TENANT SELECTION CRITERIA

Welcome to: Eastside at 2201

Last Updated: September 2, 2026

ResProp Management promotes Equal Housing Opportunity at all of our communities and expects management to treat each prospective applicant that visits our properties with dignity and respect. Furthermore, ResProp selects prospects without regard to race, color, sex, religion, disability, familial status, or national origin. As per Section 504 requirements, ResProp properties make reasonable accommodations (such as allowing applicants to request assistance with the reading of materials) to help applicants read, understand and complete the application. This criterion will be applied uniformly and in a consistent manner with all applicable law, including the Texas and Federal Fair Housing Acts, the Federal Fair Credit Reporting Act, and Texas Department of Housing and Community Affairs (TDHCA) guidelines.

The following Tenant Selection Criteria apply to this community, and it is in compliance with TDHCA rules and regulations. It is published at the leasing office, and a copy will be provided.

Property Profile & Program Information

Property Name: Eastside at 2201

Location: 2201 Montropolis Dr, Austin, TX 78741, Travis County

Total Units: 280

Programs: Low-Income Housing Tax Credit (LIHTC)

Compliance Administrator: TDHCA (Compliance)

Unit Designations: The property offers units at the following AMI tiers: 60%.

Age

Lease holder(s) must be 18 years of age or older, and must complete an application, even if living with a parent or guardian.

Verification of Identity

Each person applying for an apartment must show proof of valid government or state issued identification cards.

Occupancy Guidelines

Occupancy is limited to two (2) persons per bedroom, plus one (1) additional person. An adult is defined as a person over the age of 18. Children under the age of 2 years are not counted towards occupancy limits.

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.

Income

All income sources indicated on the application will be verified at the time of application, and on an annual basis. Total household income must equal 2.5 times the tenant portion of the monthly rental rate of the selected apartment. Income verifications include, but are not limited to: A minimum of 60 days of current consecutive paystubs (or a sufficient number of paystubs to cover a 60-day period based on the household's pay frequency), ResProp's Employment Verification, submitted to and from the employer, and verifications such as court orders, divorce decrees, award letters, or financial statements. Applicants whose income is based solely on commissions or base salary plus commission, tips, or bonuses, may require additional verifications. Households reporting zero income must complete a Zero Income Questionnaire and explain how daily living expenses are met.

Senior Citizens (age 55+) must qualify with two (2) times the tenant portion of the monthly rental rate of the selected apartment.

Self-Employment Income

Applicants who are self-employed must complete ResProp's Self Employment Verification and provide the previous year's income tax return, including Schedule C, or a profit and loss statement with anticipated income for the upcoming twelve (12) months.

Income Limits

Eastside at 2201 operates under the Low-Income Housing Tax Credit (LIHTC) affordable housing program which has maximum income limits. Refer to the limits posted in the office for the current limits that are in place, as these can change depending on the utility allowance and published state & federal annual updates.
Income limits are available and posted in the leasing office.

Next Available Unit Rule (NAUR)

The Next Available Unit Rule (NAUR) is an LIHTC requirement. If a household's income exceeds the 140% income limit for continuing eligibility, the next available unit of comparable or smaller size **in that same building** must be rented to a qualified household to maintain the property's set-aside. For properties operating with 100% tax credit units and no other program layering (such as HOME or Bonds), this rule is generally not applicable. For properties with layered funding sources, this rule applies as mandated by the specific program requirements.NI

Recertification

Annual recertifications are required for all households. Recertifications are processed on the anniversary of the household's move-in date rather than on the first of the month.

Rental Assistance Programs

We welcome all applicants receiving rental assistance. Applicants participating in a rental assistance program must meet the requirements of this Tenant Selection Criteria, with the exception of minimum income. Applicant's verified income must equal two and a half (2.5x) times their portion of the rent. If the program pays 100% of

the applicant's rent, the applicant must certify that they have the financial resources to meet daily living expenses. Verification of income and household composition is required.

Full Time Student Status

Full time student households are excluded from participating in the affordable housing program unless they meet one of the exceptions to the student rule. A full time student is defined as someone who attends school full time for any part of five or more months in a calendar year (months need not be consecutive). The following are exceptions to the student rule:

- At least one student is receiving assistance under TANF or AFDC
- At least one student was previously in foster care
- The student is participating in a program receiving assistance under the Job Training Partnership Act (JTPA)
- The student is a single parent with child(ren), and this parent is not a dependent of another individual and the child(ren) are not dependent(s) of someone other than a parent
- The student is married and entitled to file a joint tax return

Rental History

One (1) year of satisfactory, verifiable, rental history is required. Satisfactory rental history is defined as the following: No more than one late payment or NSF in a 6-month period, lease term fulfilled, no lease violations, residence left in satisfactory condition and proper notice to vacate given. A current, outstanding rental debt collection or an eviction judgement or filing within 3 years will result in automatic rejection.

Credit Background

ResProp utilizes a third-party screening company to evaluate the credit worthiness of applicants. The SafeRent score factors in a variety of criteria, with a minimum accepted score of 530. The absence of established credit will not be treated as negative credit. Bankruptcy and foreclosures posted in the last seven (7) years will be factored into the overall credit evaluation. Unpaid rental collections and/or legal or civil judgements in the last three (3) years will result in automatic rejection. Medical and student loans are not taken into consideration.

Property Management Recommendation Scoring

Applications are scored on a scale of 300–850. The lower the score, the higher the risk associated with the application. The recommendation bands below govern the outcome and applicant messaging:

Score Range	Recommendation	
650 – 850	Accept	Standard Security Deposit. Review Resman for final decision.
548 – 649	Accept with Conditions	Double Standard Security Deposit. Review Resman for final decision.
300 – 547	Decline	

Criminal Background

A criminal background search will be conducted for each applicant over the age of 18 years. It is our policy not to lease to applicants with felony convictions, felony deferred adjudications, and certain misdemeanors concerning violence and drug related charges. If the criminal background search and the information provided by you reveals past criminal convictions, which are a violation of our policy, your application may be denied. Certain approval may be allowed according to the property's look back policy. You may request a copy of this policy.

This requirement is not a guarantee or representation that residents or occupants currently residing in our community have not been convicted of a felony or subject to deferred adjudication for a felony, certain misdemeanor or sex offenses requiring registration under applicable law. Our ability to verify this information is limited to information made available to us by the third party vendor screening results we use, which have been established in compliance with program, state and federal requirements.

Screening criteria are applied consistently to all applicants in compliance with the Fair Housing Act, applicable state law, and program requirements. Screening results in one of three determinations: Approved, Conditionally Approved, or Denied.

Foreign Nationals

Foreign nationals will be required to complete a Supplemental Rental Application for Non-US Citizens. Foreign nationals living and working in the United States must provide a valid social security number, a valid passport, or a TIN. The lack of a valid social security number and credit history may require an additional deposit.

Pets

A maximum of two (2) pets per apartment are permitted with a Pet Fee of $300.00 (non-refundable). Pet Rent of $25.00 per month will also be required. Dogs of a dominant breed and excess weight of 40 pounds, at maturity, are not accepted. The following breeds or partial breeds are not permitted: Rottweiler, Pit Bulls, Akita, Doberman, Chow, German Shephard, and Australian Shephard. Exotic animals, barnyard animals and reptiles are not accepted. Additional restrictions may apply.

Service Animals

Support and/or service animals are not considered pets, and are allowed as a reasonable accommodation for a lease holder or occupant with a disability. Where the disability or the disability-related need for the animal is not readily apparent, management may request documentation of the disability and the disability-related need for the animal. Any information that reasonably supports that the person has a disability and a disability-related need for the animal is sufficient; no specific form, source, or method of verification is required. Specific animal, breed, number, weight restrictions, pet rules, and pet deposits will not apply to households having a qualified service/assistance animal(s).

Security Deposits / Application Fees

An application fee of $25.00 is required. This fee covers the actual out-of-pocket costs incurred for third-party background and credit screening. Application fees are non-refundable. Security deposits are: $350.00 (1BR), $450.00 (2BR), $550.00 (3BR). If the application results in a conditional approval, residency may still be offered with a security deposit equal to double the standard deposit amount.

Rents

Gross Rent (net rent plus the applicable utility allowance) may not exceed the maximum allowable LIHTC limits, which are published annually. Eastside at 2201

calculates utility allowances using the Energy Consumption Model. For residents receiving rental assistance (for example, through the Austin Housing Authority), the utility allowance is determined by the applicable PHA schedule rather than the property's Energy Consumption Model. The current rent and utility allowances are posted in the office, and available upon request.

Application Process

Rental applications for this community may be obtained or submitted at the leasing office, or requested via email or fax. All questions and sections on the application must be answered. If questions do not apply, N/A or NONE should be used. Note: An applicant will not be considered for occupancy until a completed application has been turned in to the leasing office. There is also a wait list at this community.

Required Application Documents

A complete application file must include government-issued photo identification, birth certificates, Social Security cards, a signed application, and a background screening report for each applicable household member.

Essential Tenant File Components

To pass a compliance audit, each tenant file must contain the required financial verifications — third-party employment verification, child support documentation, and asset verifications (completed within 120 days of certification) — together with the required legal documents, namely the signed Lease Agreement and the Affordable Housing Addendum. Each applicant must be provided with the TDHCA's Tenant Rights and Resources Guide, and complete a comprehensive Supplemental Rental Application outlining household composition, income & assets in detail.

Wait List and Transfer Policy

External Applicant Wait List

The electronic property management system is the official system of record. In the event of a discrepancy between manual logs or paper files and the electronic system, the data contained within the electronic system shall prevail.

- **Unverified Intake:** Placement on the wait list is based solely on self reported applicant data. Management does not conduct third party income or asset qualification at the time of wait list application.
- Management maintains a single master wait list for each bedroom size, rather than separate lists for each income category.

- Applicants are placed on the wait list in chronological order by date and time received, subject to local and statutory waiting list preferences.
- Eastside at 2201 does not use a lottery method. The property uses owner-adopted preferences for relative weighting, applied in the following order ahead of standard chronological placement:
    - Disabled household member
    - Veteran
- **Concurrent Processing:** To minimize vacancy loss, management utilizes concurrent processing. When a specific rent restricted unit becomes available, management will contact up to three (3) eligible applicants simultaneously, strictly following the chronological order and preference tier of the master wait list.
- **Contacted applicants are given 2 calendar days to respond and schedule an intake interview.** The available unit will be offered to the first contacted applicant who successfully submits a fully completed compliance certification packet (all required applications, asset forms, and income verifications).
- If multiple applicants submit a completed packet on the exact same day, the unit will be awarded based on the original chronological date and time of their wait list application, unless there is a preference which must take priority based on the regulatory requirements.
- **Return to Wait List:** Applicants who were contacted but did not secure the unit because another applicant finished the process first will retain their exact chronological position on the wait list for the next available unit.
- **Bypass Protocol (Deeper Targeting):** Management will bypass any applicant whose verified income exceeds the specific income limit for that available unit. Bypassed applicants will not be removed and will retain their exact chronological position on the master wait list for future vacancies at higher income tiers.
- **Maximum Income Removal:** If management verifies that an applicant's gross household income exceeds the maximum allowable income restriction for the entire project (e.g., 60% AMI]), the applicant is categorically ineligible for housing. Management will issue a formal denial letter and permanently remove the applicant from the wait list.
- **Unit Refusal Protocol:** Applicants who decline an offered unit that matches their requested bedroom size but wish to remain on the wait list will be moved to the bottom of the master wait list. A second refusal of an available unit will result in automatic removal from the wait list, requiring the applicant to reapply.

Internal Transfer Wait List and Priority

Management maintains a separate Internal Transfer List for existing residents. When a unit becomes available, management will prioritize the Internal Transfer List ahead of the External Applicant Wait List in the following mandatory order:

- **Reasonable Accommodation:** Residents needing a unit transfer due to a verified disability related need (skips all other applicants and transfers).
- **VAWA Emergency Transfer:** Residents transferring under the Violence Against Women Act emergency transfer plan.
- **Over/Under Housed:** Residents required by management to transfer because their household composition no longer meets the occupancy standards for their current unit size.
- **Lower Rent Restricted Unit (Deeper Targeting):** Existing residents requesting a lower rent restricted unit.
    - When a lower rent restricted unit becomes available, the resident will be contacted.
    - If the most recent full certification of income was completed within 120 days and indicates income within the lower guidelines, the set aside for the unit will be changed and the applicable rent applied.
    - If the most recent full certification is older than 120 days, a full interim certification of income using third party verification must be completed to ensure the household qualifies before the rent is lowered.

Accessible Unit Prioritization

When an accessible unit becomes available, it will be offered in the following mandatory order:

- A current occupant with disabilities in the same building that requires the features of the vacant unit.
- A current occupant with disabilities in a different building within the same defined project.
- An eligible household on the wait list that has a disability and needs the features of the vacant unit.
- If no household requires the features, it will be offered to a standard applicant. The standard household must sign a lease addendum agreeing to transfer to a standard unit, at management expense, if the accessible features are subsequently needed by another resident or applicant.

Wait List Operations and Purging

- **Periodic Assessment:** Management conducts a formal assessment of wait list volume twice annually. Applicants failing to respond in writing within 14 calendar days of the update notice will be systematically removed.
- The wait list for a specific bedroom size will be closed if the number of applicants exceeds the property historical 12 month turnover rate for that specific unit type.
- The wait list will be reopened when the applicant pool drops below a 6 month projected turnover supply.
- Closure and reopening of the wait list will be announced according to the property Affirmative Fair Housing Marketing Plan (AFHMP). The wait list remains open until an announcement stating otherwise is posted.
- **High Turnover Bypass Protocol:** If a specific bedroom size wait list is completely exhausted, management may initiate a bypass protocol to process walk in traffic on a first come, first served basis upon written approval from the VP of Affordable Housing; normal waiting list protocols will resume once the demand for units exceeds the availability for units.
- During this bypass period, management must ensure all open marketing aligns with the property Affirmative Fair Housing Marketing Plan (AFHMP) to ensure fair housing compliance.
- During this time, applicants will continue to be placed on the waiting list, and subsequently immediately offered an available unit to ensure appropriate tracking.
- Normal chronological wait list logging and processing protocols will resume immediately when an accepted application cannot be matched to a currently vacant unit or a unit on notice.

Unit Transfer Logistics

- Residents wishing to move must request a transfer in writing, signed by all leaseholders.
- To be approved for a standard (voluntary) transfer, all balances must be paid in full, and any damages noted during a pre transfer inspection must be paid in full prior to transfer acceptance. Residents must be in good standing with no delinquency, no NSFs in the past 12 months, and no lease violation notices in the past 12 months. There are no transfer fees for resident transfers.
- Residents' good standing and physical unit condition will not delay the transfer, if the move is required for:
    - A reasonable accommodation or medical need.
    - A VAWA emergency transfer.

- A management requirement due to occupancy standards (including over/under housed transfers).

Deposits and IRS Form 8609 Rules

- Transferring residents will receive a statement of deposit activity for their original unit detailing any charges within 30 days of vacating the original unit.
- **Intra Project Transfers (Same Project):** A household may transfer to any unit within the same project, as defined by a multiple building project election on Part II, Question 8b of IRS Form 8609. The household retains its low income status without recertifying initial income.
- **Inter Project Transfers (Different Projects):** If buildings are not elected as part of the same multiple building project on Form 8609, the transfer is legally treated as a move out and a new move in. This requires full initial income qualification against current income limits.
- **State Specific Rules:** State rules supersede standard policy where applicable. TDHCA (TX) prohibits voluntary transfers in the first 12 months. FHFC (FL) requires immediate reporting of set aside changes via the WebBased Compliance system. NCHFA (NC) requires exact date and time stamps on electronic waitlist acknowledgments.

Denied Applications

ResProp will provide a written notification within seven (7) business days to all persons who completed the application process, but were denied or determined ineligible to participate in the program. This notification will include the specific reason for the denial, and will reference the terms and conditions of this Tenant Selection Criteria on which the denial is based. Rejection letters will also include contact information for any third parties that provided information, and participated in the screening process. If the applicant is denied during the application process, the deposit is fully refundable so long as no information was falsified on the application. Applicants can reapply after 90 days if current circumstances have changed.

Applicants denied for credit or criminal history have the right to request an individualized assessment by submitting mitigating evidence in writing tothe management office within 14 calendar days. Management will review the request and any additional documentation provided and notify the applicant of the final decision in writing.

The leasing office will keep a log of all denied applicants who completed the application process, and will also maintain a file of all rejected applications. Provided that all of the needed information was gathered during the application process, the log will provide

basic household information such as: demographic and rental assistance information, reason for which the application was denied, date the decision was made, and date the notification was mailed or hand delivered to the applicant.

Non-Renewal / Termination

Non-renewal and termination notices will state the specific and lawful reason for the termination or non-renewal of the lease contract allowed under applicable program rules. If the development is subject to the requirements established by the Violence Against Women Act (VAWA), the specifics will be included on the notifications. A person with a disability may request reasonable accommodation in relation to such notice. The non-renewal or termination notice will include information on how a reasonable accommodation may be requested; such requests may be made in writing or by phone to the management office.

Fair Housing and Section 504

This community is financed by an affordable program administered by the Texas Department of Housing and Community Affairs (TDHCA). We strive to ensure equal opportunity housing for all those who qualify for this program. We established the following procedures to help identify, and eliminate situations that create a barrier for those seeking equal opportunity housing. In accordance with the Fair Housing Act of 1968 and its amendments of 1988, and Section 504 of the Rehabilitation Act of 1973, this community will make reasonable accommodations for individuals with disabilities (current residents and new applicants included). These accommodations include, but are not limited to: alterations in the processes in which we administer policies, procedures, and services to those working, applying or currently living at this property. Furthermore, this property confirms it will make structural modifications to the housing and non-housing areas of this property (common areas, and leasing facilities, etc.) to ensure full access to those persons with limitations due to their handicap or disability.

We will perform such accommodations in situations applicable by the 504 regulations and as per the restrictions to those regulations. Requests for reasonable accommodations/modifications can be made in writing or by phone to the management office. If medical verification is required, management will provide the necessary forms. Also, management will respond to any reasonable accommodation/modification request within seven (7) business days. For structural

modifications, property will evaluate work to be performed and obtain bids. Ownership approval will be required as needed.

The Development 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.

Screening criteria will be applied in a manner consistent with all applicable laws, including the Texas and Federal Fair Housing Acts, the Federal Fair Credit Reporting Act, program guidelines, and TDHCA's rules.

As per the recent requirements as issued by the Department of Housing and Urban Development, all applications, Tenant Consent and Release documents, Resident Selection Plans, Leases, House Rules, etc. are available in other languages and/or will be translated for those persons who request this accommodation.

Violence Against Women Act (VAWA)

This community follows the guidelines outlined in the VAWA. The Law offers the following protections against eviction or denial of housing based on domestic violence, dating violence or stalking:

Eastside at 2201 provides applicants and residents with the HUD-5380 Notice of Occupancy Rights under the Violence Against Women Act at the time of move-in and again with any notice of eviction or termination of tenancy.

- In accordance with the Violence Against Women Reauthorization Act of 2013, if the applicant otherwise qualifies for rental assistance or admission, the applicant's status as the victim of domestic violence, dating violence, sexual assault, or stalking does not constitute the basis for rejection of a rental application.
- Under the "good cause" policy, an incident or incidents of threatened domestic violence, dating violence or stalking will not be construed as violations of the lease contract; and will not constitute grounds for terminating assistance, tenancy or occupancy rights of a victim of abuse.
- Criminal activity directly related to domestic violence, dating violence or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights of the victim of the criminal acts.
- Assistance may be terminated or a lease "bifurcated" in order to remove an offending household member from the home, whether or not the individual is a signatory to the lease, and lawful tenant. If he/she engages in a criminal act of

physical violence against family members or others, he/she stands to be evicted, removed, or have his/her occupancy rights terminated. This action is taken while allowing the victim, who is a tenant or a lawful occupant, to remain in the dwelling.

- The provisions protecting victims of domestic violence, dating violence or stalking who are engaged in by a member of the household, may not be construed to limit management staff from honoring various court orders issued to either protect the victim or address the distribution of property in case a family breaks up.
- The authority to evict or terminate assistance is not limited with respect to a victim that commits unrelated criminal activity. Furthermore, if management can show an actual and imminent threat to other tenants, management personnel, and other service providers; evicting a victim is an option. Management reserves the right to consistently apply the same rules and requirements to all the residents in our community.
- The VAWA protections shall not supersede any provision of federal, state, or local law that provides greater protection for victims of domestic violence, dating violence, or stalking.

ResProp Management will respond to any VAWA requests within five (5) business days.

I ACKNOWLEDGE THAT I HAD AN OPPORTUNITY TO REVIEW THE PROPERTY'S 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 PROPERTY'S RENTAL QUALIFYING OR SELECTION CRITERIA, OR IF I FAIL TO ANSWER ANY QUESTION, OR IF I PROVIDE FALSE OR MISLEADING INFORMATION, THE PROPERTY MAY REJECT MY APPLICATION, RETAIN ALL APPLICATION FEES, ADMINISTRATIVE FEES AND DEPOSITS AS LIQUIDATED DAMAGES FOR ITS TIME AND EXPENSE, AND MAY TERMINATE MY RIGHT OF OCCUPANCY IF I HAVE ALREADY TAKEN POSSESSION OF A RENTAL UNIT AT THE PROPERTY.

Applicant Signature	
Date	

Applicant Signature	
Date	

Applicant Signature	
Date	

Applicant Signature	
Date	