

All persons over the age of 18 will be required to complete a separate application and pay an application fee.  
Husband and wife may submit a joint will be processed jointly in regards to "employment and income history

**Sycamore Springs**  
9801 W Parmer Lane  
Austin, Texas 78717

REVISED ON 10-6-2011 10:00A.M.  
Resident Selection Criteria and Privacy Policy

Welcome to our community. Before you apply to lease an apartment in our community, please take the time to review our resident selection criteria. The term "applicant(s)" under our criteria means the person or persons that are approved to occupy an apartment under the Lease.

**Resident Selection Criteria**

**Fair Housing:** It is our expressed policy not to discriminate against any person based on race, color, religion, sex, national origin, familial status or handicap status.

**Income:** **You (all individuals) must provide current income verification of three (3) times the amount of the monthly rental rate of the selected apartment per month. Income verification must include one of the following:**

1. Provide a copy of your most recent payroll check stub with a year to date total.
2. Written verification from employer(s) that includes rate of pay or salary, financial statement certified by financial institution, tax return or an accountant, etc.

Child support, student allowances from parents, study subsidies will not be considered proof of income  
Inconsistent wages such as tips and commissions will be considered as income if they are reported to the IRS.  
Roommates may combine income but all applicants must meet other criteria individually.

If you are unemployed or earn less than three (3) times the rent you must provide us with proof you have on hand, funds to cover the entire lease term on the unit you are renting. You will be required to pay two months rent and any prorated rent which may be due at the time of move in by certified funds.

If you are on Social Security, Disability or an employer Retirement Plan and can show proof of constant income of three times the rent per month and meet all other criteria your application will be approved.

**Employment:  
History:**

**You (all individuals) must provide employment history of no less than six (6) consecutive months with the following:**

**1. Provide pay stubs or executed offer letter that reflects the company information and length of employment.**

A. Less than six months of employment on a new job :

Applicant may use most recent "previous" employment history to qualify on "length of employment history".

B. If this is your first line of employment you may us a cosigner or pay an additional deposit equal to one months rent and you must meet all other criteria.

**Credit:**

**Complete check of credit will be made.** Your application will be received by a third party application processing company who evaluates your credit history information with a scoring method that weighs the indicators of future rent payment performance. An unsatisfactory credit report can disqualify an applicant from renting an apartment, including one that reflects past or current bad debts, late payments, or unpaid bills, liens judgments, or bankruptcies. If an applicant is rejected for poor credit history, the applicant will be mailed or given the letter in person the address and phone number of the reporting credit agency. The information will be in the form of an Adverse Action Letter and will be sent to the last known address provided on your application if mailed. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency, correct any erroneous information that may be on the report, and resubmit an application for residency at our community.

**LeasingDesk screening captures a holistic snapshot of your credit history and payment patterns. The LeasingDesk score includes the rent to income and FICO score but also all rental collections, bankruptcies, utility collections, other collections, tax liens, foreclosures and credit judgments. By weighing all of these factors together in a statistical score your application will fall into a pass, pass w/ conditions, which could require at additional deposit of \$200 up to \$500 to be paid or denial range.**

**Landlord / Utility collections in the last 10 years are an: Automatic Decline**  
**If you can satisfy the debt(s) in full owed for a landlord / Utility collection and meet all other criteria application will be re-evaluated.**

**Evictions : Automatic Decline last 5 years**

**Bankruptcy: Automatic Decline 1 to 7 years / After 7 years will be considered with extra deposit only if credit passes. This could still affect credit scoring.**

**No Penalty: Medical, Student Loans & Foreclosures**

**Rental:** You (all individuals) must provide good current and/or previous rental history and /or proof of home ownership of six (6) months are required of all applicants. Negative rental history or home ownership, which reflects habitual late payments, passed the fourth of the month in the past six months (3 or more), NSF's (2 or more), and evictions within the last three (3) years, community disturbances, damages or outstanding obligations to a landlord will not be allowed. You will need to provide us with contact information to verify your rental or home ownership history. Home ownership should be reflected on your credit report. If not you will need to provide proof of home ownership and payment history.

**If less than six (6) months of rental history or no rental history you may use a cosigner "or" pay two (2) months rent or any prorated rent which may be due at move in by certified funds.**

**Students:** If a student can qualify under all required criteria they will not need a cosigner-otherwise a cosigner will be required at the time the application is submitted.

**Guarantors:** **All guarantors must be a relative such as a parent, grandparent, or sibling and make 5 times the rent per month and qualify as outlined below. Guarantors must reside within the United States. "Proof of income is required"**

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**Bankruptcy: Automatic Declined**

**No Penalty: Medical, Student Loans & Foreclosures**

**Foreign Nationals:** **Foreign Nationals living or working in the United States must provide a current passport, Visa or I.D. in addition to income verification as required above.** If a negative credit or rental history is reported by a credit source, the above criteria will apply. Applicants must also complete a TAA addendum for non-US citizen.

**Criminal:** All applicants over the age of 18 are subject to criminal records verification and will be declined if they have been convicted, indicted or arraigned of a felony or are/were subject to deferred adjudication for a felony. In addition any applicant over the age of 18 will be declined if they have a serious misdemeanor charge including, but not limited to; Possession of an illegal substance on more than one offense, drug sale, manufacture, moral turpitude and any violent crime against a person. **Convictions involving weapons will be considered violent.** Violent misdemeanor crimes against a person, in the past 100 years, will be rejected. Please remember that this requirement does not constitute a guarantee or representation that residents or occupants currently residing in our community have not been convicted of a felony or are not subject to deferred adjudication for a felony as our ability to verify this information is limited to the information made available to us by the resident credit reporting services used. This community reserves the right to investigate lists of registered sex offenders in any manner including on-line, in newspapers, or by contacting state agencies.

**Age:** Must be eighteen (18) years of age or otherwise the age of majority under applicable law to sign a contract or lease.

**Occupants:** Only persons under the age of 18 will be considered occupants under the lease, with the exception of those living with a legal guardian and is claimed as a dependant.

**Pet Policy:** **Pets and Service Animals:** Regarding communities that allow pets, only dogs, cats, fish and birds are allowed. No more than two (2) pets of any kind are permitted per apartment. Dogs and cats will require an additional pet deposit and pet fee. An Animal Addendum must be executed as an Addendum to the lease contract. **No visiting pets are permitted on the property.** Dogs whose breed or dominant breed weight exceeds 70 lbs. at full maturity are restricted. The following breeds or partial breeds, **but not limited to these breeds, are not permitted:** Rottweilers, Pit Bull, Akitas, Dobermans, Chows, German Shepherds or any Wolf breed. Other breeds may apply to restrictions; consult your leasing representative at time of leasing the apartment. Pets must be restrained on a leash at all times in common areas. Pet owners are required to walk pets in the designated pet areas and will be responsible for cleaning and disposing of pet waste from these areas. Support/Service animals are not considered pets and are allowed to reasonably accommodate a handicapped leaseholder or occupant. Service Animals are accepted without a deposit. Verification that the animal is a service animal will be required from a licensed physician.

**IT IS YOUR RESPONSIBILITY TO MAKE SURE YOUR PET QUALIFIES BEFORE MOVEING IN.**

**Additional Information:**

As a benefit to all residents, Capstone is now **requiring every resident to maintain \$100,000 in renter's liability insurance.** This benefit will protect your personal liability in the event of a catastrophe. We recommend that you also purchase personal belongings coverage to protect the items you own, as Capstone is not liable for damage to your personal belongings. If you do not currently have personal insurance you may obtain it from Assurant Specialty Property by calling their licensed agents at 1-877-918-2138 or by going to their web site at [www.ins4mythings.com](http://www.ins4mythings.com).

**You are required to bring proof of insurance coverage before keys will be released.**  
**Application for renters' insurance is not acceptable you must provide a copy of the policy or a binder.**

1. Roommates or Co-Applicants: Each resident that signs the lease is fully, jointly and severally responsible for the rental payment and each must complete an application, pay an application fee and execute the lease.
2. You must provide proof from City of Austin Electric and Atmos Gas that you have applied for service in your name on or before your move-in date. **Should you fail to have service turned on in your name, you will be subject to a \$50.00 fee per utility including reimbursement of utility service used while in the property's name.**
3. **A driver's license and one other form of state issued I.D. will be required at the time of application for identification purposes only.**

**Security**

**Policies:** We are concerned about your safety, but we cannot provide or guarantee it. As you can appreciate no one can ensure your safety. No matter what measures the owner takes no security system, patrol or electronic security devise can prevent crime.

**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 or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

**How information is collected.** You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This 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 may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

**How the information is protected and who has access.** In our company, only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only. Capstone is hired as a third party management company for this property. Whenever our management ceases, your information is subject to the privacy policy of the Owner or replacement management company.

**How the information is disposed of.** After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

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

**Signature(s)**

Signing this acknowledgement indicates that you have had the opportunity to review our resident selection criteria and privacy policy for personal information. The resident selection criteria may 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 information or incomplete information, your application may be rejected and your application fee will not be refunded. These are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by us that all residents and occupants have met these requirements. Management’s ability to verify this information is limited to the information made available by the agencies and services used. It does not insure that all individuals residing in or visiting the community conforms to these guidelines.

_____	_____	Apt # _____
Applicant Signature	Date	
_____	_____	Apt # _____
Applicant Signature	Date	
_____	_____	
Representatives Signature	Date	