

We are now leasing to DOD civilians and retirees.

Required Gross Monthly Income

2brm = \$4623

3brm = \$4857

4brm with garage = \$5143

4brm with basement = \$5286

The following is required below:

- \$25 application fee per person 18 years and older
- \$250 deposit, refundable at move out
- \$250 pet deposit per pet
- Current pay stub(s)/copy of photo ID or driver's license
- 12 month lease with a 60 day notice of intent to move out

Eligible Areas:

- 3 bedrooms in Watkins Terrace for \$1700 (when available)
- 4 bedrooms in Watkins Terrace for \$1800 (when available)
- 4 bedroom duplexes in Infantry Post for \$1850
- 2 bedroom Quads (apartments) in Artillery Post for \$1850 (when available)
- 2 Bedrooms in Patch / Chaffee for \$1618

Application fee can be mailed by money order or cashier's check to:

Ft. Sam Family Housing, LP

PO Box 341088

Fort Sam Houston, TX 78234

On the application form:

- Every family member has to be listed on the roommates section (even married)
- Proof of income for everyone in the home that is 18 years or older
- We need the driver license for every person who is going to be on the lease (18 years or older)
- The emergency contact cannot be someone who will be living on the home
- If you have pets we will need a picture of each pet and shot record

APPLICATION CRITERIA

All applicants for residency will be processed through a credit-reporting agency. All adults 18 years of age or older, or emancipated minors with written proof of emancipation, must complete and sign an application. Ft. Sam Houston Family Housing does not discriminate on the basis of race, color, religion, sex, familial status, national origin, handicap, or any other personal class recognized under applicable federal, state and/or local law. Provided, however, if the property has been designated as a senior community: (i) the community is exempt from familial status discrimination under federal law; (ii) the community is intended to qualify as housing for older persons pursuant to the federal Fair Housing Act; and (iii) at least 80% of the community's occupied units will be occupied by at least 1 person 55 years of age or older.¹ In reviewing the application, the following criteria will be used to determine the applicant's suitability for residency.²

1. CREDIT

All credit status for the last two (2) years will be checked through the appropriate **Credit Bureau**. A minimum credit score of 550 is required. If allowed by applicable law, exceptions to the minimum credit score requirements will be made upon (i) an applicant providing a guarantor/co-signor for the lease that meets all credit requirements, or (ii) an applicant providing an additional deposit in the amount of one times (1x) expected monthly rental amount. Guarantors will be required to have a minimum credit score of 675. In circumstances of a social security number alert, applicant will be required to complete an additional Social Security Number (SSN) Verification Form and pay a \$6 processing fee or the application process will terminate without approval.

2. RESIDENCE OR RENTAL HISTORY

The last two (2) years residence or rental history is required. All appropriate phone numbers and addresses, and where this information may be **VERIFIED**, must appear on the occupancy application. ***The credit report and other sources of rental history will be checked to verify resident and rental history information.*** Applicants with a rental history reflecting either six (6) or more late payments OR four (4) or more NSF checks received within the relevant two (2) year period will be denied. In addition, all resident rental history within the relevant (2) year period must be free of rental housing evictions and landlord debt in excess of \$1,500 or the application will be denied. Applicants with a history of landlord debt in an amount less than \$1,500 will be approved upon providing sufficient proof of payment of, or release from, such outstanding debt and payment of an additional deposit, if allowed by law, in the amount of one times (1x) the expected monthly rental amount. Applicants with outstanding debt to and Fort Sam Property Manager, LLC, a DE LLC affiliate — unrestricted by the two (2) year time period set forth above — (i) must pay any balance under \$1,500 in full, or obtain a release therefrom, and pay an additional deposit, if allowed by law, in the amount of one time (1x) the expected monthly rental amount, or (ii) will be denied for any debt in excess of \$1,500 unless, upon request and review, such applicant is able to obtain a release therefrom.

3. INCOME

Applicant's income will be verified. Management will accept any legal, verifiable source of income paid directly to the applicant or a representative of the applicant. Legal sources of income include, but are not limited to, the following: employment income, retirement benefits, spousal/child support, 120s, savings accounts, welfare, Social Security disability benefits, housing choice vouchers, or any other legal, verifiable source of income. Monthly rent cannot exceed 35% of total gross monthly income for approved applicant(s). If the property participates in the section 8 housing program, income requirements will apply to the household's share of the monthly rent. If allowed by applicable law, exceptions to the percentage of gross monthly income requirement will be made only upon (i) an applicant providing a guarantor/co-signor for the lease that means all credit requirements and for whom the monthly rental amount does not exceed 20% of their total gross monthly income, or (ii) an applicant providing an additional deposit in the amount of the household's share of the expected monthly rental amount.

¹ For senior communities, any of the following documents are considered reliable documentation of the age of occupants residing in a unit: (i) driver's license; (ii) birth certificate; (iii) passport; (iv) immigration card; (v) military identification; (vi) any other state, local, national or international official documents containing a birthdate of comparable liability; or (vii) a certification in a lease, application, affidavit or other document signed by any member of the household age 18 or older asserting that at least 1 person in the unit is 55 years of age or older.

² *These criteria do not constitute a representation or warranty that everyone residing within the community meets the requirements.* For example, there may be persons who have resided within the community since before these criteria were established. In addition, Ft. Sam Houston Family Housing's ability to confirm compliance with the represented criteria is limited to the information Ft. Sam Houston Family Housing receives from the various credit reporting services used. Ft. Sam Houston Family Housing also has an appeals process by which applicants may provide evidence of circumstances to mitigate negative criminal activity and seek exception after individualized review and assessment.

4. CRIMINAL HISTORY

The criminal records of all household members over the age of 18 will be checked and reviewed for certain felony and Class A misdemeanor offenses. The information gathered as the result of this check would affect the approval of the application as follows:

- A. Applicants with any of the following felony convictions (or similarly classified offenses in jurisdictions outside of Texas) in the twenty (20) year period preceding the date of application will be automatically denied approval: murder, capital murder, aggravated kidnapping, sexual assault, aggravated sexual assault, indecency with a child, sexual performance by a child, first degree criminal solicitation, compelling prostitution, trafficking of persons, aggravated robbery, burglary if committed with the intent to commit felony sexual assault, aggravated sexual assault, sexual abuse of a child, or prohibited sexual conduct, offenses under Section 481.134(c), (d), (e), or (f) of the Texas Health and Safety Code (or, such applicable state law, if allowed by law) if it is shown that the offender has been previously convicted of an offense for which punishment was increased under the aforementioned sections, offenses under Section 481.140 of the Texas Health and Safety Code (or similarly classified offenses in jurisdictions outside of Texas) relating to any felony conviction increased in punishment as a result of use of a child in commission of such offenses, and any offense where the offender used or exhibited a deadly weapon during the commission of a felony offense or during immediate flight therefrom.
- B. Applicants will be automatically denied for any prior conviction for manufacturing or distribution of a controlled substance (or similarly classified offenses in jurisdictions outside of Texas).
- C. Applicants will be automatically denied if they are currently subject to a registration requirement under Article 62.001, Code of Criminal Procedure, Sex Offender Registration Program (or similar Sex Offender Registration Programs in jurisdictions outside of Texas).
- D. Any other felony or Class A misdemeanor conviction other than those set forth in 4.A. above related to violent criminal activity (or similarly classified offenses in jurisdictions outside of Texas) will result in denial if the conviction occurred in the seven (7) year period preceding the date of application.
- E. Any conviction of Theft under Texas Penal Code Sections 31.03 (as defined by 31.06) or 31.04 related to Theft by Check or Theft of Services (or similarly classified offenses in jurisdictions outside of Texas) in the three (3) year period preceding the date of application will result in conditional approval and, if allowed by law, require the applicant to agree to pay all amounts due and payable by applicant within the initial lease term (including all rental payments, deposits, and other lease charges) with certified funds.
- F. Notwithstanding the above, any applicant may provide documentation disputing the negative criminal activity or provide evidence of circumstances that mitigates the negative criminal activity. Any request for reconsideration of a denial of tenancy due to criminal activity shall be submitted within fifteen (15) calendar days of such denial and management shall make a determination, within twenty-one (21) calendar days thereafter, as to whether to uphold the denial of tenancy.
- G. Failure to accurately report any criminal activity constitutes a non-curable material falsification and is grounds for termination of tenancy regardless of when such material falsification is discovered.

5. NON U.S. CITIZENS

Unless prohibited by applicable state or local law, non-U.S. Citizens must be able to provide documentation from U.S. Immigration to verify legal residency in the United States as of the effective date of the lease agreement.

6. OCCUPANCY POLICY

A maximum of two persons per bedroom plus a child under two (2) years old will be allowed to occupy a unit or as may be restricted by applicable state or municipal code.

PLEASE TAKE YOUR TIME AND FILL OUT YOUR APPLICATION THOROUGHLY TO ENSURE TIMELY PROCESSING. FAILURE TO PROVIDE REQUESTED INFORMATION WILL RESULT IN DENIAL OF THE APPLICATION.

Signing this acknowledgment indicates that you have had the opportunity to review the landlord's resident selection criteria. The resident selection criteria include factors such as criminal history, credit history, current income and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.

Applicant Signatures:

_____	Date: _____	_____	Date: _____
_____	Date: _____	_____	Date: _____
_____	Date: _____	_____	Date: _____



Priority Sequence Memo

I have been briefed on the below categories for priority housing with Ft. Sam Houston Family Housing. I understand that my priority status is based solely on the information provided in my orders.

Priority 1: Key and Essential accompanied or unaccompanied military personnel assigned for duty at FSH. Service Members assigned to the WTB, and approved medical priority.

Priority 2: Accompanied military personnel assigned for duty at FSH.

Priority 3: Accompanied military personnel assigned within a 50 mile radius of FSH.

Priority 4: Unaccompanied family members of military personnel.

Priority 5: Unaccompanied military personnel (married or single) assigned or attached for duty as stated in (2) or (3) above.

Priority 6: Retired military personnel and spouses or widowed spouses of retired military personnel.

Priority 7: Department of Defense (DoD) and Federal Agency civilians.

Admin hold: Military personnel reporting to FSH on a future date still assigned to their current duty station.

**** Categories 4 through 9 must be approved and FSHFH must meet certain criteria before offering in these categories.**

I understand that if I am assigned as a priority 3, but spend more than 50% of my duty at FSH, I must provide a memorandum to FSHFH signed by my Company Commander stating such information, to be eligible for a priority 2 status.

Admin Hold _____ Yes/No _____

Priority Status of Service Member: _____

Service Member initials: _____

****By initialing and signing this form I acknowledge I have read and understand this document.**

Resident Signature:

_____ Date: _____ Date: _____

_____ Date: _____ Date: _____

_____ Date: _____ Date: _____

FSHFH Representative: _____ Date: _____

8/30/2018

HOUSING CUSTOMER CHECKLIST – RETIREE AND DoD CIVILIAN

1. _____ I understand that I must keep FSHFH informed of any changes, especially my contact numbers and lease expiration date.
2. _____ I understand that if FSHFH contacts and I do not respond within 2 weeks, I will be removed from the waiting list.
3. _____ I understand that FSHFH is not funding moves from off post housing to on post housing.
4. _____ I understand that a home that is offered to me may not be viewed if occupied and will not be available for viewing while in maintenance.
5. _____ I understand that when a housing offer is made to me I have 24 hours to accept and pay the \$250.00 refundable security deposit, or decline. No response within the 24 hours is considered a declination and the home will be offered to another person on the list.
6. _____ I understand the wait times are approximately _____. I understand these dates are estimated wait times and are subject to change due to: eligibility date, K&E status, etc.
7. _____ I understand that if I have a pet that FSHFH determines is a restricted breed, FSHFH may request additional supporting documentation at the resident’s expense. If the requested information is not provided, FSHFH will not offer a home, until all documents have been reviewed and approved by FSHFH.
8. _____ I understand that a \$25.00 application fee is required for applicants over the age of eighteen (18) and is not refundable.
9. _____ I understand that I must provide a copy of my SF50 (DoD Civilian) or DD214 (Retiree), for proof of eligibility.

*****By initialing and signing this form I acknowledge I have read and understand this document.**

Resident Signature:

_____ Date: _____ _____ Date: _____
 _____ Date: _____ _____ Date: _____
 _____ Date: _____ _____ Date: _____

FSHFH Representative: _____ Date: _____