



Thank you for your interest in The Arbors on Wintergreen Senior Apartments. We offer spacious and affordable one and two bedroom apartments in DeSoto exclusively for Adults age 62 and better! Each apartment home features full-size washer and dryer connections and walk-in closets. Water, sewer and trash are included plus we're pet friendly! Our controlled access community features a full-time activities director with monthly activities in our community room, clubhouse, computer room, lending library and more! We accept online payments and maintenance requests through our resident portal. We are conveniently located near medical facilities, banking, shopping, restaurants and entertainment. Storage units are available.

The Arbors on Wintergreen is a tax credit community. Our income limitations are as follows:

Household Size	60% AMI
1 Person	\$37,200
2 People	\$42,480
3 People	\$47,820
4 People	\$53,100

Enclosed is our application packet. Please read the application supplement carefully so you can gather all the correct information. All documents must be originals; no photocopies are accepted. **All applications must be filled in with black ink and submitted in person.** Faxed or e-mailed applications will not be accepted. We look forward to having you as a resident of The Arbors on Wintergreen Senior Apartments!

*The Arbors on Wintergreen Senior Apartments Management*



## Frequently Asked Questions

### **Who is eligible to live at Arbors on Wintergreen Senior Apartments?**

Arbors on Wintergreen Senior Apartments is intended for and occupied by persons 62 years of age or older. Therefore, all members of the household must be age 62 or older. Leasing criteria must be met, including rental, employment, and credit verifications. Income limits apply.

### **What floor plans are offered?**

Arbors on Wintergreen offers 2 floor plans:

1 Bedroom/1 Bathroom, 709 square feet      2 Bedroom/2 Bathroom, 946 square feet

\*Patio or Balcony in select units.

### **What utilities are included in the rent charge?**

Water/sewer, trash and gas are included in your monthly rental fee.

### **Is smoking allowed?**

Smoking is currently allowed at Arbors on Wintergreen Senior Apartments in your apartment home.

### **What is the pet policy?**

Bring your furry friends! We allow two (2) non-aggressive breed and under 25 pounds pets per household. A pet deposit of \$350 per pet is required (price subject to change). No monthly charges for pet rent.

### **What services and amenities are offered?**

Arbors on Wintergreen is a limited access community with ample covered parking, washer/dryer connections, four laundry rooms, a community room, and a library with business center. Our Activities Director plans weekly and monthly activities, such as exercising, health checks, bingo, and movie nights! In addition, we offer weekly planned transportation. Storage facilities can also be rented.

### **How do I apply?**

Simply come by, call us at 972-224-8920 or email [manager@arborswintergreen.com](mailto:manager@arborswintergreen.com) and ask for an application!

# THE ARBORS ON WINTERGREEN SENIOR APARTMENTS

## Rental Application

The information you provide below will be used to determine if your household is eligible under this community's leasing criteria. Please complete the ENTIRE form and do not leave any questions blank or unanswered. Write N/A if a particular question is not applicable. We thank you in advance for your cooperation.

### Property Information (For Office Use Only):

Date & Time Received: _____	_____	Initial Certification
Unit #: _____	_____	Recertification
# of Bedrooms: _____	_____	Interim
Desired Move-In Date _____	_____	Other:

### HOUSEHOLD COMPOSITION AND STUDENT STATUS

List all persons who will be living in your home. List all members you anticipate to live with you at least 50% of the time in the next 12 months and include anyone who is not currently a household member but is anticipated to become one in the next 12 months.

Household Members Full Name (first and last)	Relationship to Head S=Spouse O=Other Adult C=Minor Child F=Foster Adult/Child L=Live In Attendant	Date of Birth	Marital Status M=Married D=Divorced SP=Separated S=Single W=Widowed	Social Security Number	Driver's License Number	Student Y or N	*If "yes" Part- time (PT) or Full-time (FT)
	HEAD						

\*For each household member listed above-List this member as a full-time student if he/she has attended school in the last 12 months, is currently attending, OR plans to attend school in the next 12 months. (The educational institution defines student status.) Please include all school-age children, even if home-schooled.

### Contact Information

Home Phone _____	Email address: _____
Cell Phone-1 _____	_____
Cell Phone -2 _____	_____

- |  | Yes                   | No                    |
|--|-----------------------|-----------------------|
| 1. Is every household member listed above a full-time (FT) student?  | <input type="radio"/> | <input type="radio"/> |
| 2. Will your household be receiving rental assistance?   | <input type="radio"/> | <input type="radio"/> |
| 3. Do you expect any changes in the household in the next 12 months?<br>If yes, please describe change and date expected _____ | <input type="radio"/> | <input type="radio"/> |
| 4. If you are divorced or separated, please provide date effective: _____  |                       |                       |
| 5. Is each household member a U.S. Citizen?  | <input type="radio"/> | <input type="radio"/> |
| If no, does everyone have an eligible immigration status?  | <input type="radio"/> | <input type="radio"/> |
| 6. Is any household member a Veteran of the US Military?   | <input type="radio"/> | <input type="radio"/> |

**Important Information for Former Military Services Members.** Women and men who served in any branch of the United States Armed Forces, including Army, Navy, Marines, Cost Guard, Reserves or National Guard, may be eligible for additional benefits and services. For more information please visit with the Texas Veterans Portal at <https://veterans.portal.texas.gov/>.

## EMPLOYMENT INFORMATION

### Current Employment Information: HEAD of HOUSEHOLD

Company Name: _____	Position: _____
Address: _____	Date of Hire: _____
City/State/Zip: _____	Monthly Gross Wage: \$ _____
Phone: _____ Fax: _____	Supervisor: _____

Do you currently or expect to earn Overtime, Commission, Tips, Bonuses in the next 12 months? Yes ☐ No ☐

If Yes, list all that apply and expected amount?

### Additional Employment Information: Name: \_\_\_\_\_

Company Name: _____	Position: _____
Address: _____	Date of Hire: _____
City/State/Zip: _____	Monthly Gross Wage: \$ _____
Phone: _____ Fax: _____	Supervisor: _____

Do you currently or expect to earn Overtime, Commission, Tips, Bonuses in the next 12 months? Yes ☐ No ☐

If Yes, list all that apply and expected amount?

### Current Employment Information: Name: \_\_\_\_\_

Company Name: _____	Position: _____
Address: _____	Date of Hire: _____
City/State/Zip: _____	Monthly Gross Wage: \$ _____
Phone: _____ Fax: _____	Supervisor: _____

Do you currently or expect to earn Overtime, Commission, Tips, Bonuses in the next 12 months? Yes ☐ No ☐

If Yes, list all that apply and expected amount?

## OTHER INCOME INFORMATION

Identify each source of income currently received or anticipated to be received in the next 12 Months. (Y=Yes, N=No)	Head of Household				Monthly Gross Income
1. Employed	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	\$ _____
2. Self-Employed	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	\$ _____
3. Unemployment Compensation	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	\$ _____
4. Social Security/SSI/SS Disability	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	\$ _____
5. Disability/Worker's Compensation	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	\$ _____
6. Severance Pay	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	\$ _____
7. VA Benefits	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	\$ _____
8. Pension/Annuity	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	\$ _____
9. Military Pay	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	\$ _____
10. AFDC/TANF	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	\$ _____
11. Child Support/Alimony	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	\$ _____
12. Recurring Gift/Contribution	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	\$ _____
13. Rental Income	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	\$ _____
14. Adoption Assistance	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	\$ _____
15. Trust Income	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	\$ _____
16. Other Income: _____	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	\$ _____
17. Zero Income	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	\$ _____

ASSET INFORMATION						
List all assets for each Household Member	Head of Household		Financial Institution	Annual Interest/Earnings	Asset Value	
1. Checking	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>		\$	\$	
2. Savings	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>		\$	\$	
3. Pre-Paid Debit	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>		\$	\$	
4. Cash On Hand	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>		\$	\$	
5. Stocks/Mutual Funds	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>		\$	\$	
6. CD/Money Markets	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>		\$	\$	
7. Treasury Bill	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>		\$	\$	
8. Bonds	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>		\$	\$	
9. IRA/KEOGH	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>		\$	\$	
10. 401K/401(b)	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>		\$	\$	
11. Pension/Annuity	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>		\$	\$	
12. Whole Life Insurance	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>		\$	\$	
13. Land Contract/Deed of Trust	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>		\$	\$	
14. Real Estate	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>		\$	\$	
15. Safe Deposit Box	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>		\$	\$	
16. Personal Property as Investment	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>		\$	\$	
17. Trust	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>		\$	\$	
18. Lump Sum Receipts	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>		\$	\$	
19. Other _____	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>		\$	\$	

1. Do all combined assets of the entire household total less than \$5,000? Y ☐ N ☐
2. In the past two (2) years, have you or anyone in your household sold or gifted assets for less than than fair market value? Y ☐ N ☐
- If yes, complete the following: \_\_\_\_\_
- Asset Disposed: \_\_\_\_\_
- Date Disposed: \_\_\_\_\_
- Amount Disposed: \_\_\_\_\_
- Was the disposal of asset due to: (Select One)
- Bankruptcy Y ☐ N ☐
- Foreclosure Y ☐ N ☐
- Marital Separation/Divorce Y ☐ N ☐
3. Have you given any gifts of money totaling more than \$1,000 in the past two (2) years? Y ☐ N ☐
- If yes, complete the following: \_\_\_\_\_
- Gifted to: \_\_\_\_\_ Date: \_\_\_\_\_
- Amount Gifted: \_\_\_\_\_

Residential History	Please provide 2 years of rental/housing history
Current Address: _____	
City/State/Zip: _____	
Landlord Name/Mortgage : _____	
Phone: _____	Reason for Leaving: _____
Date Moved In: _____	Date Moved Out _____
Rent/Mortgage: \$ _____	Rent <input type="radio"/> Own <input type="radio"/>
Previous Address: _____	
City/State/Zip: _____	
Landlord Name/Mortgage : _____	
Phone: _____	Reason for Leaving: _____
Date Moved In: _____	Date Moved Out _____
Rent/Mortgage: \$ _____	Rent <input type="radio"/> Own <input type="radio"/>

1. Have you ever been evicted from tenancy, broken a lease, or sued for rent? Yes ☐ No ☐
- If yes, please list date: \_\_\_\_\_
2. Have you ever filed for bankruptcy? Y ☐ N ☐
- If yes, is bankruptcy discharged? Y ☐ N ☐ Date Discharged: \_\_\_\_\_

3. Has any household member plead guilty or received probation, deferred adjudication, court-ordered supervision, or pre-trial diversion for a felony, sex-related crime or misdemeanor assault? ☐ ☐
4. Do you own any pets that would be moving with you into the community? ☐ ☐  
If yes, please list types: \_\_\_\_\_

**Other Information**

Type of Vehicle:	_____	License Plate #	_____
Make/Model:	_____	Year	_____ Color _____
Type of Vehicle:	_____	License Plate #	_____
Make/Model:	_____	Year	_____ Color _____

**Emergency Contact** *In case of emergency, notify...*

Name:	_____	Phone #1	_____
Address:	_____	Phone #2	_____
	_____	Relationship:	_____

**CERTIFICATION OF ACCURACY AND COMPLETENESS**

I/We certify that all information provided in this rental application is true and accurate to the best of my knowledge and understand that this information will be used to verify income eligibility for community which I/We applied. I/We have been advised and understand residency at this community requires certain income restrictions and that residency is subject to qualification. I agree that in addition to execution of a Lease Agreement, I will execute a Tenant Income Certification certifying the information contained herein and that such certification will be made under penalty of perjury. I further understand and agree that the owner/management agent will use this information to investigate my/our credit worthiness through credit bureau, criminal checks, income and landlord verification. I/We further understand that any applicant who purposefully falsifies, misrepresents or withholds information related to program eligibility or submits inaccurate and/or incomplete information on this application will not be considered for housing.

Furthermore, if such misrepresentation or omission is discovered after tenancy has begun, I/we understand that we may be subject to eviction or punishable by law.

\_\_\_\_\_  
Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

## APPLICATION SUPPLEMENT

In addition to the completed application, additional documentation is required to process your application. Please contact our leasing office if you have any questions or concerns.

\_\_\_\_\_ **Application Fee** \$ \_\_\_\_\_ **Deposit** \$ \_\_\_\_\_

\_\_\_\_\_ Completed **Application** for each person over the age of 18. One application may be accepted for each married couple. (Black Ink Only) All contact telephone numbers for employment and rental history must be listed on the application.

\_\_\_\_\_ Valid **ID, Birth Certificate & Social Security Card** or acceptable equivalent for each household member as noted on the Leasing Criteria

\_\_\_\_\_ **Verification of Income** received or anticipated to be received in next 12 months

- Current Award letter of all unearned income sources for each person; Social Security, SSI, SSD, Pension, Retirement
- Verification of earned income for all persons 18 years of age or older. Check stubs; 7 consecutive if paid bi-monthly or bi-weekly, 13 if paid weekly
- Child support and/or Alimony documentation; divorce papers and court orders for payment and child support case number for each child
- If self-employed; copy of last year's full tax return with all schedules attached
- Verification of any other income such as monetary gifts, trust, income, rental income, regular recurring withdrawal from retirement/annuity accounts, etc.

\_\_\_\_\_ **Verification of Assets** for each household member; if combined asset cash value total is \$5,000 or more

\_\_\_\_\_ **Verification of Assets** for each household member regardless of combined value of household assets

### **Asset Verification**

- 6 months consecutive checking account statements (most recent)
- Current savings statement
- Copy of pre-paid debit card and current ATM receipt of balance
- Most recent statement for 401K, stocks, bonds, whole Life Insurance policy, CDs, IRA, annuities and any other retirement or investment accounts.
- Verification of all real property; home, land, etc.

\_\_\_\_\_ Previous Year **Federal Tax Return** for each adult household member (NY residents)

\_\_\_\_\_ **Student** household members age 18 or older; provide current class schedule from school

\_\_\_\_\_ Other: \_\_\_\_\_

*Additional information may be requested in order to complete the application process*

## LEASING CRITERIA

### The Arbors at Wintergreen

This community utilizes a third-party service that conducts credit, rental history and criminal background investigations. Community management team members conduct all employer/income verifications. The investigation is conducted on all adult (18 years of age or older) occupants. The investigations are based on information provided by the applicant and information that may be retrieved from credit agencies, employers, previous landlords and Federal, State and Local agencies and other associated parties. In the event the application is rejected, the applicant will be notified verbally and in writing as to the reasons and the sources(s) of the information that resulted in the rejection. However, if the rejection is a result of the information provided by the applicant, we will only provide the results verbally unless the applicant makes a formal written request for information pertaining to the denial. In the case of roommates, information that we have obtained resulting in a rejection can only be released to the party whose investigation causes the rejection. **A security deposit will be required from all applicants and multiple adult applicants will require additional application fees.**

#### Criteria:

1. A minimum of 6 month rental or ownership history. History must consist of no more than 1 late payment or 1 lease violation during a 6 month period. If a debt is owed to another rental community, the application will not be considered until adequate proof of satisfaction of that debt is provided. If renting from a Private Owner, applicant must provide a copy of a utility bill with the address and name of the applicant on the utility bill. Applicant(s) without rental or ownership history may be accepted with a security deposit equal to the monthly market rental rate for the apartment to be occupied. Evictions will constitute an automatic denial of the application.
1. No felony convictions, indictments, arraignments or deferred adjudications within the last 7 years. No misdemeanor criminal convictions, indictments, arraignments or deferred adjudications involving drugs, minors, arson, terrorism or theft (robbery & burglary) greater than \$500 within the last 7 years. Any felony conviction or misdemeanor conviction of a sex crime will result in automatic denial of application. Each applicant with criminal convictions will be assessed on a case by case basis. Crimes for which the applicant has been convicted and recent pending arrest will be considered. Assessment will evaluate how much time has elapsed since criminal conviction, age at time of conviction, seriousness of conviction and any rehabilitative actions and good conduct since conviction. The standards to approving or denying eligibility will be: 1) is applicant a detriment to the health or safety of the residents and community; 2) a source of danger to the peaceful occupation of other residents, 3) a source of danger or cause of damage to residents, personnel, property or the premises. *The fact that we perform criminal background checks does not mean that our residents and occupants have no prior or current criminal histories. We cannot and do not guarantee that this community and its residents are free from crime. Verification of the accuracy of information supplied to or made available to us by applicants and credit reporting services is limited.*
2. † All members of the household must be 62 years of age or older. All applicants must provide one US government issued photo identification and one of the following: valid Social Security Number, Form I-94 Arrival-Departure Record with proper annotations; Temporary resident alien card verifying approved entry by US government (I-94W), I-551 Permanent Resident Card, Form I-668 Temporary Resident Card, Form I-688A Employment Authorization Card.
3. 6 months verifiable employment history or verifiable income/assets. Applicants receiving SS, SSI, pension or disability are excluded from the employment requirement, but must provide documentation to verify these benefits. (Verifiable income source includes check stubs, W2s, verification from employer or government entity. If self-employed, applicant must produce Tax Return with Schedule C, financial statements from business, or profit/loss statement with back up.)
4. At least 50% of trades rated positively by the credit bureau (rating of 1, 2 or 3) for the past 3 years. Medical, student loans and 0 rated trades are excluded. Bankruptcy must be discharged and all trades (minimum of 3) since bankruptcy must be rated positively by the credit bureau (rating of 1, 2 or 3). The presence of utility collection accounts will require verification of balance paid in full before approval can be considered. Screening criteria will be applied in a manner consistent with all applicable laws, including Texas and Federal Fair Housing Acts, the Federal Fair Credit Reporting Act, program guidelines, and TDHCA rules.





## Leasing Criteria Pg 2

5. Minimum monthly verifiable gross income must be at least 2 times the monthly rental rate. Applicants receiving approved and verifiable rental assistance will require a minimum monthly gross income of 2 times the resident portion of rent. Maximum gross income, which includes all income sources, cannot exceed LIHTC schedule, which is based on household size.

**Each applicant must satisfy all of the above criteria. No co-signers accepted. If applicant has no credit and/or rental history a deposit equal to one month's rent may be required.**

### **\*Maximum General Occupancy Standards**

1 bedroom - 3 persons

2 bedroom - 5 persons

† The Arbors at Wintergreen Apartments operates under the Housing for Older Persons Act of 1995 (Pub. L. 104-76, 109 Stat. 787 Approved December 28, 1995) (HOPA); and is intended for, and solely occupied by, persons 62 years of age or older. This community complies with the requirements to qualify for such exemption of the familial status protection under the Fair Housing Act.

**Equal Housing:** This community is an Equal Housing Opportunity Provider. We do business in accordance to the Federal Fair Housing Act and do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. Please contact our Corporate Office Manager at 713-932-0005 if you feel our representative has not acted in accordance with this policy. The Arbors at Wintergreen Apartments will comply with state and federal fair housing and antidiscrimination laws, including, but not limited to, consideration of reasonable accommodations requested to complete the application process. Chapter 1, Subchapter B of this title provides more detail about reasonable accommodations.

If you believe you are subject to protections under the Violence Against Women's Act (VAWA) or need to request a reasonable accommodation, please contact the manager for more information.

The Arbors at Wintergreen Apartments will comply with state and federal fair housing and antidiscrimination laws; including, but not limited to, consideration of reasonable accommodations requested to complete the application process.

### ACKNOWLEDGEMENT

I understand the policies contained herein and have received a copy of this document.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Application Process

- A separate rental application for each unmarried adult containing the required information must be submitted.
- Applicants must provide a non-refundable application fee for each adult household member and refundable deposit to take the unit off the market.
- Applicants must provide any pertinent information such as check stubs or other income verifications, to ensure qualification of the affordable housing program.
- Sign the application and Tenant Release and Consent form authorizing and accepting the guidelines described on the documents

**Once we received the completed application for everyone adult in the household (18+ years old), application fee and deposit:**

The Arbors at Wintergreen will review your application and verify the information including:

- Rental History
- Income verification
- Background check
- Employment verification
- Credit report
- Age

The Arbors at Wintergreen will contact you upon approval of the application for the apartment you have applied for. If your application has been rejected, a written notice will be mailed to the address on the application specifying reason(s) the application was denied within 7 business days of rejection result.

## ACKNOWLEDGEMENT

I understand the process contained herein and have received a copy of this document.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

# Waitlist Process

Applicants that are approved for the wait list are not guaranteed eligibility. A full eligibility determination through the application process will be completed at the time a unit is made available and applicant is selected. When a unit becomes available the next applicant on the waitlist for the appropriate unit size will be offered and the application process shall begin. All applicants on the waitlist will be in date order applicant is received and placed. Current residents approved to transfer will be placed on the waitlist if a unit is not available without preferential order. Should an Accessible Unit become available the unit will be first offered to current residents then qualified applicants with a household member requiring accessibility features of the unit.\*

To be placed on the waitlist:

- Complete and submit application
- Management will conduct an interview to prequalify for the waiting list and to ensure that there are no obvious factors that would make applicant ineligible based on the current leasing criteria.
- If a preliminary screening indicates that a family may be eligible for tenancy, but units of appropriate size are not available, the application will be placed on the waitlist.
- Applicants who are obviously not eligible for tenancy will not be placed on the wait list.
- When a unit will be available in the near future, The Arbors at Wintergreen will contact the first applicant on the waitlist for an interview. Notification will be made by mail and phone. If no response is received within 7 business days, applicant will be removed from the waitlist and the next applicant will be notified. If an applicant refuses the unit, they may remain on the wait list for the next available qualifying unit. If an applicant refuses the second qualifying unit available, they may be removed from the waitlist and must complete the process from the beginning in order to be on the waitlist. At the point of acceptance, the applicant must move into the unit within 30-days.

The property will always maintain a waitlist for any unit or floor plan that is not available. A waitlist will only be closed if the average wait is excessive; two years or more based on average annual turnover. Closure and opening of waitlist will be published publically. Waitlist will be updated at least twice a year by contacting applicants to ensure continued eligibility, desired preference and note any household changes. If contact information is no longer valid or applicants fail to respond to contact within 7 business days, applicant(s) will be removed from the waitlist. It is the applicants' responsibility to notify the community with any contact changes.

\*Accessible units will be offered to those qualified in order of first, current tenants with disabilities currently residing in a non-accessible unit who requires the features of the unit. If no current tenants require the special features of the accessible unit, then the offer of the unit will be made to the next qualified applicant on the waiting list with a family member who needs the features of the accessible unit. If neither a current tenant nor a qualified applicant requires the features of the available accessible unit, then the unit will be offered to next qualified applicant on the waiting list.

# Denial Process

If your application has been rejected, a written notice will be mailed to the address on the application specifying reason(s) the application was denied within 7 business days of rejection result.

If the denial is due to information received via credit report, you will receive information on how to contact them directly to obtain your own copy on the denial letter.

Should you desire to appeal your denial, submit a written request for an appeal providing any additional information and back up for extenuating circumstances that you would like considered, including protections under the VAWA Act, to the corporate office address below within 30 days of denial. Be sure to provide the full name of all applicants as well as the property application was submitted to and date of denial.

Whitney Management Corp.  
Attn: Denial Appeal  
9575 Katy Freeway, Suite 330  
Houston, TX 77024

Or submit via email: [residentrelations@whitneymgmt.com](mailto:residentrelations@whitneymgmt.com) Subject Line: Appeal

## Non-renewal and/or Termination Notice Process

Non-renewal and/or termination of lease agreement will be for just-cause as determined by the state and local law which includes but may not be limited to:

- Refusal to comply with program guidelines specified in lease addendum, no longer qualifies under program guidelines or for fraud/failure to disclose all sources of income prior to move-in
- Violation of lease or rental agreement; such as delinquency, failure to maintain uniform conditions standards of the unit, health and safety violations, chronic or numerous lease violations, criminal activity, etc.
- Non-payment of rent
- Destruction or damage to the property
- Interference with other residents, creating a nuisance, or using the property for unlawful purpose

Request for consideration under reasonable accommodation policy or rights under VAWA in relation to the notice will be reviewed on a case by case basis. Additional information may need to be obtained from the resident as part of determination.

## **TENANT RELEASE AND CONSENT**

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 apartment rental application. I/We authorize release of information without liability to the owner/manager of the apartment community listed below.

### **INFORMATION COVERED**

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identity, student status, employment, income, assets, medical or child care 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 as a Qualified Tenant.

### **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
Banks and other Financial Institutions	Previous Landlords (including Public Housing Agencies)	

### **CONDITIONS**

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 to correct any information that is incorrect.

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### **SIGNATURES**

_____ Applicant/Resident	_____ (Print Name)	_____ Date
_____ Co Applicant/Resident	_____ (Print Name)	_____ Date
_____ Adult Member	_____ (Print Name)	_____ Date
_____ Adult Member	_____ (Print Name)	_____ Date
<u>The Arbors on Wintergreen</u> Apartment Name	_____ Contact	<u>(972) 224-8920</u> Phone

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 SEPERATELY.