

Frameworks Community Development Corporation

Rental Selection Criteria

Revised 10.08.2021

Para solicitador un apartment/para solicitador una adaptacion o modification razonable favor llamar a Frameworks CDC al siguiente numero 512-385-1500.

Thank you for considering renting a rental home owned by Frameworks Community Development Corporation (herein referred to as “Management”) as your new home. Frameworks CDC has 20 rental units, of which 14 units are designated as affordable units. When applying for one of these affordable units, the household income will be required to provide documentation that demonstrates that the household income is at or below 50% median family income (MFI). See the below chart and additional rental criteria. This Resident Selection Criteria will be applicable for all new rental applicants and renewing residents June 1, 2021.

Frameworks CDC supports the Fair Housing Act, as amended, and prohibits discrimination for housing based on race, color, religion, sex, national origin, disability or familial status, source of income or sexual orientation or status of victim of domestic violence.

Management complies with the Texas and Federal Fair Housing Acts, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), the Federal Fair Credit Reporting Act and Rental Housing Developer Agreement (RHDA) Program Rules, administered by the City of Austin, Neighborhood Housing and Community Development (NHCD) / Austin Housing Finance Corporation (AHFC), as applicable, and HOME Investment Partnerships Program regulations and Community Development Block Grant Program regulations as prescribed by the U.S. Department of Housing and Urban Development office (HUD).

Through AHFC, Frameworks CDC received federal funds to rehabilitate five (5) rental properties located West Wind Trail in Austin, TX. Therefore, both rental rates and household income of prospective resident is restricted. A household is defined as all persons proposed to be living in a single residential apartment. The following chart indicates the current maximum household income limits allowed to apply for any of the affordable units owned by Frameworks CDC. These maximum income limits are reviewed and updated annually by HUD:

HOME Income Limits, Effective 6/1/2021

Designation	Income Limits per Household Size				
	(1)	(2)	(3)	(4)	(5)
50% of AMI	\$34,650	\$39,600	\$44,550	\$49,450	\$53,450

Application and Screening Procedure Applicable to all Applicants:

All units are leased on a first come, first qualified basis.

In order to apply for an apartment home, each prospective leaseholder 18 years of age or older is required to

- Complete a separate application;
- Pay a non-refundable application fee of \$50.00 for each household member 18 years of age or older to pay for the costs or screening the application from a third party resource; and
- Provide valid government issued ID such as Driver’s License.



Please ensure that all information on the application is correct and ***NOTHING IS LEFT BLANK*** as this could delay the processing time. Management will not accept applications with white out. Should a mistake be made when completing the application, cross out the error with a single line, initial next to the error, then write in the correct information.

Applications may be submitted in person to our office located at 701 Tillery Street, Suite A-7B, Austin, TX 78702 during hours of Monday – Friday from 9:00 a.m. – 5:00 p.m. Applications may also be submitted by scanning and emailing the application to rentals@frameworkscdc.org.

Applications will be processed once the income eligibility screening has been completed and prospective residents are deemed income eligible. Only if an applicant is determined eligible will the application fee be accepted. The application fee must be paid using certified funds – either a cashier’s check or money order.

Individuals with a disability wishing to request a reasonable accommodation to complete the application process should contact the management office 512-385-1500 or email rentals@frameworkscdc.org

Prospective residents will be required to participate in an in-person consultation and interview, as needed, with the property manager for completion of paperwork.

Screening criteria will be applied uniformly across all prospective residents in accordance with applicable law.

If a unit is vacant and available for immediate occupancy and the prospective resident has met all the qualifying criteria for that particular unit, the prospective resident must be prepared to sign the lease and pay the deposit(s), associated fees, as applicable, and the pro-rated rent in order to remove the unit from availability. No unit will be held vacant for any prospective resident for longer than three (3) days without an executed lease.

For example: A prospective resident is interested in a vacant unit on April 21 and is seemingly income qualified, but cannot move into the unit until May 15, the prospective resident must pay the deposit, associated fees, as applicable, and sign the lease effective no later than April 24.

If a unit is not immediately available and the prospective resident wishes to be considered should a unit become available, the prospective resident may be added to the prospect list. If a prospective resident is notified that a unit has become available, the application and current screening documentation will be required within 48 hours of contact. Prospective residents will be deleted from the prospect list at the end of one year if not contacted for an available unit. A prospective resident may call and check in and the prospect contact date will be updated. If a prospective resident is contacted and does not respond within 24 hours, the prospective resident will be deleted from the waiting list.

All prospective residents will be screened / certified based on the following criteria:

Occupancy Standards –The maximum number of occupants per apartment unit are as follows:

- 1 Bedroom - 3 persons
- 2 Bedroom - 5 persons

If for any reason the number of occupants in a unit exceeds the maximum number allowable for the floor plan, an existing resident may be able to transfer to the appropriate floor plan (subject to availability of alternate floor plan types and resident’s compliance with existing lease agreement and HOME or CDBG



income restrictions, if applicable.) Absent a unit transfer, a resident will be required to comply with the occupancy limits, or vacate the apartment subject to the terms and conditions of the lease agreement.

Zero Income Prospective Residents:

Prospective residents who are 18 years of age or older and are not earning income to be contributed to the annual household income must complete a “Zero Income Certification Form.” Prospective resident who are 18 years of age or older who are students must provide proof of enrollment – a paid tuition statement is required if a semester is in session, to document attendance.

To qualify for an AFFORDABLE rental rate apartment:

All applicants for the affordable rental housing units in the must meet the following program-specific requirements, in addition to all other Resident Selection Criteria.

- Application – see above “Application and Screening Procedures Applicable to all Applicants”.
- Minimum Income – Applicant(s) must have a verifiable source of income, that when combined, the net amount (take home) is a minimum of two (2) times the amount of the monthly rental amount.
- Maximum Income – Applicant's household income cannot exceed the maximum income limits for the household size as set forth by HUD. See above income limits chart.
- All applicants must comply with the verification process, sign all applicable forms and provide all necessary documentation requested by management.
- Refusal to comply will result in denial of the application.

To qualify for a MARKET rental rate apartment:

- Application – see above “Application and Screening Procedures Applicable to all Applicants”.
- Minimum Income - Gross monthly income must be three (3) times the rent amount.
 - Provide proof of income from all sources is required for each applicant 18 years of age or older:
 - a. Most recent consecutive three (3) months of paystubs, and/or any other sources of monthly income, such as Social Security Income, Child Support Income, Pensions, SSI Benefits, VA Benefits, etc., as applicable. Additionally, most recent consecutive three (3) months of checking account statements and most current savings account statement – all pages. Bank statements must NOT be printed as screen shots. Most recent year of filed Federal Tax-Return, all pages and all Schedules.
 - b. If self-employed: All the above referenced in Section a), except check stubs, PLUS a year to date profit and loss statement for the previous quarter, most recent two (2) years filed Federal Tax Returns, all pages and all Schedules and most recent consecutive six (6) months' worth of bank statements – all pages. The bank statements must NOT be printed as screen shots. Additionally, provide copies of most current statements for any other sources of monthly income, such as Social Security Income, Child Support Income, Pensions, SSI Benefits, VA Benefits, etc., as applicable.
- Refusal to comply will result in denial of the application.

Employment Documentation – When applying, it is the obligation of the applicant to provide proof of sufficient income.

Currently Employed: Full three (3) most recent months' worth of paystubs/earnings statements. This includes employees who receive a W-2 or a W-9 at the end of the year.



Starting a New Position: Most recent six (6) months' worth of bank statements, including all pages and the written offer of employment on company letterhead stating the start date, position, salary, pay frequency and whether or not the position may earn overtime. The letter must be signed by an authorized official.

Self-Employed: Previous two (2) years' worth of tax returns, including associated documentation, most recent six (6) months' worth of bank statements, including all pages and a profit and loss statement for the previous quarter.

Residence History – Applicants are required to list two (2) years of residential history on their rental application.

Frameworks CDC uses Resident Check to conduct background and credit checks for all prospective residents. If applicant takes exception with the credit or criminal background findings, we will provide contact information for the search company, and the applicant may contact them directly.

Credit Requirement – Credit history will be reviewed and analyzed for timely payment of bills, age and type of open accounts and amount of credit inquiries as well as percentage of open credit available. Delinquent medical accounts and paid collection accounts will not be considered. Depending on the condition of the applicant's credit an application may result in a denial.

Criminal Background – All applicants are subject to a criminal background check. The following is the criteria used to deny an applicant.

Felony, even if serving deferred adjudication or case pending for the following:

Theft of Property (exclude by check)	10 years from completion of sentence
Damage to Property	10 years from completion of sentence
Drug Violation	10 years from completion of sentence
Weapons	10 years from completion of sentence
Violence	No Time Limit
Crime/Injury to Persons	No Time Limit
Sexual Offenses	No Time Limit

Misdemeanor, even if serving deferred adjudication or case pending for the following:

Theft of Property (exclude by check)	7 years from completion of sentence
Damage to Property	7 years from completion of sentence
Drug Violation	7 years from completion of sentence
Weapons	7 years from completion of sentence
Violence	No Time Limit
Crime/Injury to Persons	No Time Limit
Sexual Offenses	No Time Limit

Automatic Denial for Residency – An applicant will automatically be denied for the following reasons:

- Eligible Income exceeding the maximum allowable for our programs, if applying for an affordable housing unit;
- Gross monthly income must be less than three (3) times the rent amount if applying for an affordable housing unit;



- Applicant(s) who have been convicted for a criminal offense as outlined above. Rental applicants who currently have charges pending against them for any of the above-described offenses will have their application suspended until the case has been legally resolved;
- Having been evicted by a current/previous landlord for cause;
- Any false or misleading information provided by the applicant on the written application or omission of a material fact, including providing a false Social Security number;
- Any open bankruptcy cases (s) that has not been discharged or any credit score that results in denial, as set forth above;
- Any unresolved debts to a landlord or mortgage holder (unless debt is paid prior to approval of application);
- Behavior deemed inappropriate by management and its agents as disruptive, rude, and or disrespectful prior to prospective applicant's application being accepted for occupancy; or
- Other good cause, including, but not limited to, failure to meet any of the selection criteria in this document;
- Poor housekeeping, damaging the rental property of others, or interfering with business operations.

Application Denial Notification – If management rejects the application for any reason a rejection letter will be sent to the applicant within seven (7) days of the determination. The letter will state in writing the reasons for the denied application. Frameworks CDC does not have an appeal process for the denial of an application.

Should application for residency be denied, there is a six (6) month waiting period before a new application can be made. In the event that the denial is due to a housing debt the waiting period may be waived upon proof of paid debt.

Security Deposit:

Security deposits will change subject to the change in monthly rental amounts. Please ask staff for current rental rates and amount of the corresponding deposit.

Signing the Lease:

Management will not execute the lease until and unless all required documentation has been submitted, criminal background and credit checks have been completed, prior rental verification has been received, all fees and deposits paid; and proof of transfer of utilities has been provided.

Prospect List:

Management will maintain a prospect list for all units in the property. Prospective residents are added at their request to a waiting list without application or application fee. The waiting list will be kept chronologically in the property management software. Current residents desiring to transfer to another unit in accordance with the Unit Transfer Policy will be placed on the waiting list in the same manner as all other prospective residents except those as noted below that are treated with preference.

The waiting list will contain the following applicant information:

- Date the prospective resident's information was received
- Name of the head of household
- Contact Information – telephone number, email and/or other preferred contact method



- Unit size desired
- Income level (i.e. 50% or Market)
- Need for an accessible / audio/visually converted unit
- Comments – record of correspondence between management and applicant
- Removed/rejected date
- Move-in date preferred
- Whether the prospective resident is eligible for a preference, as described below

Frameworks CDC does not use pre-applications.

A promise regarding possible length of waiting time is not provided since apartment turn-over cannot be predicted.

Procedure for being placed on the prospect wait list:

A prospective resident who desires to be placed on the prospect list will be asked to provide certain information, which allows a tentative determination (subject to confirmation) of the prospective resident's eligibility that will include family size, household characteristics and estimated anticipated annual household income.

Disability status is required only if the prospective resident is requesting an accessible unit or special accommodation. Only verification of the disability will be required; no specific medical information need be submitted.

Notification of apartment availability from prospect list:

When a unit becomes available, the prospect list will be reviewed to fill the vacant unit.

It is Frameworks CDC's policy that preference will be given to current residents requesting a reasonable accommodation or requiring an accessible unit or to a current resident protected under VAWA or to those households needing to accommodate a family size increase or to those residents who need a lower income restricted unit due to a loss in income and that they will take precedence over any prospective resident on our wait list.

Using the maximum income limits and household size as guidelines, contact will be made via the telephone and/or e-mail using the information provided to management. The prospective resident will be notified of the expected date when an appropriate unit is expected to be available.

Once management has made contact with the prospective resident regarding the unit availability, the prospective resident will have **24 hours to respond to management** regarding a decision to move forward with the application process.

If a response is not received within the given time period, the prospective resident's name will be removed from the waiting list. If the prospective resident responds and refuses occupancy, he or she will remain on the waiting list, in chronological order, if desired; if the prospective resident is offered occupancy from the waiting list twice and refuses occupancy both times, the prospective resident will be removed from the waiting list.

If a prospective resident notified from the waiting list desires to pursue leasing the available unit, he or she will be subject to all of the screening and other requirements in this Resident Selection Criteria. If

eligible for occupancy, the apartment will be held for a maximum of 7 days for a prospective resident (from the time the prospective resident is notified that an apartment is available) to effect the date of lease. Management reserves the right to hold the unit longer depending on market conditions.

Interviewing waiting list prospective resident:

An initial interview will be scheduled to determine the prospective resident's housing eligibility. At this time the prospective resident is requested to submit all pre-qualifying documentation for the detailed verification and screening process to begin. The prospective resident will be required to meet the requirements of the Resident Selection Criteria. Final occupancy determination is not made until certification procedures are completed and approved.

If the top prospective resident on waiting list is found to be ineligible, written notification will be made within seven (7) days of the determination. The denial will include the specific reason(s) for the denial.

Upon denial, the next household on the waiting list will be notified.

Updating of waiting list information:

Property staff may contact prospective residents on the waiting list periodically in the form of a phone call or email to confirm continued interest. If there is no response from the prospective resident within fourteen (14) days contact initiated by property staff, the email is returned undeliverable, or a negative response is received, the prospective resident will be removed from the waiting list without further notice.

Pet Policy:

- Non-refundable pet fee is \$300.00 per pet;
- The pet deposit is \$350.00 per pet, which will be refunded at the termination of the lease less any damages caused by the pet;
- Only two (2) pets are permitted per unit. It is our policy to only accept cats and dogs. Absolutely no reptiles or rodents;
- Each animal must weigh less than 35 lbs when fully grown;
- The following breeds are not allowed and include any blood line or any part: Pit Bull (Bull Terrier/American Staffordshire terrier), Rottweiler, German shepherd, Doberman Pinschers, Boxers, Chow, Cane Corso, Wolf Hybrids, Huskies, or other breeds not currently listed which may be determined to present a danger to Frameworks CDC residents; and
- Picture of Pet(s) and Vaccination records required prior to moving the pet into the unit.

NOTE: Qualified service/assistance/support animals are permitted and are not subject to these policies regarding pets. Prospective residents must, however, make Management aware that they have a registered service/assistance/support animal and provide management with a copy of the order from a certified professional regarding the need for the service/assistance/support animal. Please refer to document called, "Fair Housing Act HUD's Assistance Animal Notice, January 28, 2020."

Reasonable Accommodation Policy:

It is our policy, pursuant to Section 504 of the Rehabilitation Act and the Federal Fair Housing Act to provide reasonable accommodations and modifications upon request to all applicants, residents and



employees with disabilities. Management is obligated to offer qualified applicants with disabilities additional consideration in the application of rules, practices or services and structural alterations to the residential units if it will enable an otherwise eligible applicant or resident with an equal opportunity to access and enjoy the housing program. Management is not, however, required to make a reasonable accommodation or physical modification if the accommodation or modification result in a financial burden to the property, is a structurally impracticable alteration, requires the removal of a load bearing wall or if it requires management to alter or change a basic component of the housing program.

Defining Persons with Disabilities:

- Any person having certain medical conditions, or a physical, mental, or psychological impairment that;
- Limits the person's ability to conduct the activities of daily living;
- Is such that the person's inability to conduct the activities of daily living could be improved by more suitable housing conditions;
- Persons infected with the human acquired immunodeficiency virus (HIV) who are disabled as a result of infection with the HIV.

Section 504 /Reasonable Accommodation Procedures

A person with a disability may request a reasonable accommodation during the application process and anytime during residency by submitting all requests in writing (which may include email), or orally to the Management office. Requests will be responded to within 7 days. Individuals with a disability wishing to request a reasonable accommodation to complete the application process should contact the Management Office at 512-385-1500.

Violence Against Women Act (VAWA Protections):

The law protects victims of domestic violence, dating violence, sexual assault or stalking including any household members from being evicted or denied housing assistance if an incident of violence is reported and confirmed.

Under The Violence Against Women Act ("VAWA"), criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a resident's household or any guest or other person under the resident's control, shall not be cause for denial of admission to Frameworks CDC if the resident or an immediate member of the resident's family is the victim or threatened victim of that abuse. However, nothing in the VAWA limits the authority of Frameworks CDC to deny admission to, or evict from, or terminate the assistance of any prospective resident, applicant, resident or lawful occupant if Frameworks CDC can demonstrate an actual and imminent threat to other residents or those employed at or providing service to the property.

A domestic violence victim may provide to management, (1) a Federal, State, tribal, territorial, or local police record or court record; (2) documentation signed and attested to by an employee, agent or volunteer of a victim service provider, an attorney or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence or stalking, or the effects of abuse, in which the professional attests under penalty of perjury to the professional's belief that the incident or incidents in question are bona fide incidents of abuse, and the victim of domestic violence, or stalking has signed or attested to the documentation.

Frameworks CDC, at its discretion, may provide assistance to an individual based solely upon the individual's statement or other corroborating evidence.



Limited English Proficiency (LEP):

For persons that do not speak English as their primary language and for those who have a limited ability to speak, write or understand English, Management will make reasonable efforts to provide language assistance to ensure meaningful access to the information and services we provide. This may include interpreter services and or written materials translated.

Si alguna persona con alguna discapacidad necesita ayuda, o alguna persona tiene dificultad entendiendo Ingles, sera un placer ayudarles en nuestra oficina. Nuestra oficina esta localizada en el 701 Tillery Street, Suite A-7B Austin, TX 78757. Nuestro horario laboral es de Lunes a Viernes desde las 9:00am hasta las 5:00pm.

We look forward to having you as a resident. If you have any questions, please do not hesitate to contact us at 512-385-1500 or 711 – TX Relay Service for The Hearing Impaired (Free Service).

By signing below, I attest that I have received and read the Resident Selection Criteria for Frameworks CDC.

_____ Signature – Lessee	_____ Date
_____ Signature – Lessee	_____ Date
_____ Signature – Adult 18 or over	_____ Date
_____ Signature – Adult 18 or over	_____ Date

