

# Sunrise Village I & II Tenant Selection Plan

## **Sunrise Village I & II**

**500 Parker Dr. #2411  
San Marcos, Texas 78666  
Telephone (512-754-7230)**

**The purpose of the Resident Selection Plan:**

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The resident selection plan helps to ensure that residents are selected for occupancy in accordance with HUD requirements and established management policies.

- Please contact the management office if you need help understanding this document or if any accommodations are needed to complete our application.
- Contacte por favor la oficina de gestión si usted necesita ayuda a comprender este documento o si alguna necesita llenar nuestra solicitud. (Spanish)
- Xin liên lạc với văn phòng điều hành nếu bạn cần giúp đỡ sự hiểu biết tài liệu này hoặc nếu bất kỳ chỗ ở là cần thiết để hoàn thành ứng dụng của chúng tôi. (Vietnamese)
- Bitte kontaktieren Sie das Leitungsbüro, wenn Sie helfen müssen, dieses Dokument zu verstehen oder wenn keine Unterkünfte benötigt werden, um unsere Anwendung zu vervollständigen. (German)
- 请如果您需要帮助来理解这份文件联系管理办公室或如果完成我们的应用程序所需的任何住宿 (Chinese)
- このドキュメントを理解する助けを必要がある場合に、運営事務局までご連絡ください 私たちのアプリケーションを完了する、宿泊が必要な場合、または (Japanese)
- यदि आप इस दस्तावेज़ को समझने मदद की ज़रूरत कृपया प्रबंधन कार्यालय से संपर्क करें। (Hindi)

### About

Sunrise Village is a 100 unit, senior affordable housing community in San Marcos, Texas that provides housing for low income individuals and families, without regard to race, color, sex, creed, religion, national origin, physical or mental disability status, familial status, age, ancestry, marital status, source of income, sexual orientation or any other arbitrary personal characteristics. Sunrise Village apartments will make reasonable accommodations to senior individuals whose disability so require. Reasonable Accommodation Request forms are available upon request from management. Sunrise Village is an Equal Opportunity Housing Facility, admitting people in accordance with local, state and federal Fair Housing laws, and in accordance with the State of Texas HOME program regulations. Additionally, Sunrise Village is a restricted to Seniors Only Property. You must be 55 and up to live on this property.

### Income Limits

To qualify for a unit, the household's gross income may not exceed the maximum income limit per household size. For the Sunrise I property the income limits designations are 50% and 80%. The designations for Sunrise II consist of 50%, 60%, and 80%. The income limits are attached below and will be posted in the Sunrise Village Office.



*Designations for Sunrise I:*

**Income and Rent Limits**

**Effective Dates:** The 2026 Housing Tax Credit limits are effective 05/01/2026. The 2026 NSP income limits are effective 06/01/2026. The Community Planning Division (CPD) of HUD released the 2026 HOME Program income limits effective 06/01/2026 and rent limits that are effective for all new leases and lease renewals after 06/01/2026. The 2026 National Housing Trust Fund income and rent limits are effective 06/01/2026

MTSP Median Income: 134400  
 NNM Median Income: 84700  
 Financing: Home i43 TCAP/RF i43 Home ARP  
 PIS Date:

Print Date: 05/26/2026  
 County: HAYS  
 Place:  
 Award Date:

**2026 Income Limits  
 Number of People**

AMFI%	1	2	3	4	5	6	7	8
30	28250	32250	36300	40300	43550	46750	50000	53200
40	37640	43040	48400	53760	58080	62400	66680	71000
50	47050	53800	60500	67200	72600	78000	83350	88750
60	56460	64560	72600	80640	87120	93600	100020	106500
80	74800	85450	96150	106800	115350	123900	132450	141000

**2026 Rent Limits  
 Number of bedrooms**

AMFI%	0	1	2	3	4	5
30	706	756	907	1048	1168	1290
40	941	1008	1210	1398	1560	1721
HIGH	1474	1562	1852	2237	2476	2714
LOW	1176	1260	1512	1747	1950	2151



*Designations for Sunrise II:*

**Income and Rent Limits**

**Effective Dates:** The 2026 Housing Tax Credit limits are effective 05/01/2026. The 2026 NSP income limits are effective 06/01/2026. The Community Planning Division (CPD) of HUD released the 2026 HOME Program income limits effective 06/01/2026 and rent limits that are effective for all new leases and lease renewals after 06/01/2026. The 2026 National Housing Trust Fund income and rent limits are effective 06/01/2026

MTSP Median Income: 134400  
 NNM Median Income: 84700  
 Financing: 9% Housing Credits  
 PIS Date: Before 12/31/2008

Print Date: 05/26/2026  
 County: HAYS  
 Place: San Marcos  
 Award Date: Before 12/31/2008

**2026 Income Limits**  
 Number of People

AMFI%	1	2	3	4	5	6	7	8
H20	19380	22140	24900	27660	29880	32100	34300	36520
H30	29070	33210	37350	41490	44820	48150	51450	54780
H40	38760	44280	49800	55320	59760	64200	68600	73040
H50	48450	55350	62250	69150	74700	80250	85750	91300
H60	58140	66420	74700	82980	89640	96300	102900	109560
H70	67830	77490	87150	96810	104580	112350	120050	127820
H80	77520	88560	99600	110640	119520	128400	137200	146080

**2026 Rent Limits**  
 Number of bedrooms

AMFI%	0	1	2	3	4	5
H20	484	519	622	719	802	885
H30	726	778	933	1078	1203	1327
H40	969	1038	1245	1438	1605	1770
H50	1211	1297	1556	1798	2006	2213
H60	1453	1557	1867	2157	2407	2655
H65	1574	1686	2023	2337	2608	2877
H70	1695	1816	2178	2517	2808	3098
H80	1938	2076	2490	2877	3210	3541

**Deposits and Refund Policies**

New Tenants would have to put down a security deposit of \$400.00 dollars when paying for the 1<sup>st</sup> months' rent after the lease is signed. The check or money order must be paid separate from the 1<sup>st</sup> months' rent. The deposit also does not go towards your rent.



The following applies for tenant's deposit being returned:

You must stay for the full term of your lease.

You must give written notice of your forwarding address.

You must not be delinquent in your rent or other sums owed when you move out.

You must leave the premises in a clean condition and follow any other lease provisions regarding your security deposit refund.

You cannot deduct the amount of the security deposit from your last month's rent. If you do so, you can be sued for three times the amount of the deposit plus attorney's fees.

Go through your apartment or other rental property with the manager to check its condition against your "move-in" inventory checklist.

Within 30 days of your move-out, your security deposit will be forwarded to your new address.

**Application Procedures**

Applications will only be distributed at the main office during office hours. Applications will be available in the office during normal business hours or by requesting an application by telephone. Applications are also available online at [www.sunrisevillage.com](http://www.sunrisevillage.com) for applicant to print. All applications must be submitted either physically to the office or mailed into the location. The following information gives the addresses to submit application:

**Sunrise Village  
500 Parker Drive Unit 2411  
San Marcos, TX 78666**

There are no application fees. Each applicant must complete an application and be willing to submit to a credit history, rental history, and criminal background inquiry, as well as income and asset verifications. All application entries are to be made in ink or typed. Corrections or changes are to be made by lining through the original entry and entering the correct data. Such changes must be dated and initialed by the person making the change. Signed and dated applications will be processed on a first-come, first-served basis. The application must be completed and signed by the head of household and all household members 18 years of age and older before an applicant can be placed on the waiting list. If an application is not completely answered, the date of it being fully completed will be the date that the application is considered accepted for rental purposes. Applicants being screened can request the names of any third-party screening companies.

**Preferences**

Every applicant must meet the property's Resident Selection Plan standards for acceptance as a resident. For units designed as accessible for persons with mobility, visual or hearing impairments, households containing at least one person of senior age with such impairment will have first priority for those units. 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 the Department's rules.

**Unit Transfer Policy**

A Unit Transfer List is maintained for those residents who have been approved for transfer. Residents on the Unit Transfer List will have priority over the applicants on the Wait List. Security deposit will be moved over



to the new unit. When an accessible unit becomes available, and before offering to a non-handicapped applicant our property will offer the such a unit:

1. First, to the current occupant of another unit of the same project or comparable projects under common control, having handicaps requiring the accessibility features of the vacant unit and occupying a unit not having such features, or, if no such occupant exists, then
2. Second, to an eligible qualified applicant on the waiting list having a handicap requiring the accessibility features of the vacant unit.
  - a. When offering an accessible unit to an applicant not having handicaps requiring the accessibility features of the unit, the owner or manager may require the applicant to agree (and may incorporate this agreement in the lease) to move to a non-accessible unit when available.

Households may transfer to any unit in a 100 percent low-income multiple building projects. The household does not need to be certified at the time of transfer. The move-in date remains the date the household was first designated under the program. These transfer restrictions for Housing Tax Credit, only applies for apartments located within Phase II.

**Occupancy Standards**

Occupancy standards are the criteria established for matching a household with the most appropriate size and type of apartment. “Two plus one” occupancy guidelines will be followed to avoid under or over utilization of the units as follows:

Bedroom	Household Minimum	Household Maximum
1	1	3

To determine the proper bedroom size for which a household may qualify, the following household members are to be included:

1. All full-time members of the household, and
2. Live-in attendants.
3. Foster children
4. Unborn children

**Grounds for Rejection**

1. Total family income exceeds the applicable income limits published by HUD or does not meet the minimum income limit.
2. Household cannot pay the full security deposit at move-in.
3. Household refuses to accept the second offer of an apartment.
4. Household fails to respond to interview letters or otherwise fails to cooperate with the certification process. Failure to sign consent forms.
5. ANY adult household members fail to attend eligibility interview.
6. Applicant has failed to provide adequate verification of income or we are unable to adequately verify income and/or income sources.
7. Providing or submitting false or untrue information on your application or failure to cooperate in any way with the verification process.
8. Unit assignment will NOT be the family’s sole place of residency.



9. Applicant fails to meet required age of 55 years and older.
10. If the following Student Restrictions are not met:

**HTC (Phase II)** -A household cannot be comprised of all full-time students (Kindergarten through 12<sup>th</sup> grade and institutions of higher education) unless they meet one of the following exceptions:

- A student receiving assistance under Title IV of the Social Security Act (TANF); or
- A student who was previously in the foster care program; or
- A student enrolled in a job training program receiving assistance under the Job Training Partnership Act or under other Federal, State or local laws; or
- The household is comprised of single parents and their children and such parents are not dependents of another individual and such children are not dependents of another individual other than a parent of such children. In the case of a single parent with children, the legislative history explains that none of the tenants (parent or children) can be a dependent of a third party; or
- The household contains a married couple entitled to file joint tax returns.
- a student who is a full-time student for **any portion** of 5 months out of the current calendar year is considered a full-time student for the entire calendar year

**HOME (Phase I):** A household is not eligible for occupancy if the household contains a full- or part-time student at an institution of higher education and all of the following statements are true for the student:

- Is under the age of 24;
- Is not a veteran of the United States military;
- Is unmarried (if married, the couple cannot live apart from each other);
- Does not have a dependent child who resides with the household member at least 50% of the time;
- Is not a person with disabilities receiving Section 8 assistance as of November 30, 2005;
- Is not otherwise individually eligible or has parents who (individually or jointly) are not income eligible to receive Section 8 assistance, unless the student can demonstrate his or her independence from his/her parents\*.
- Is not residing with parents who are receiving or applying for Section 8 assistance.
- 5 month rule does not apply

### Landlord Reference

10. Negative landlord references that indicate lease violation, disturbing the peace, harassment, poor housekeeping, improper conduct or other negative references against the household.
11. Evictions reported in the last 5 years.
12. History of late payment of rent that demonstrates more than 2 late payments of rent in a six-month period for the past two



- 13. Any evidence of illegal activity including but not limited to drugs, gang, etc.
- 14. Inappropriate household size for the unit available (see Occupancy Standards).

**Credit**

- 15. Less than 60% of credit lines positive (i.e., if six (6) lines of credit, only three (3) can be negative). Does not include medical bills or student loans.
- 16. Unpaid Collections and grossly delinquent due balances exceed \$500.
- 17. Filing of a bankruptcy within the past year.
- 18. Record of any uncleared or non-discharged bankruptcy.
- 19. Any amount showing owed to a landlord or property management company.

**Criminal**

- 20. Conviction of any adult household member of a felony.
- 21. Conviction of any household member of more than one (1) misdemeanor in the past three (3) years.

**Grievance/Appeals Process**

Failure to meet one or more of the foregoing screening criteria may be grounds for rejection, however, each application is considered as a whole and the above-factors are considered as part of a weighted formula. Should the applicants fail to meet the screening criteria, they will receive a notice in writing indicating that they have the right to appeal the decision. This notice must indicate that the applicant has 14 days to dispute the decision. An appeal meeting with the Property Supervisor or the Compliance staff will be held within 10 business days of receipt of the applicant’s request. Within five days of the appeal meeting, the property will advise the applicant in writing of the final decision regarding eligibility. This appeals process will also apply to notices of nonrenewal and terminations. Apartments will not be held for those applicants in the appeal process. Any applicants that are denied or ineligible will be given a written notification for grounds of rejections. In that notification, the specific reason for denial will be addressed and the specific leasing criteria on which it was based upon. Any third parties that provided the information on which the rejection was based on will be included if one was used by the property.

**Reasonable Accommodation Policy**

Any applicant or current tenant with a disability may request a reasonable accommodation. The request does not need to be in writing. They will need to call the work order number (512-754-7230) provided on our newsletters, the front office, or on paperwork upon move in to request accommodations. They can also come into the office and submit this request to the onsite manager. This request will be uploaded into our reporting service for maintenance and an approval will be given by Director. The timeframe for in which the owner will respond to a reasonable accommodation request will be handled the same day the request is made. If the request is approved, it will be handled within that same week the request was made. When an accessible unit becomes available, a current handicapped occupant of another unit in the same project can request for it. If no such occupant exists, then the accessible unit shall be offered to a qualified applicant on the waitlist who is handicapped. The Development will comply with state and federal fair housing and antidiscrimination laws;



including, but no limited to, consideration of reasonable accommodations requested to complete the application process.

**Administration of Wait List**

The property is required to maintain a Wait List of all eligible senior applicants. If an applicant is eligible, the applicant will be placed on a wait list based on the TDHCA Rent and Income Limits AMFI percentage. Each applicant will be placed on a waiting list based on the AMFI percentage that they fall under 50%, 60% and 80%. If they fall below these percentages, it will be notated and applicants can be accepted. Applicants must be placed on the Wait List and selected from the Wait List even in situations where there are vacancies and the applications are processed upon receipt. This procedure is necessary to assure the complete and accurate processing of all documentation for all applicants. The property’s waiting list establishes and maintains applicants in chronological order based on the date and time of receipt of the Preliminary Application. The following information for each applicant is referenced:

1. Applicant Name
2. Address and/or Contact Information
3. Phone Number(s)
4. Unit Type/Size
5. Household Composition
6. Preference/Accessibility requirements
7. Income level
8. Date/ Time of Application

Applicants must report changes in writing to any of the information immediately. Applicants will have the opportunity to decline the first apartment offered and retain their place on the wait list. Should the applicant decline the offer of the next available unit, they will be removed from the wait list.

A Credit and Criminal History screening will be provided by SentryLink, which is our third-party screening service. Applicants who are found to have an eviction that has occurred within the last 2 years, one or more criminal convictions, who are felons, and have been convicted of fraud will be denied residency for both properties.

Upon rejection of being placed on the waiting list, a denial letter will be sent out within 7 days to applicants explaining specific reasons for which we cannot extend residency.

There is one waitlist for both Sunrise I & II properties. Both types of properties have the same amount of floor space and are the same amount of rent. Each unit is 678 square feet. The waitlist is managed the same way as stated throughout this resident selection plan.

**Purging the Wait List**

The Wait List will be purged monthly. Each applicant will receive a phone call from the property manager, who will request updated information and ask about their continued interest. A return phone call must be returned



within 7 days or their application will be removed from the Wait List. A letter will be sent out within 7 days to inform tenant that they have been removed from the list and if they want to be reconsidered, they will have to reapply. It is the responsibility of the applicant to maintain a current address with the office in order to receive waitlist correspondence. Any correspondence returned undeliverable will result in the application being removed from the wait list.

**Opening/Closing of the Wait List**

We do not have any closing procedures for our waiting list at this time due to the fact that it does not close.

**Availability of Resident Selection Plan**

The Resident Selection Plan shall be posted in a conspicuous and public area at the site. Changes to the Plan will be sent via U.S. mail to all persons on the active Waiting List. When the Wait List opens, the Resident Selection Plan will be distributed based on the plan that was applicable at the time of their application submittal. Changes, unless applied to comply with federal, state, or program requirements, may not be applied retroactively to applicants on our waiting list.

**Annual Recertification Requirements**

All residents must recertify annually. Proposed changes of household composition and student status must be reported to management immediately. The original designation will be kept for the households which is in reference to what they were notated at upon move-in.

**Denial or Non- Renewal and/ Termination Notices**

Any Denial or non-renewal/termination will be addressed with a written notice within 7 days stating a specific reason for the denial or non-renewal/ termination. This notice will also highlight the fact that they have the right to appeal the decision. In order to do so, they will have to follow guidelines of the Grievance/Appeals Process listed above. A person with a disability may request a reasonable accommodation per phone, email, fax, letter, etc. Upon denial, an early terminated lease, or notice of non-renewal, individuals will also receive the following forms: Notice of Occupancy Rights under the Violence Against Women Act and Certification of Domestic Violence, Dating Violence, Sexual Assault, and Alternate Documentation.

**Pets**

Pets such as cats, dogs, birds and other normal domestic pets are allowed on the property. Dogs must weigh less than 25 lbs. and be no more than 18” at the shoulder. SERVICE or ASSISTANCE animals are not considered pets and are not required to comply with the provisions of the Pet Policy. Service or Assistance animals are those animals specifically required to assist individuals with documented disabilities. Please notify Management if you require a Service or Assistance animal.

**Equal Housing Opportunity**

Sunrise Village does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally-assisted programs and activities.

Southside Community Center a NONPROFIT since 1927 creating communities by Developing, Managing and Promoting Quality Affordable Housing. 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.



**VAWA**

VAWA stands for Violence Against Women Act. It is a federal law that went into effect in 2013 that protects individuals who are victims of domestic violence, dating violence, sexual assault, or stalking. Each person that is a resident and future applicant will be informed of VAWA. Within the VAWA addendum it has reasons for eviction for offenders, removing the abuser from the household, moving the resident for protection, proving that you are a victim, and confidentiality.

