



Tenant Criteria Sheet

1. Tenants Criteria

1. General Tenant Criteria

Beacon Property Management is an equal housing provider and complies with all federal, state, and local fair housing laws, including the Fair Housing Act, as outlined by HUD.gov.

We ensure no discrimination on the basis of race, color, national origin, religion, sex (including gender identity and sexual orientation), familial status, or disability.

2. Eligibility Requirements

1. Income:

- Monthly income must be at least 3 times the rent amount. Proof of income is required via:
 - Pay stubs (last two months)
 - Tax returns (most recent)
 - Employment verification letter
 - Social Security, disability, or other assistance documentation
 - Two Months Bank statements showing the Salary Credited

2. Credit History:

- A credit score of **650** or higher is preferred.
- Applicants with lower credit scores may still be considered with additional security deposits or co-signers.

3. Rental History:

- No prior evictions within the past 7 years.
- Positive references from previous landlords required.

4. Background Check:

- A criminal history check will be conducted.
- Certain convictions, such as those involving violence, drug-related felonies, or sexual offenses, may result in disqualification, as permitted by HUD guidelines.

5. Occupancy Standards:

- Maximum of 2 persons per bedroom.
- Exceptions may be made for familial status or other protected classes as per HUD rules.

3. Application Process

1. Submit a completed application with a non-refundable application fee of **\$50** per adult applicant.
2. Include valid government-issued photo identification.
3. Provide proof of income and other support documents.

4. Reasonable Accommodations

Beacon Property Management is committed to providing reasonable accommodation for individuals with disabilities. Requests for accommodation, such as service animals, reserved parking, or unit modifications, will be considered on a case-by-case basis in compliance with HUD regulations.

Beacon Property Management
201 S Lakeline Blvd, #102, Cedar Park, TX 78613



5. Schedule of Repairs and Maintenance

Beacon Property Management is committed to maintaining compliance with HUD’s Uniform Physical Condition Standards (UPCS) and local housing regulations. Our repair schedule prioritizes tasks based on urgency and scope to ensure tenants’ safety and comfort.

Tenants can submit repair requests through the Online Portal

Repair Type	Response Time	Examples
Emergency Repairs	Within 24 hours	Gas leaks, no heat in winter, major plumbing leaks, electrical hazards, fire damage.
Urgent Repairs	1–3 business days	Broken appliances, leaking faucets, HVAC issues not threatening safety.
Routine Repairs	3–7 business days	Cosmetic repairs, minor plumbing issues, door or window adjustments.
Preventative Maintenance	Scheduled regularly (monthly, quarterly, or annually)	HVAC filter replacement, smoke detector testing, pest control.
Tenant-Caused Damages	Billed to tenant; timeline provided	Broken windows, damaged walls, or other negligence.

6. Tenant Responsibilities

○ Routine HVAC Maintenance Tips

- Keep the property clean to prevent pest infestations that may affect HVAC performance.
- Replace HVAC filters every three months, or as specified, to ensure air quality and efficient operation.
- Add vinegar or bleach to the AC drain pipe every three months to prevent clogs and ensure proper drainage.
- Ensure outdoor HVAC units are clear of debris, leaves, and dirt to allow proper airflow.
- Use energy-efficient thermostat settings to prevent overuse and strain on the HVAC system.
- Arrange for professional servicing of the HVAC system annually to address any issues before they escalate.
- Regularly inspect vents and ducts for any signs of leaks or damage and report them promptly

○ Smoke Alarm Batteries:

- Tenants are responsible for ensuring that smoke alarm batteries are replaced every 6 months.



- **Winter Preparations:**
 - Drain water from sprinkler systems before winter and turn off sprinklers to prevent damage.
 - Cover outdoor faucets during freeze warnings to avoid pipe damage.
 - Leave sinks dripping during freezing weather to prevent pipes from bursting.
- **Utilities:**
 - Tenants are responsible for timely payment of utilities unless otherwise specified in the lease agreement.
- **Pet Policy:**
 - Pets are permitted with prior approval and a pet deposit of \$300 per pet.
 - Breed restrictions apply as per insurance guidelines.
- **Pest Control**
 - Residents are responsible for pest control unless they are specified in the lease. Report any infestations within 72 hours. Failure to report implies no infestations. Residents must control pests like roaches, mice, ants, fleas, wasps, and bees. Damages from pests will be charged to the resident.
- **Paying Rent**
 - Rent is due by the 1st of each month. You have until the 3rd for a grace period. Late fees apply to any unpaid rent after 8:00 AM on the 4th.
 - Late Fees: \$50 initial charge, and \$15/day for each subsequent day that rent goes unpaid.
 - Tenants can pay Monthly Rent Via the portal a processing fee of \$5 for Ach Transfer and an additional fee of 3% +\$25 when paid using credit card.
- **Garbage Disposal:**To prevent pipe clogs, avoid disposing of oil or grease and never use drain or similar products in the disposal. Additionally, refrain from operating the disposal with foreign objects inside. If jammed, use an Allen wrench to free the flywheel, and check the reset switch if it's not powering on (usually red). Replacement costs due to negligence are the responsibility of residents.
- **Washer/Dryer:**Residents are required to properly maintain the provided appliances to ensure their optimal performance and safety. This includes cleaning the dryer lint trap after every use, keeping the dryer exhaust line clear and un-crimped, and ensuring washing machines are balanced. Failure to follow these maintenance instructions may result in repair or replacement costs, and applicable charges will be imposed on tenants found negligent in adhering to these guidelines
- **Dishwasher:**Tenants are required to use the correct dishwasher soap, pre-rinse dishes thoroughly before loading, avoid interrupting wash cycles, and regularly check for and clear garbage clogs. Neglecting these practices may result in damage to the appliance, and repair costs may be charged to the tenant due to improper use or maintenance.
- **Plumbing:**Tenants are required to flush only human waste and toilet paper and to keep drains clear of hair to prevent blockages. For minor clogs, tenants should use a plunger or an appropriate drain cleaner like Drano. Under no circumstances should feminine hygiene products or other inappropriate items be flushed down the toilet. If



such items are found to have caused damage, tenants will be held responsible for the full cost of repairs or replacements due to negligence.

- **Kitchen Appliances:** Tenants are required to regularly clean all provided appliances, including the stove hood, oven, burners, and drip pans, to ensure proper functioning and safety. Failure to clean grease buildup may result in fire hazards. Any damage caused by improper use or lack of maintenance will result in the tenant being held responsible for all repair or replacement costs.
- **Lawn Care;** Tenants are required to maintain the lawn and grounds, including tasks such as grass cutting, fertilizing, and shrub trimming, to ensure the property remains in good condition. Failure to meet these responsibilities may result in fines from the HOA which are collected from the Tenant. Additionally, Beacon Property Management reserves the right to impose a \$100 lease fine per occurrence noted by the HOA or Property Manager. If lawn care is persistently neglected, a professional landscaping service may be hired, and all associated costs will be charged to the tenant.

7. Move-In and Move-Out Inspections

- a) A detailed inspection will be conducted at both move-in and move-out to document the condition of the unit.
- b) Security deposits will be returned within 30 days after moving out, minus deductions for damages beyond normal wear and tear.

Contact Information

For additional guidance or to address specific questions, owners and Tenants can contact Beacon Property Management:

Beacon
201 S. Lake line Blvd, 102
Cedar Park-78613
Phone: 512-964-8693/737-280-5790
Email: sudhakar@keyrealtoraustin.com
Website ;<https://keyrealtyaustin.com>
Portal Link:<https://beacon3.managebuilding.com>

Repair Categories and Response Times

We are dedicated to addressing repair and maintenance issues promptly while fostering a safe and well-maintained living environment for all tenants. For any further inquiries or support, please don't hesitate to contact us.



8. Additional Tenant Responsibilities

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- Late Fees: \$50 initial charge, and \$15/day for each subsequent day that rent goes unpaid.
- Tenants can pay Monthly Rent Via the portal or Send a Wire or ACH Transfer

Account Number: 0344734735 - REGIONS BANK

- **Wire Transfer Routing Number:** 062005690
- **ACH Transfers Routing Number:** 111900785



- **Garbage Disposal:**
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- ❖ Security deposits will be returned within 30 days after move-out, minus deductions for damages beyond normal wear and tear.

10. Reporting Repairs

Beacon Property Management
201 S. Lake line Blvd, #102
Cedar Park-78613
Online portal Link
Phone: 1-855-0554-7589 Ext 2
Email: skarumuri@sktxinc.com