



Ph: (281) 497-4899

www.VanderbiltLodge.com

RESIDENT QUALIFYING CRITERIA

We support the Fair Housing Act, as amended, and prohibit discrimination based-upon race, color, religion, sex, national origin, handicap, or familial status. Everyone is welcome to apply for residency at our community; however, not everyone will qualify. To qualify, there are several minimum requirements regarding completing the application process and screening. We utilize a 3rd party for screening program to determine eligibility and compliance.

Minimum Requirements:

Every adult member of the household must:

- Read and acknowledge this Qualifying Criteria
- Complete and sign a TAA Application, separate for each individual over age 18
- Pay appropriate Application and Administrative Fees
- Provide a valid government issued ID (no copies or expired documents accepted)
- Provide a valid US Government-issued social security card or Passport
- Provide a Proof-of-income documenting income of at least 3x monthly rent in the form of one of the following:
 - Pay Stubs verifying employment in the most recent 3 months
 - 3 Months of Bank Statements with consistent deposits
 - Third-party notarized letter of income earned
 - Current government issued award letter
- Exemplify Acceptable credit history (verified by a 3rd party)
- Exemplify Acceptable rental history (verified by a 3rd party): Prompt monthly payments and a sufficient notice to vacate with no damage fees are expected. Examples of unacceptable history are evictions less than 7 years, skips or money left owing to a landlord within three (3) years of application date.
- Exemplify Acceptable criminal history. Examples of unacceptable criminal history are Felons less than 7 years, any crime involving bodily injury, weapons, sexual offenses, theft, or illegal substances will be disqualified.

Summary of Fees:

Application Fees (non-refundable) per adult: \$50

Administration Fee (non-refundable once screening completed): \$125

Deposit (refundable – allow 5 days for processing)

1 Bedroom \$300

2 Bedroom \$400

Those with less than one (1) month verifiable employment history and those applying with an offer letter may be assessed a deposit equal to one (1) month's rent. Approved applicants may set a move-in date no greater than two (2) weeks prior to their new employment start.



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

2 Bedroom \$400

REQUIRED Pet Information (if applicable):

We require all pets 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

Monthly Pet Rent of \$25 each (2 Pet Maximum)

Pet Interview and signing of a Pet Addendum at move-in

- Maximum Weight 50lb per Animal
- *the following AKC aggressive breeds are not allowed on property: Staffordshire terriers, Doberman Pinschers, Great Danes, German Shepherds, Pit Bull, Mastiffs, Doberman, Rottweiler, Chow, and Ankita’s. Any “mixed breeds” with any of the above will be disqualified as well.

REQUIRED Renters Insurance:

Prior to move in, we require proof of general liability insurance for renter’s insurance with a minimum requirement is \$100,000 General Liability Coverage for the unit specifically, and **Vanderbilt Lodge Apartments, LLC** must be listed as an additional insured party in the policy. 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.

REQUIRED R.U.B.S. (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 and sewer. According to the state guidelines, bill back to residents is based on a 50% occupant count & 50% square footage rules. Trash and pest controls are billed back at a monthly flat fee.

REQUIRED Occupancy Standards:

No more than two persons per bedroom plus an infant under 1 year of age may occupy the apartment, this is deemed reasonable by federal and state law. Any count over this may result in an unauthorized occupancy situation and subject to termination of the 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 & or deposits are paid, valid identification presented (no photo copies accepted), and verifiable proof of income provided.

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

Applicant’s Signature

Date of Application

Applicant’s Signature

Date of Application



PRIVACY POLICY

Initials:

The purpose of this policy is to outline some of our procedures relating to confidentiality and security of sensitive personal information, including social security numbers, disclosed to us by prospective and existing residents. For the purpose of this policy, the term “sensitive personal information” shall mean an individual's first name or first initial and last name and combination with any one or more of the following items, if the name and the items are not encrypted: 1) social security number; 2) drivers license number or government-issued identification number; or 3) account number or credit or debit card number and 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. Personnel with the owner/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 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 designated 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's Signature

Date of Application

Applicant's Signature

Date of Application

