



RESIDENT QUALIFYING CRITERIA

We are delighted you are interested in leasing a home at Aria Apartments. Below we have listed the criteria for qualifying as a resident. To be considered for approval, all persons over the age of 18 must fully complete a separate rental application. Any omissions, errors or falsification may result in denial of an application or terminate the right to occupy the apartment. All applications are subject to approval through an outside application agency. Approval/Denial is based on review of the following criteria:

Minimum Requirements:

Every adult member of the household must:

- Complete and sign a TAA Application
- Read and acknowledge this Qualifying Criteria
- Pay appropriate application and processing fees
- Provide a valid government issued ID (no copies or expired document accepted)
- Provide a valid US Government-issued social security card

- **Income/Employment:**

Gross income must be a minimum of three (3) times the monthly rent. Proof of income and all sources of income must be verifiable. Employment must reflect at least twelve (12) months of employment history. If self-employed, tax returns for a trailing three (3) year period must be provided. **Guarantors** may be used if a prospective resident fails to meet the income/employment standards or is a full-time student (enrollment documentation must be provided). The guarantor must meet all qualifying criteria, in addition to a minimum of six (6) times the monthly rent.

- 2-consecutive months pay stubs
- 3 months of bank statements with consistent deposits
- Current government-issued documentation.

- **Applicant Screening:** Exemplify Acceptable credit history (verified by a 3rd party)

Aria evaluates each person applying for occupancy for approval through a third-party applicant screening agency. Approvals of all applications are based on an empirical system that incorporates various credit factors along with other non-statistical factors to determine overall rental decisions. Other factors may impact the overall rental decision of an applicant including criminal background checks, rental history as well as other indicators.

- **Rental Verification:** Exemplify Acceptable rental history (verified by a 3rd party)

Former landlords will be contacted for rental verification. Any applicant that is a first-time renter, has an eviction or owes monies to another property(s) or management company may result in approval with additional conditions or denial.

- **Criminal Background:**

Aria conducts a criminal background search on each person(s) over the age of 18 applying at its communities. It is possible your application may be denied due to criminal convictions or charges. Applicants with a violent felony or felonies that have occurred in the past seven (7) years will not



be accepted. Any crime involving bodily injury, sexual perversion, theft or intent to distribute an illegal substance will be disqualified.

Summary of Fees:

- Application Fees (Non-Refundable) \$75 for each applicant over 18
- Admin Fee (Non-Refundable)
 - 1 bedroom \$150
 - 2 bedrooms \$150
 - 3 bedrooms \$150

Those with less than exceptional credit or rental history may be deemed as a conditional approval by our 3rd party screening company you may be offered a 2nd chance program fee, this is a non-refundable fee in addition to the above.

- 2nd Chance Fee
 - 1 bedroom \$300-\$500
 - 2 bedroom \$500-\$700
 - 3 bedroom \$700-\$900

REQUIRED Pet or **Animal Information (if applicable):

There is a maximum of two (2) pets per apartment no more than 30 pounds weight limit. An additional pet fee and deposit will be required per pet. We require all pets or **Animals to be disclosed at application or within 24-hours of entry into an apartment. We require the following for all pets:

- Payment of a \$300 fee (Non- Refundable)
- Monthly pet rent of \$25.00 pet rent fee
- Photo of Pet or **Animal, profile completed, and current shot records on file with the office.

Breed Restrictions for pets are as followed: the following AKC aggressive breeds are not allowed on property *Akitas, Chows, Dobermans, German Shepherds, Mastiffs, Pit Bulls, Rottweiler, Siberian huskie, and Wolf Hybrids. Any mixes of these breeds are also prohibited.*

** Service or Assistance Animal – Follow guidelines as per the U. S. Department of Housing and Urban Development.

REQUIRED Renters Insurance:

Prior to move in, we require proof of general liability renter's insurance for one of the lease holders with a minimum requirement is \$300,000 general liability coverage with the Owner/ landlord listed as Party of Interest or Interested Party. Before an applicant is allowed to move in you must provide proof of the required policy. Failure to maintain required insurance will be grounds for termination of the lease agreement. Our preferred provider is [eRenterPlan - Insurance](#)



[for Renters](#). Additional information on renter's insurance is available from the Texas Department of Insurance.

REQUIRED RUBS Program (Resident Utility Billing Program)/Monthly:

We invoice for monthly utility for master community utilities including water, sewer, trash, gas, & pest control. Water/sewer are allocated based on the TNRCC state guidelines for allocation of water & sewer. According to the state guidelines, bill back to residents is based on a 50% occupant count & 50% square footage rules. Trash and pest control are billed back at a monthly flat fee.

REQUIRED Occupancy Standards:

There is a two (2) person(s) maximum per bedroom plus 1 additional (Exception: Children under the age dictated by the State or Federal Law.) Any count over this may result in an unauthorized occupancy situation and subject to termination of lease.

No unit will be assigned, no application will be screened and no determination made until all applications are signed (front & back), rental qualifying criteria signed and initialed by each applicant, all non-refundable application fees & deposits are paid, valid identification presented (no photo copies accepted), and verifiable proof of income provided.

Aria offers equal housing for all people regardless of race, color, sex, national origin, religion, disability, familial status.

I ACKNOWLEDGE THAT I HAD AN OPPORTUNITY TO REVIEW THE PROPERTY'S RENTAL SELECTION CRITERIA, WHICH INCLUDES REASONS WHY MY APPLICATION MAY BE DENIED, SUCH AS CRIMINAL HISTORY, CREDIT HISTORY, CURRENT INCOME, AND RENTAL HISTORY. I UNDERSTAND THAT IF I DO NOT MEET THE PROPERTY'S RENTAL SELECTION CRITERIA OR IF I FAIL TO ANSWER ANY QUESTION OR GIVE FALSE INFORMATION, THE PROPERTY MAY REJECT THE APPLICATION, RETAIN ALL APPLICATION FEES, ADMINISTRATIVE FEES, AND DEPOSITS AS LIQUIDATED DAMAGES FOR ITS TIME AND EXPENSE, AND TERMINATE MY RIGHT OF OCCUPANCY.

By signing here, you verify you have read and understand the above and have received a copy for your records.

_____ Applicant	_____ Date	_____ Applicant	_____ Date
_____ Applicant	_____ Date	_____ Applicant	_____ Date
_____ Owner Representative	_____ Date		





It is our Goal to assist you in finding a wonderful home. Please feel free to discuss any issues you may have in meeting our qualifications.

PRIVACY POLICY

The purpose of this policy is to outline some of our procedures relating to the confidentiality and security of sensitive personal information, including social security numbers, disclosed to us by prospective and existing residents. For the purposes of this policy, the term “sensitive personal information” shall mean an individual’s first name or first initial and last name in combination with any one or more of the following items, if the name and the items are not encrypted: (i) social security number; (ii) driver’s license number or government-issued identification number; or (iii) account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to an individual’s financial account. This term does not include publicly available information that is lawfully made available to the general public from the federal government or a state or local government.

1. **Collection and use of sensitive personal information.** When you apply to rent a unit in our community, we will ask you to disclose certain sensitive personal information on your rental application and possibly other lease documentation. This sensitive personal information will be used by us for business purposes including confirmation of your identity, determination of your eligibility for rental and collection of amounts you owe.
2. **Protection and access to sensitive personal information.** We will keep the sensitive personal information you provide to us in our files. If you become a resident in our community, we will keep the sensitive personal information in a resident file. If you do not become a resident, we will keep your sensitive personal information in a general file. Personnel with the owner and Management Company, if applicable, will have access to our files. We also reserve the right to disclose sensitive personal information for business related reasons to others such as independent contractors, credit reporting agencies, collection agencies or prospective purchasers or their agents in a manner allowed by law.
3. **Disposal of records containing sensitive personal information.** It is our policy to dispose of records that contain sensitive personal information by shredding, erasing, or by other means making the sensitive personal information unreadable or undecipherable.
4. **Taking corrective action.** In the event that you experience identity theft or we discover that there has been unauthorized acquisition of computerized data that compromises the security, confidentiality, or integrity of sensitive personal information, as defined above, we will comply with all applicable law with respect to taking appropriate corrective action.





This policy has been designed to meet the requirements of applicable law with respect to the adoption of a privacy policy. Nothing contained in this policy shall constitute a representation or warranty of any type whatsoever that sensitive personal information will not be misplaced, duplicated, or stolen. No liability is assumed with respect to any such occurrences.

Applicant Signature

Date of Application

Applicant Signature

Date of Application