



1. General Owner Criteria

Beacon Property Management follows all guidelines set forth by the U.S. Department of Housing and Urban Development (HUD) and the Americans with Disabilities Act (ADA). We ensure compliance with federal, state, and local fair housing laws.

Landlords are also encouraged to review resources at:

- HUD.gov: <https://www.hud.gov>
- ADA.gov: <https://www.ada.gov>

2. Fair Housing Compliance

1. Owners are required to comply with the **Fair Housing Act**, which prohibits discrimination based on:
 - Race
 - Color
 - Religion
 - Sex (including gender identity and sexual orientation)
 - National origin
 - Familial status (e.g., children under 18 or pregnancy)
 - Disability
2. Owners must provide reasonable accommodation for individuals with disabilities, as required by law. Examples include:
 - Allowing service animals, even in properties with a "no pets" policy.
 - Installing grab bars in bathrooms for tenants with mobility impairments.
3. Owners are expected to maintain properties in a safe and habitable condition that meets local and federal housing standards.

3. Owner Responsibilities-Property Standards

Owners are required to ensure their properties meet the following standards:

- **Structural Integrity:** No severe damage or structural hazards.
- **Plumbing & Electrical Systems:** Fully functional and compliant with local building codes.
- **Heating & Cooling Systems:** Operational systems to maintain a safe and comfortable environment.
- **Accessibility:** Units must be accessible to tenants with disabilities where required, including the installation of ramps, elevators, or other modifications.



4. **Safety and Security Requirements To ensure tenant safety, landlords must:**

- a) Change Door Locks: Replace or rekey all exterior door locks within 7 days after the tenant moves in.
- b) Smoke Alarms: Verify that all smoke alarms are installed and fully operational
- c) Carbon Monoxide Detectors: Install and confirm functionality of carbon monoxide detectors were required by law.
- d) Peephole Installation: Ensure a peephole is installed on the main door of the property for tenant security

Cost Responsibility:

All costs associated with these safety and security measures must be paid by the landlord per law. And Beacon will either deduct the charges from the rent or Landlord can pay directly to the Vendors.

5. **Screening Applicants with Criminal Records**

HUD guidelines allow landlords to screen applicants based on criminal history. However, such screenings must follow these principles:

Criminal History Screening

1. **Felons:**

- Landlords may deny an application from a felon if the nature of the felony indicates a potential risk to safety or property.
- The decision to deny must be based on **individualized consideration** of nature, severity, and recency of the offense, rather than a blanket policy against all felons.
- For example, non-violent offenses that occurred many years ago may not justify denial.

2. **Sex Offenders:**

- Landlords may deny housing to registered sex offenders based on public safety concerns.
- HUD allows policies targeting registered sex offenders as they are not classified as a protected class under the Fair Housing Act.

Compliance Requirements

- Landlords must avoid blanket bans on criminal records, as such policies can result in unintentional discrimination.
- Any denial must be well-documented and based on:
 - **The nature of the offense** (e.g., violent vs. non-violent).
 - **Recency of the offense** (e.g., 1 year ago vs. 10 years ago).
 - **Rehabilitation efforts** (e.g., evidence of rehabilitation programs or steady employment).
- 3. **Notification:**
 - If a tenant is denied based on criminal history, landlords must notify the applicant in writing and provide the reason for denial.



6. Fair Housing Rules for Owners

- Under the Fair Housing Act (FHA), landlords must provide equal housing opportunities and avoid discriminatory practices. Below are key do's and don'ts to ensure compliance.
- DO's:
- Treat All Applicants Fairly – Offer the same terms and conditions to every applicant, regardless of race, color, national origin, religion, sex, disability, familial status, or sexual orientation.
- Advertise Equally – Use neutral language in listings. Avoid wording that suggests preference or discouragement based on protected classes.
- Apply Screening Criteria Uniformly – Use the same credit, rental, and background check requirements for all applicants.
- Make Reasonable Accommodations – Adjust policies to accommodate persons with disabilities (e.g., allowing service and emotional support animals, providing designated parking spots).
- Allow Emotional Support Animals (ESA) and Service Animals – Even in "no-pet" properties, ESAs and service animals must be permitted as a reasonable accommodation under FHA. No pet deposits or pet rent can be charged for these animals.
- Consider Criminal History Fairly – When screening applicants with a felony record, consider the nature of the crime, how much time has passed, and evidence of rehabilitation. Blanket policies rejecting all applicants with a felony can be discriminatory.
- Respond to Maintenance Requests Fairly – Ensure all tenants receive equal and timely maintenance services.
- Document Everything – Keep detailed records of applications, communications, and lease decisions to protect against discrimination claims.

7. Schedule for Repairs - Owner's Obligations

Owners are responsible for maintaining their properties in compliance with HUD's Uniform Physical Condition Standards (UPCS). Repairs must be addressed promptly to ensure the tenant's safety and comfort.

8. Home Warranty and Home Insurance

To ensure the proper protection of your property and minimize potential risks, we require landlords to maintain a Home Warranty and Home Insurance policy. Below are the key requirements:

- **Home Warranty:**
- A home warranty policy is highly recommended to cover repairs and replacements of major systems and appliances due to normal wear and tear.
- The policy should include coverage for essential systems such as HVAC, plumbing, and electrical components.
- **Home Insurance:**
- Landlords must maintain an active Landlord Insurance Policy (also known as a Dwelling Fire Policy) that covers property damage, liability protection, and loss of rental income.
- The policy should list Beacon Property Management as an additional insured or have a property manager endorsement.

Maintaining these policies helps protect your investment and ensures a smooth resolution of maintenance and repair issues. Please provide proof of coverage or let us know if you have any questions regarding these requirements.



9. Banking Information and Payment

- Via Portal and all rents and payments will be handled by the portal.

10. Termination of the Property Management Services.

The landlord may terminate property management services with Beacon at any time, provided that all outstanding dues to Beacon have been cleared. Management fees will be prorated to the nearest month-end upon termination.

11. Property Management Services for a Single-Family Residence

a. Tenant Placement Services – 75% of first month's rent charged

- Marketing and Advertising on MLS, Zillow, social media, etc.
- Property Showings to prospective tenants.
- Tenant Screening (credit, background, eviction history, employment verification).
- Lease Preparation & Execution using state-compliant forms.
- Collection of Security Deposit & First Month's Rent.

b. Lease and Legal Compliance

- Ensure the lease adheres to state and local landlord-tenant laws.
- Provide required documents such as IABS and Property Manager's Disclosure.
- Handle lease renewals, amendments, and notices (e.g., notice to vacate).
- Eviction coordination when necessary (with legal support).

c. Rent Collection and Accounting

- Monthly rent collection and payment tracking via Industry standard tool
- Late fee enforcement and follow-up on delinquent payments.
- Monthly and Year-End Financial Reports (P&L, rent roll, etc.).
- Owner disbursements via direct deposit.
- 1099 issuance for tax purposes at the end of the year.

d. Maintenance and Repairs

- Coordinate routine maintenance, repairs, and emergency services.
- Conduct move-in/move-out inspections (with photo documentation).
- Provide 24/7 emergency maintenance response.
- Maintain a network of licensed and insured vendors.



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 Additional charges.

e. Property Inspections

- Initial property condition assessment.
- Move-in/move-out inspection reports to assess damage or wear at an additional cost of \$300

f. Tenant Relations

- Serve as the point of contact for all tenant communication.
- Handle tenant complaints, maintenance requests, and concerns.
- Ensure lease compliance and enforce rules.

g. Owner Support

- Provide owner portal access for viewing statements, documents, and communication.
- Advice on rental pricing, capital improvements, and market trends.
- Support with HOA compliance if applicable.

h. Optional Add-On Services (May Incur Additional Fees)

- Eviction Coordination – \$500 per court appearance; \$250 per additional visit.
- Insurance Claim Coordination – \$500 per claim coordination.
- Semi-Annual Smoke Alarm Battery Replacement – \$100 per visit.
- Semi-Annual HVAC Maintenance and Filter Replacement
 - \$250 per visit for a single-unit system
 - \$325 per visit for two-unit systems
 (Note: Filter sizes must be provided to the Property Manager; filter costs billed separately)
- Property Tax Protest Assistance – Pricing varies based on county and service provider.
- Furnishing or Renovation Oversight – Scope-based pricing upon request.



12. 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.



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

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:** Tenants 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:

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