

Applicant Requirements and Tenant Selection Criteria for Double Eagle Homes LLC

It is our policy to evaluate each lease application on the following basis:

1. **Personal requirements:** Each prospective occupant who is 18 years old or older must submit a separate application. Co-signers are not accepted. If more than one non-married adult's income is needed to qualify, we consider the applicants as roommates and a higher deposit will be required.
2. **Identification:** We require clear copies of driver's license for all residents 18 years old and older.
3. **Credit History:** We check credit history for each applicant 18 years old or older. We do not heavily consider credit scores. Instead we look at income to debt ratio and look for any broken leases, evictions, bankruptcies or judgments/monies owed to previous landlords.
4. **Criminal History:** We check criminal history and do not accept applicants convicted of a felony. If the conviction date of felony is 10 years or older and the applicant has a clean record since, we will consider the applicant. Any conviction or deferred adjudication for a violent crime involving harm to persons or property will be declined.
5. **Employment History:** Current employment and income must be verifiable. You will be required to submit the last two months of pay stubs for each applicant along with current and accurate names and contact information for a supervisor or human resources representative for each applicant. If pay stubs are not available due to recent move to area, a written letter on company letterhead may be acceptable.
If you are self-employed or retired, we need two years of signed tax returns, bank statements that provide proof of applicant's ability to pay.
6. **Income:** The combined take home monthly income for applicants must be at least three times the monthly rent amount. We do not consider child support. Government or company retirement benefits must be verifiable through a copy of an annual statement of benefits.
7. **Rental history:** We must receive verification of a good rental record from most recent landlord. This includes timely payments, sufficient notice given, record of no outstanding balances, good maintenance record. We may require rental verification from previous landlords as well.
8. **Occupancy:** The total number of tenants and occupants may not exceed two (2) persons per bedroom.
9. **Pets:** It is our policy to not allow pets as a general rule. Exception may be made for small pet 25 lbs or less with a deposit of ½ of monthly rent + \$25 added to rent per pet. NO Pit Bulls, Doberman Pinchers, Rottweilers, Chows or similar breed or mixed breed. Shot records will be required.
10. **Applicants may be denied for the following or similar reasons:** False, inaccurate or incomplete applications, evictions, judgments related to rental history, tax liens, unpaid child support, bankruptcy proceedings, felony convictions, physical or violent crimes, domestic violence, sex offenses and/or appearance on any sexual offense or terrorist database.
11. **Renters Insurance:** All tenants must carry renters insurance that includes at least \$300,000.00 liability coverage and lists Double Eagle Homes LLC as an additional insured. A copy of the policy must be provided.

