

Sotol Riverside Tenant Selection Criteria

Effective 06/03/2026



We are delighted that you are interested in leasing at our apartment community. In order to help you make your decision, we have listed below the criteria for qualifying as a resident with us.

This development will comply with state and federal fair housing and anti discrimination laws; including, but not limited to, consideration of reasonable accommodations requested to complete the application process. Screening criteria will be applied in a manner that is consistent with all applicable laws, including the Texas and Federal Fair Housing Acts, the Fair Credit Reporting Act, program guidelines, and Texas Department of Housing and Community Affairs rules.

Our criteria is available at the leasing office and on our website at all times. A copy of our criteria will be provided to all applicants when an application is submitted and is also available upon request at any time by prospective applicants, residents, and any other interested parties. Applications may be submitted at our leasing office, by mail at 2800 Collins Creek Dr, Austin, TX 78741, or on our website www.sotolriverside.com. Applications submitted by mail and electronically will be deferred until all application fees and deposits are received.

NON-DISCRIMINATION: The management agent shall comply with all federal, state and local fair housing and civil rights laws and with all equal opportunity requirements as required by law, including without limitation HUD administrative procedures. Federal laws forbid discrimination based on race, color, religion, sex, age, disability, familial status, or national origin. In addition, State laws also forbid discrimination based on race, color, religion, sex, age, disability, familial status, or national origin and local laws forbid discrimination based on sexual orientation and gender identity. Discrimination against a particular social or economic class is also prohibited (for example: welfare recipients; single parent households, etc.)

Access to HUD programs is open to all eligible individuals and families regardless of actual or perceived sexual orientation, gender identity or marital status. These requirements apply to all aspects of tenant relations including without limitation: accepting and processing applications, selecting residents from among eligible Applicants on the waiting list, assigning units, certifying and re-certifying eligibility for assistance and terminating tenancies.

FEES AND DEPOSIT: An application fee of (\$25) and an administrative fee of \$5.50 will be charged per completed application. Any security deposit amount due must be paid before move-in, required security deposits are noted below. We will not hold an apartment or process an application without an application fee for each submitted application and application deposit being paid. In the event the application is declined for reasons that do not result in an application deposit being lawfully retained, it will take up to (30) days for the deposit to be refunded.

Required Security Deposit

- Two Bedroom \$350
- Three Bedroom \$450
- Four Bedroom \$550



OCCUPANCY POLICY All persons 18 or older must (A) Completed an application, and (B) Sign the lease - unless approved as permitted adult occupant. Emancipated minors must show written legal proof of status.

All persons residing in the apartment must be listed on the TAA Rental Application. After initial move-in no new adults may be added to the lease contract for the first 12 months of occupancy, unless accommodation due to disability is required. An occupant under the age of 18 may be added to an existing lease at any time without causing the household to be in violation of the occupancy limits outlined below, however a lease renewal may not be offered if this results in the household exceeding the occupancy limits outlined below, however a lease renewal may not be offered if this results in the household exceeding the occupancy limits specified for the unit type.

ASSET LIMITATION Section 8 assistance will not be provided at move-in to any household, if:

- The household's net assets exceed \$100,000, OR the household owns real property that is suitable for occupancy, that the household has a legal right to reside in, and the effective legal authority to sell. Real property would not be suitable for housing if:
 - The property is commercial property that cannot be legally occupied as a residence by the property owner, such as a gas station or clothing store.
 - The property does not meet the disability-related needs for all household members. Disability-related needs include:
 - Physical accessibility requirements
 - Disability-related need for additional bedrooms
 - Proximity to accessible transportation
 - The property is not large enough for the size of the household
 - The geographic location of the property creates a hardship for the household (i.e., excessive commutes to work or to school). Excessive commutes are defined as more than one and one half hours.
 - The property is not safe to reside in because of the physical condition of the property (i.e., the property's physical condition poses a risk to the family's health and safety and the condition of the property cannot be easily remedied) or
 - The real property is not a property that the household may reside in under the State or local laws of jurisdiction where the property is located.

For current residents, this community has chosen not to enforce the asset limitation at Annual or Interim Recertification. Net family assets will still be calculated when determining annual income at Annual and Interim Recertifications.

Exception Policies. For all families that meet the definition of extremely low-income at reexamination and are found to be non-compliance with the asset limitation, this community will not enforce the asset limitation at reexamination. Such families will not be subject to termination or eviction proceedings due to noncompliance with the asset limitation at reexamination. All other families will be subject to a limited enforcement policy.

SELF-CERTIFICATION OF ASSETS When determining household eligibility, the amount of assets held by household members must be taken into consideration. At move-in or initial certification, all household assets must be verified regardless of the value. After initial verification, the household's self-certification that the combined net value of all household assets is less than \$50,000 will be



accepted; however, third-party verification of assets is required every third year. If information is received indicating that a household has not fully disclosed all income or assets management reserves the right to require 3rd party verification of income and assets. Further, in certain circumstances, bank statements or other financial statements may be required to be provided in order to support other income source amounts.

VIOLENCE AGAINST WOMEN The Violence Against Women and Justice Department Reauthorization Act of 2023 protects residents who are victims of domestic violence, sexual assault, dating violence, rape or stalking from being evicted or terminated from housing assistance based on acts of such violence against them. In accordance with the Violence Against Women Act (VAWA), Management will not penalize victims of domestic violence, sexual assault, stalking, dating violence, or rape. Some key points provided in the Act include:

- A potential resident has the option to certify they were the victim of domestic violence and may be allowed to be admitted even with poor credit and poor landlord evaluations if he/she can show those negative factors were caused by domestic violence.
- It assured that victims of domestic violence, sexual assault, etc., have access to the criminal justice system without facing eviction.
- Where someone is abusive to other members of the household, only the abuser may be evicted. Furthermore, the standards for eviction due to imminent threat have been strengthened.
- Residents in assisted housing who face violence may be allowed early lease termination for a matter of safety.

Management will carefully evaluate abuse claims to avoid conducting an eviction based on false or unsubstantiated accusations. Nothing prevents a victim who has committed a crime or violated a lease from being denied, evicted or terminated.

The maximum number of occupants for each floor plan are as follows:

UNIT TYPE Occupancy Limits

- Two Bedroom 5
- Three Bedroom 7
- Four Bedroom 9

**Per TDHCA guidelines, in addition to the occupancy limits stated above, up to one (1) additional household member may be approved per unit type.*

PERMITTED ADULT OCCUPANT: We generally require that all persons 18 or older residing in an apartment meet our rental criteria and be a lease signer on the lease. However, we recognize that in some situations, it may be appropriate to approve an adult as a permitted occupant only. Consequently, adult permitted occupants will be approved in the following situations, provided those applicants for occupancy meet our criteria for rental history (if not a first-time renter) and criminal history:

A spouse who does not work outside the home, provided the working spouse' income satisfies the income requirements specified in this criteria.

- A member of a resident's household who is over the age of 65 and does not have a



regular source of income such as a pension or Social Security benefits.

- A member of the resident's household who is unable to work due to a total and permanent disability
- An adult child who is a member of the resident's household and is unable to work due to a development or other disability
- A live-in aide is permitted by way of a reasonable accommodation request, due to a disability. *Live-in aide is required to pass a criminal background check (rental and employment verifications are not necessary)
- An adult child between the ages of 18 and 26 who is a full-time student at a high school, college, university, junior college, technical school or other institution of higher learning.

INCOME: Income must be verified by one of the following options.

- 4 most recent consecutive check stubs if paid bi-weekly, and 6 recent consecutive check stubs if paid weekly.
- Income verification form completed by the 3rd party income source
- Statement of income from a third-party agency such as Social Security, unemployment (exclusive of any government stimulus or pandemic related supplemental amount), retirement account service, etc.
- Self employed applicants must provide their 2 most recent personal bank account statement and one of the following:
 - a. Two most recent tax returns, or IRS transcripts
 - b. If a tax return has not been filed, or if the applicant has been self-employed less than two years, the applicant may provide an estimated Profit and Loss Statement from their accountant or attorney.

Income must be verifiable and effective on or before the proposed move-in date. Total monthly income of all applicants must be (2.5) times the tenant paid portion of the monthly rent. Resident income cannot exceed maximum allowable per tax credit guidelines.

INCOME LIMITS: (circle applicable)

See posted Income limits in the leasing office

RENTAL HISTORY We will review the most recent 12 months of rental history. Rental history must be verifiable; family/friends are not acceptable sources of verification. Verified rental history will determine additional deposit requirements or denial. Reasons for additional deposit or denial include: Failure to pay rent timely over the prior 12 months: a) 4-6 late payments result in double deposit required; or b) 7+ late payments will result in denial of application. Applicants will also be denied if prior management reports 4 or more disturbances (for reasons not protected by VAWA), eviction, unpaid balance due (rent, damages, etc) drug dealing/use/manufacturing, violence to persons or animals, damage to property, gambling, prostitution, or reports that applicant is not eligible for re-occupancy. Verifiable home ownership will satisfy rental history requirements.

Applicants with less than 12 months verifiable rental history will be accepted with an additional deposit of one months' rent.

Second chance housing available at this community if housing debt is 7 or more years old and



positive rental history established since debt was incurred. Evictions less than 7 years old must be paid in full or in a payment plan to qualify, evictions greater than 7 years old will be approved.

RENT LIMITS: (circle applicable)

See posted Rents in the leasing office

STUDENTS If all members of the household are full-time students you may be required to provide verification that the household meets one of the exceptions as provided by the Affordable Housing Tax Credit Program. Exceptions are: 1) Receiving TANF assistance, 2) Job training programs receiving assistance under JTPA, 3) Single parent with dependent child, 4) Married and entitled to file a joint tax return, or 5) Previous foster care. Full time means attending/having attended an educational institution for (5) months or more during the current calendar year. Failure to meet full time student exemption may be a reason for denial.

GUARANTOR: If the applicant has less than 12 months verifiable rental history or do not have sufficient income or proof of financial aid, they may qualify by having a lease contract guarantor. The guarantor must have a gross monthly income of at least (6) times the monthly market rent and must meet our credit and rental history requirements included in this qualifying criteria. The guarantor must complete and sign a lease contract guaranty. The lease may be guaranteed only by a relative, educational institution or employer. Guarantors may be held responsible for the entire rent and other costs, such as damages as long as you live at this property, even if you have roommates.

CREDIT HISTORY Credit history for each applicant is screened through a third-party service for approval recommendation. The recommendation is determined by analyzing credit over the prior (2) years for timely payment history, age of open accounts, types of open accounts, amount of credit inquiries, as well as percentage of open credit available. Depending on the results of this analysis, each applicant will receive a score, and based on the score an applicant may be required to pay an additional deposit or the application may be denied.

Based on the analysis above, applications will receive a recommendation of approval, approval with conditions, or denied based on the scores below:

CREDIT HISTORY RECOMMENDATION

- Approval 550 or Greater
- Approval with Conditions 400 - 549 (double deposit)
- Denial 400 or Below

Factors that can result in an automatic denial, regardless of age, include:

- False Social Security Number
- Eviction Judgment
- Unpaid Housing Debt
- FACT A Fraud Alert
- Open Bankruptcy



In accordance with the Fair and Accurate Credit Transaction Act of 2003 (FACTA), all applicants must provide a government issued ID during the application process. Identification provided must match information provided in the rental application. If an applicant has a "fraud alert" noted on their credit report the application will be denied until identity can be confirmed by our screening contractor using the contact method provided on the credit report.

CRIMINAL HISTORY A criminal background report for each applicant is screened through a third-party service for approval recommendation. Criminal history which indicates that an applicant's tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy could result in substantial physical damage to the property of the owner or others will result in rejection of the application. For applicants with a VASH voucher, we will not use credit score as part of the approval screening. Instead we will only consider the most current 12 months of rental history and criminal background.

- Recommend Denial for felony or misdemeanor offenses, regardless of the date of conviction or other adjudication of the offense for: murder, assault, sexual offenses (including sex offenders subject to a lifetime registration requirement) or other crimes against persons or animals.
- Recommend Approval for felony offenses, involving theft of property, damage to property, illegal manufacture or distribution of controlled substance and weapons, if occurred prior to (10) years from the completion of the sentence.
- Recommended Approval for misdemeanor offenses involving theft of property, damage to property, illegal drug violation (sale or manufacture), prostitution or weapons if occurred prior to (7) years from the completion of the sentence.

In the event the criminal background check reveals any pending criminal cases, we may offer residency conditionally upon dismissal or favorable resolution of the charge. Upon conviction, the Lease Agreement will be terminated immediately.

Applicants who are denied may submit, within fourteen (14) days of the denial, verifiable evidence of mitigating factors for additional assessment including (by way of example, with no single factor being determinative): the facts or circumstances surrounding the criminal conduct; the age of the individual at the time of the conduct; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; evidence of rehabilitation efforts and/or any other factors related to whether a specific person poses any threat to safety.

ANIMALS Pets are welcomed in this community. We allow a maximum of (2) animals per apartment, each with a (\$250) non-refundable fee. Pet rent is (\$20) monthly per pet. The animal (s) fully grown must weigh no more than (25) pounds each. See the ResProp Prohibited Animal List. Management has the right to meet and approve the animal prior to executing an Animal Addendum.

Height, breed, weight, and age restrictions do not apply to service/emotional support animals. Pet fees, pet rent, and pet deposits are not charged for service/emotional support animals.

If disability is not evident, verification will be required for deposit/fee and "pet" rules waiver. A Verification of Disability form available in our office may be used for verification, or we may be able to accept another document provided by the applicant/resident care provider deemed sufficient for this purpose. Verifications must be completed by a care provider familiar and qualified to verify a



disability exists and that the disability requires a service/emotional support animal accommodation. The form should be submitted to us on letter head of the care providers office including their contact information if the verification is delivered by the resident, or delivered to us by fax, mail, or email directly from your care provider's office.

When a service/emotional support animal is approved, a TAA Animal Addendum must be signed. As per paragraph 5 of the addendum, we will not charge animal deposits, animal's fees, or additional rent for the service/emotional support animal. Except as provided by applicable law, all other provisions of the addendum apply to service/emotional support animals including animal rules which include: requirements for shots and licenses, disturbances, housebreaking, cages, offspring, indoor/outdoor waste areas, tethering, food/water, leash, and animal waste.

SATELLITE DISH This property does not allow the installation of a satellite dish.

RENTERS INSURANCE Renter's insurance is recommended in this community.

INTERNATIONAL RENTAL CRITERIA: Non-US Citizens are welcome to apply. A Supplemental Rental Application for Non-US Citizens must be completed and one of the following must be provided for identity verification purposes only: 1) Form 1-485 Application to Register Permanent Resident or Adjust Status, 2) Form I-94 Arrival-Departure Record (form does not contain photo or fingerprint), 3) Other official U.S. Citizenship and Immigration Services of your entitlement to a required form. If the form of documentation required does not include a photograph, additional identification is required in the form of a passport or other official identification from your country.

EQUAL HOUSING This property is an Equal Housing Opportunity provider. We do business in accordance with state and federal fair housing and anti discrimination laws, including but not limited to consideration of reasonable accommodation requested to complete the application process. We do not discriminate against any person because of race, color, religions, sex, handicap, familial status or national origin. We provide housing in accordance with all other local laws if those laws provide greater protection than the Federal Fair Housing Act.

MOVE IN DELAY POLICY If management accepts the application, but is unable to allow me to occupy the premises on the date agreed because of delay caused by construction or other unforeseen circumstances, then I agree that my sole remedy shall be the return and refund of the application deposit and application fee.

VAWA We will comply with state and federal fair housing anti-discrimination laws, and comply with the lease requirements found in the Violence Against Women Reauthorization (VAWA) Act of 2013. VAWA protects applicants/residents including any household members who are victims of domestic violence including dating violence, stalking, and sexual assault from being denied residency or evicted based on acts of such violence against them, if the applicant/resident otherwise qualifies for residency.

At the time your application is submitted, we have provided you with a "Notice of Occupancy Rights Under the Violence Against Women Act". This notice must also be provided to you when your application is approved or denied, and when an owner initiates a lease termination or non-renewal. By signing below, you agree you have received this notice at the time of application. If you apply for an apartment electronically, this form is attached to the Resident Qualifying Criteria which is part of



the online application process.

WAITLIST POLICY Only “potentially eligible applicants/current residents” for whom an appropriate apartment is not available are placed on a waitlist in the order in which they are received. Applicants residents must sign the TAA Rental Application” Review the Preferences below related to how apartments are offered to applicants when apartments become available. Our waitlist will remain open at all times.

APPLICANT PRIORITY

Applicants with apartment type preferences are selected from the waiting list and may receive an opportunity for an available unit earlier than those who do not have a preference. Assigning preferences to applicants who meet certain criteria is a method intended to provide housing opportunities to applicants based upon household circumstances.

Preferences affect only the order applicants are selected from the waiting list. They do not make anyone eligible who is not otherwise eligible. Preferences are not permitted if they, in any way, interfere with affirmative marketing efforts or fair housing requirements.

Handicap Accessible Apartment - Order of Priority:

Management will give priority to current residents or applicants on our waiting list that require the handicap accessible features of an available apartment in the order specified below. Verification of disability may be required if disability is not apparent.

1. Current resident on the waiting list having a disability that requires the accessibility features of the available apartment and occupying an apartment not having such features.
2. Applicant on the waiting list having a disability that requires the accessibility feature of the available apartment.
3. All other current residents on the waiting list.
4. All other applicants on the waiting list.

Non-Handicapped Accessible Apartment - Order of Priority

Management will offer available non-handicap accessible apartments in the following order:

1. Current residents requesting VAWA emergency transfer
2. All other current residents on the waiting list
3. All other applicants on the waiting list.

Each applicant will be provided 24 hours to accept or decline an available unit. If an accessible apartment comes available, persons that require an accessible apartment will be given priority and offered the apartment even if they are not the first person listed on the waiting list.

REASONABLE ACCOMMODATION AND MODIFICATIONS It is our policy to provide reasonable accommodations and modifications upon request to all applicants/residents with disabilities. **Accommodations** may include changes in the method of administering policies, procedures, services, unit transfers or allowing a live-in-aide. **Modifications** include structural changes to an apartment or common area. Requests can be made in writing or in any other equally effective method to the management office. The Property Manager will provide a response to requests for



accommodation and/or modification in writing not more than (14) calendar days after the request is received. Third party documentation of reasonable accommodation and/or modification may be required if the need is not readily apparent. Documentation will be kept confidential and used only by the Property Manager as information needed to approve the request. Specific medical or disability information will not be sought.

TRANSFER POLICY Residents who wish to move to another apartment must request a transfer in writing, signed by the head of household and/or co-head. A transfer fee of (\$150) and an application deposit for the new apartment must be paid at the time the request for transfer is approved by management to hold a new apartment. Transfer approval is contingent upon 1) the acceptable result of an inspection of the current apartment, 2) all balances paid in full for the current apartment, and 3) any damages that are noted during our inspection prior to transfer are paid in full. Additionally, current residents that are transferring to a new apartment must be approved under all the requirements of the Resident Qualifying Criteria signed at the time of application submission for their current apartment.

In situations that a transfer is required as a reasonable accommodation, VAWA, or at management request, there will be no transfer fee required. At the time of move-in to the new apartment, the application deposit will be applied to the security deposit for the new apartment and any additional security deposit that is owed, or pet deposits/fees must be paid.

Criteria related to program eligibility may be applied retroactively when a market development receives a new award of tax credits, federal, or state funds and a household is not eligible under the new program requirements or when prior criteria violate federal or state law.

Security deposits for the original apartment will be refunded within (30) days of vacating if the apartment is left clean and with no damages beyond normal wear and tear.

Transfer is not permitted during the initial lease term.

PRIVACY POLICY We value your privacy and the security of your personal information. Our “**Privacy Policy for Personal Information of Rental Applicants and Residents**” is attached to this criteria.

IDENTIFICATION VERIFICATION This apartment community requires each person signing the Apartment Lease Contract to provide a government-issued photo identification document for verification on or before the date of move-in. **Prior to receiving keys to move-into an apartment the provided identification will be compared to the information on the Rental Application, and if there is a discrepancy keys will not be released.** A 3rd party ID Verification company may be used. A copy of the photo identification for all lease signers will be maintained in the lease file for reference as needed for business purposes. Approved photo ID include: State-issued ID Card, State-issued Driver's License, Government-issued Passport, Permanent Resident/Alien Card, Temporary Resident Card, or other ID issued by the State or Federal government. Acceptable identification must include a photo, be issued from a government agency, and are subject to verification. Please note that we do not accept Matricula, work, or school ID Cards as identification verification.

Applicants who cannot be present to provide their identification prior to move-in must complete the Identification Verification - Absentee Lease at Move-In Form in front of a notary, attach a copy of the



identification utilized for this process and return the documents on or before the date of move-in.

Final approval of all applications is contingent on Identity Verification. Contingent approval of the application will be provided upon completion of rental history, income, credit, and criminal history verification and screening. **If fraudulent identification, income, employment, or rental history verification documents are discovered, the applicant will be immediately denied for residency.** After contingent approval is provided, we welcome you to complete the identification verification process at your earliest convenience, but no later than the date of scheduled move-in.

APPLICATION REJECTION Applicants will be notified of application rejection no more than (7) days after the decision is made. Notification will be made in writing and will include the reason for rejection of the application. If there is more than one applicant for an apartment, the letter will be sent to only one of the household members and this notice will be considered notice to all household members.

ANNUAL CERTIFICATION On the anniversary of the household’s move in or initial designation, management must collect and maintain current data on each household.

RENT INCREASES: Management will provide a rent increase notice to all residents as per the terms of the TAA Lease Contract. The notice will include details of any rental amount increase, or other changes to the terms of the Lease. Rent may only be increased once every 12 months.

NON-RENEWAL/TERMINATION Management will provide in any nonrenewal or termination notice, the specific reason for the termination or non-renewal. The notification will be delivered as required under the applicable program rules, will include information on rights under VAWA, will state how a person with a disability may request a reasonable accommodation in relation to such notice.

I ACKNOWLEDGE THAT I HAD AN OPPORTUNITY TO REVIEW THE RESIDENT QUALIFYING 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 RESIDENT QUALIFYING CRITERIA OR IF I FAIL TO ANSWER ANY QUESTION (OMISSION) OR GIVE FALSE INFORMATION, THE PROPERTY MAY REJECT THE APPLICATION, RETAIN ALL APPLICATION FEES FOR ITS TIME AND EXPENSE, AND TERMINATE MY RIGHT OF OCCUPANCY.

I ACKNOWLEDGE THAT IF I CANCEL MY APPLICATION THAT MY APPLICATION DEPOSIT WILL NOT BE REFUNDED, REGARDLESS OF MY REASONS FOR CANCELING MY APPLICATION.

I ACKNOWLEDGE IT WILL TAKE UP TO 30-DAYS TO RECEIVE A REFUND OF MY APPLICATION DEPOSIT IF MY APPLICATION IS DECLINED FOR REASONS THAT DO NOT RESULT IN MY APPLICATION DEPOSIT BEING LAWFULLY RETAINED.

Applicant Date

Applicant Date



Prohibited Animal List

- Properties may also implement weight limits or other restrictions. Be sure to inquire prior to assuming your pet is allowed just because they are not on this list.
- Management has the right to meet all animals prior to assuming approval.
- This list is not all inclusive of all breeds and Management has final approval.
- Prohibited pets include the following:

Breeds of Dogs: Any hybrid or mixed breed of one of the following:

- Akita
- American Bulldog
- Boxer
- Chow Chow
- Doberman
- German Shepherd
- Great Dane
- Husky
- Malamute
- Pit Bull
- Presa Canario
- Rottweiler
- St. Bernard
- Terrier Staffordshire

Other Prohibited Animals/Reptiles

- Birds (parrots, cockatiels, macaws)
- Ferrets
- Other farm or exotic animals
- Pot Belly Pig
- Raccoons
- Reptiles (snakes, iguana, etc)
- Rodents (rats, rabbits, mice)
- Skunks
- Squirrels
- Tarantulas

*Fish tanks may not be larger than 35 gallons. Renters insurance may be required.



Privacy Policy For Personal Information of Rental Applicants and Residents

We are dedicated to protecting the privacy of your personal information, including your Social Security Number and other identifying or sensitive personal information. Our policy and procedures are designed to help ensure that your information is kept secure and we work to follow all federal and state laws regarding the protection of your personal information. While no one can guarantee against identity theft or misuse of personal information, protecting the information you provide us is a high priority to our company and staff. If you ever have concerns about this issue, please feel free to share them with us.

How personal information is collected. You will be asked to furnish some of your personal information when you apply to rent from us. The information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.

How and when information is used. We use this information only for our business purposes involved in leasing an apartment to you. Examples of these uses include, but are not limited to, verifying statements made on your rental application (such as your rental, credit, and employment history), reviewing your lease for renewal and enforcing your lease obligations (such as to obtain payment for sums you may owe us in the future).

How the information is protected and who has access. We allow only authorized persons to have access to your personal information and we keep documents and electronic records containing this information in secure areas and systems.

How the information is disposed of. After we no longer need or are required to keep your personal information, we will store or destroy it in a manner designed to prevent unauthorized persons from accessing it. Our disposal methods will include shredding, destruction, or obliteration of paper documents and destruction of electronic files.

Locator services. If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees or agents - even though they may initially process rental applications and fill our lease forms. You should require any locator services you use to furnish you with their own privacy policies.

