION CRITERIA

Effective 10/01/2025

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. See below for property contact information.

OCCUPANCY STANDARDS: One (1) person maximum occupancy per unit. In the event a HH becomes pregnant during tenancy the HH will be given the option to move to one of our family properties if unit is available. If unit is not available at a family property the HH will be placed on the waiting list under the reasonable accommodation category. (This would also apply to any children adopted, fostered or temporarily placed under resident's care). Applicant would need to meet the family property criteria.

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 \$25, nonrefundable application fee at the time of Application. Application fee for PBV applicants does not apply.

DEPOSIT: There is a \$100 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 TAA Lease Paragraph 5. Your Security Deposit refund (less lawful deductions) will be mailed within 30 days after vacating the unit. Security deposit for PBV applicants does not apply.

LEASE TERMS: Initial lease term will be one (1) year.

INCOME AND RENT LIMITS: This chart represents the current gross rent and income limits at Balcones Terrace:

Household Size 1	Income Limits	Rent Limits
10 Units @ 50% of MFI	\$46,850	\$1,171
113 Units @ 30% MFI	\$28,150	\$662
*Revised 04/01/2025 per TDHCA		

- 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. (HACA PBVs charge fair market rent which may be higher than the established rent limit.)
- Rent limits for TDHCA rental programs are not based on your individual household income.
- Each property has its own Land Use Restriction Agreement or "LURA" which determines the number of apartments that must be leased at certain income and rent limits.
- Income and rent limits may be different for apartments with the same floor plan on the same property. This means that your rent may be different from your neighbor's rent because of the LURA. Other properties in the same area can have different income and rents limits because their LURA may be different.

INCOME REQUIREMENTS:

- **Private Pay Applicants:** Must have verifiable monthly earned income at least **1.5 times** the monthly rental amount.
- **Applicants that receive disability income, retirement income, SSI or SSDI:** The household must meet at least **1.5 times** the monthly rental amount. Proof of CURRENT retirement benefits, social security or disability income is required.
- **Section 8 Applicants:** Balcones Terrace accepts Section 8 Vouchers. Must have verifiable monthly income that is at least **1.5 times** the household's portion of the rental amount.
- **HACA PBV Applicants:** Minimum income requirements are not applicable.
- Family support cannot exceed 25% of the total household income to qualify and must be verified.
- 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 CURRENT retirement benefits, social security or disability income is required.



SELF-EMPLOYMENT: Self-employed individuals must demonstrate self-employment for a minimum of 4 months. All 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, for all self-employment income sources. If operating on a 'cash only' basis, applicants must track their gross monthly income as well as expenses and provide documentation to prove their net monthly income. Supporting documentation of current income must be submitted even if a tax return is provided. *If documents cannot be provided or are insufficient to adequately support stated income from self-employment, then your application will 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:

- Most recent checking bank statement
- Most recent savings statement, pre-paid debit card statement or ATM receipt showing current balance
- Current statement of investment accounts (i.e. CDs, Mutual Funds, Stocks, Whole Life Insurance, Oil Rights, etc.)
- Real Estate information including sale of real estate within the past 2 years.

CREDIT HISTORY / RENTAL HISTORY: Balcones Terrace staff will obtain a credit report from a Credit Bureau on each applicant. All rental history reflected on the credit report will be verified. Except for rental history, no information included in the credit report will be used to screen applicants. The name of the third-party screening company will be provided upon request. Residential history must be provided on application for past 2 years. **Note: The third-party used does not make any decisions on approval or denial of credit. Credit scores are not pulled nor do they impact a household's approval or denial.** Residential history may include apartments (or other rentals), shelters, transitional housing, friends/family or homelessness. Evidence of Homelessness will also be required if applicable.

Applicants who have skipped/left without notice, been asked to move, terminated or non-renewed by management for non-rent issues or who have a history of lease violations for violent or aggressive behavior toward staff or residents or damage to property will be denied; applicants who can show a minimum of 12 months of positive rental history (defined as no more than one lease violation) since the negative rental history will be considered for occupancy. Applicants who currently owe money for property damage in excess of \$500 will be denied. Applicants will not be denied solely for rental history that reflects money owed for nonpayment of rent. If the property is unable to verify the reason for money owed, an individualized review* of the rental history may be conducted.

Applicants who have negative rental history at any community owned and managed by Foundation Communities 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 FC money for rent and/or damages. Applicants with negative rental history from an FC property, who do not currently owe money to any FC property, may request an individualized review* of their application and previous rental history with FC.

The above does not apply to applicants who were charged for any damages and/or received lease violations that are directly related to protections under the Violence Against Women Act (VAWA). For Applicants applying to live at a Foundation Communities (FC) property who have previously participated in an FC Special Program (CHI, SafePlace, LifeWorks or Salvation Army) and left the program in good standing, rental and credit history prior to program participation will be disregarded. For applicants who have lived at an FC SRO property and are in good standing, rental and credit history prior to SRO residency will be disregarded. Any rental or credit history that has occurred in the interim will be subject to FC's typical rental and credit criteria. Good standing is defined as:

- No lease violations that reflect violent or aggressive behavior toward staff or residents or damage to property
- No balances owed to the property including utility bills
- No eviction or non-renewal and did not skip without notice from the FC property

Requests for an individualized review based on rental history from an FC property may be made directly to the Property Management staff or by email at indreview@foundcom.org within five business days of receiving notice of a denied application.

SUPPORTIVE SERVICES: Case Management and other supportive services are available to all residents. All services are voluntary and eligibility for housing is not predicated in any way on willingness to engage in services.

CRIMINAL HISTORY:

The following Criminal Background Screening will be applied when screening applicants for residency:

1. Only criminal **convictions** (not arrests) shall be considered in the criminal background screening process.
2. Convictions shall be determined by the identified offense described in the table below and the corresponding classification.
3. Look-back periods run from the date of conviction. Screening for any category of offense extends, therefore, only for as long as the number of years from the date of conviction specified. Review the following page (page 4), for a detailed list.
4. Where an applicant has multiple offenses, the look-back periods shall run concurrently.
5. Offenses not listed shall not constitute justification for denial of housing. Where a conviction occurred outside of the State of Texas, property owners/managers shall use their best judgement to interpret the conviction according one of the descriptions above.
6. Where an offense can be understood to fall under more than one category, the higher lookback period shall be used. Where a development receives funding from the State of Texas or HUD and an offense has been identified for heightened scrutiny, including a lifetime ban, the higher level of scrutiny will apply.
7. Where an applicant has been denied based upon an offense that occurred within the specified lookback period, the applicant shall be automatically afforded an opportunity for individualized review. With the statement of denial, the property owner shall instruct the applicant of the opportunity for individualized review. This notice shall include:
 - a. a description of the review process,
 - b. contact information for scheduling the individualized review,
 - c. instructions for providing supporting documentation, and
 - d. an approximate timeline for the completion of the review.
8. After the completion of the individualized review, the property owner shall inform the applicant of the result of the review.

Type	Description	Classification	Look Back Period
Crimes Against Persons & Family	Murder & Murder-related offenses	Felony	7 years
	Kidnapping, Abduction, Smuggling, Trafficking	Felony	7 years
	Assault, Aggravated Assault, Injury to a Child, Elderly Individual or Disabled Individual	Felony	3 years
	Assault, Injury to a Child, Elderly Individual or Disabled Individual	Misdemeanor: A, B	1 year
	Forcible Sex Offenses	Felony	7 years
	Non-forcible sex offenses	Felony: State Jail; Misdemeanor: A, B	1 year
	Deadly Conduct (with a firearm), Terroristic threat	Misdemeanor: A, B	1 year
	Sex Offender Registry Required	Lifetime	permanent
Crimes Against Property	Arson Related Offenses	Felony	7 years
	Destruction/Damage/Vandalism of Property	Felony	1 year
	Robbery Offenses (Armed & Unarmed)	Felony	3 years
	Burglary (of habitation)	First/Second Degree Felony	3 years
	Burglary	Third Degree Felony	1 year
	Theft, Stolen Property, Fraud Related Offense	Felony	1 year
Crimes Against Society	Prostitution Related Offenses	Felony	1 year
	Stalking	Felony	1 year
	Drug Manufacture	Felony	7 years
	Drug Possession, Distribution, Possession with Intent to Distribute	Felony	3 years

Applicants may request an individualized review* to consider mitigating circumstances for criminal convictions resulting in a denial.

WRITTEN POLICIES AND PROCEDURES:

You will receive a copy the following policies as part of your application:

- Denied Application Policy
- Reasonable Accommodation/504 Policy
- Privacy Policy
- Wait List Policy
- Pet Policy/Breed Restrictions No Smoking Policy
- Parking Policy
- Recertification Policy
- Unit Transfer Policy
- Non-Renewal /Termination Policy
- Grievance Policy
- Community Policies
- Bed Bug Prevention Policy
- Tenant Rights and Resources Guide
- Tenant Rights and Resources Signature Page
- VAWA Notice of Occupancy Rights

Screening criteria will be applied in a manner consistent with all applicable laws, including the Texas and Federal Fair Housing Acts, Section 504 of the Rehabilitation Act of 1973, the Federal Fair Credit Reporting Act, program guidelines, the TDHCA rules, and relevant civil rights laws & statutes.

Applicants referred from HACA for PBV units will be selected in accordance with all applicable HUD requirements and regulations.

Individuals with a disability may request a reasonable accommodation to complete the application process either verbally in person at 10024 N Capital of Texas Hwy, Austin, TX 78759, in writing, via email, or by phoning the Management Office at 512-640-1220. Office hours are 8:00 am to 4 pm.

Si alguna persona con alguna discapacidad necesita ayuda, o alguna persona tiene dificultad entendiendo Ingles, será un placer ayudarles en nuestra oficina. Nuestra oficina está localizada en el 10024 N. Capital of Texas Hwy, Austin, TX 78759. Nuestro horario laboral es de lunes a viernes desde las 8:00 am hasta las 4:00 pm.

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

