

Landlord Requirements Regarding Rental Applications:

1. Each adult on the lease who will occupy the property must complete and sign a separate Application.
2. Before your application can be processed, the following items must be provided:
 - a. **For each adult applicant, a fully completed, legible application must be submitted, signed and dated, including a valid, current email address for each applicant.**
 - b. **A copy of your driver's license, passport or other legal photo identification.**
 - c. **Verification of monthly income of at least two (2) times the listed monthly rent. (Two recent paycheck stubs required.) All income must be verifiable. If self-employed, you must provide your previous year's tax return.**
 - d. **In lieu of item "c" above, a TREC *Residential Lease Guaranty* form may be submitted.**
 - e. **A signed and dated copy of the attached "Tenant Selection Criteria & Requirements" form.**
3. You must have given notice to your current Landlord and given them instructions to provide a reference when they are contacted.
4. Once all the info above has been received, you will be sent a link (via email) from Trans Union's **MySmartMove.com** who will provide you instructions on how to complete the application process. An app fee not to exceed \$40 will be paid directly to them on their Web site via your own credit card.
5. By returning the signed application form and responding to the email from **MySmartMove.com**, you are giving the Landlord, their Managing Agent and TransUnion, permission to check your credit history and verify the info on your app. Also, you will be giving permission to contact any person listed regarding the app. They will not disclose or discuss your personal information with any outside party.
6. It could take anywhere from 4-48 hours to process your application. Some apps may take longer depending on the availability of the Landlord to review the info and the availability of your credit information and references.
7. Once your application is approved:
 - a. The Landlord's Listing Broker/Managing Agent will prepare a Lease Agreement for your review and approval. This agreement will be drafted using the appropriate form promulgated by the Texas Real Estate Commission...or one drafted by the Landlord's attorney.
 - b. **You must pay the Security Deposit as set forth by the Landlord in the MLS or that is listed in the *Special Provisions* section of the Lease Agreement. Or, the deposit stipulated in a Landlord's Addendum to the Lease Agreement. This deposit MUST be paid in the form of cash, cashier's check or money order.** After your move-in, you are welcome to use personal checks to pay your rent. However, it is recommended that you use your bank's *Bill Pay* service.
 - c. Please understand that the property will remain on the market (MLS) and available for someone else to lease until your lease is executed and the Security Deposit is paid.

Tenant Selection Criteria & Requirements

Once a rental application has been submitted, the Landlord and/or his Managing Agent will conduct a complete and thorough background check of every adult intending to occupy the property. They will verify all information that appears on your application and will obtain info from other sources which may assist with the application review process.

Employment: Complete information is needed for a minimum of the last three (3) years of employment. Please make sure that you notify your employer that they may be contacted for verification of employment and income. Once your application has been submitted, you have authorized contact of your current and previous employers. If income cannot be verified in this manner, or if you are self-employed, you may need to submit such documents as tax returns, W-2's, bank statements, paycheck stubs, etc. Typically, your gross monthly income must be a minimum of two (2) times the monthly rent amount. Savings, other assets or your willingness to pay rent in advance may not alter the income requirements. A TREC promulgated *Residential Lease Guaranty* form may be submitted and considered if income requirements can't be met. Frequent changes in your employment or moving between trades/types of employment could be viewed as negative information. Any negative information obtained from any of these sources may be grounds for rejection of the application.

Residency: Complete information is needed for at least three (3) years of your current and past residences, including phone numbers. Once your application has been submitted, you have authorized contact of your current and previous Landlords. If you have had a dispute with a previous Landlord or mortgage company, an eviction, a suit for eviction or foreclosure, a deed in lieu of foreclosure, a short sale or non-judicial foreclosure, whether or not any monies were left owing, this fact may be grounds for rejection of the application.

Credit, Criminal and Sex Offender Database History: ALL background information may be checked and considered, including credit, criminal arrests, sex offenses, evictions, etc., whether or not such offenses resulted in a formal sentence. Any arrest, conviction, probation, deferred adjudication, dismissal or waiver of prosecution may be grounds for rejection of an application.

Public Records: Public records may be checked including those maintained by the County Clerk ...such as marriage records, assumed names, deed records, personal records, voter registration records, driver's license records, court filings and liens (even those that have been paid.) Any negative information from these sources may be grounds for rejection of the application.

This information is intended to comply with HB3101 and the Texas State Property Code, Section 92.3515

"By signing below, I (we) acknowledge that I (we) have had the opportunity to review the Landlord's Tenant Selection Criteria and Requirements detailed above. The Tenant selection criteria may include factors such as criminal history, credit history, current income, and rental history. If the selection criteria is not met, or, if inaccurate, incomplete or false information is provided, I (we) understand that the application may be rejected and any application fees paid will not be refunded."

The Landlord, their Managing Agent and Listing Broker vow to abide by the Fair Housing Act and its amendments and will provide equal consideration to ALL applicants without regard to their race, color, religion, gender, sexual orientation, handicap, family status or national origin.

Tenant Signature

Date

Tenant Signature

Date

Tenant Printed Name

Tenant Printed Name