



## TENANT SELECTION CRITERIA POLICY

These criteria are being provided in reference to the Property located at the following address:

2003 Spreading Bough Lane, Richmond, TX 77406

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Pursuant to Property Code Section 92.3515, these Tenant Selection Criteria are being provided to Applicant. The following constitute grounds upon which Landlord will base their decision to lease the Property. Landlord will decide on a case by case basis whether to require a higher security deposit, require a Co-signer on the lease, accept the asking security deposit or deny the Applicant completely.

- 1. Criminal History:** Criminal history will be verified using the information provided by Applicant on the Lease Application. Landlord's decision to lease the Property to Applicant may be influenced by the information contained in the report. Landlord will not accept any Applicants with a felony.
- 2. Previous Rental History:** Previous rental history will be verified using the information provided by Applicant on the Lease Application. Applicant's failure to provide the requested information, inaccurate information, or information learned upon contacting previous Landlords may influence Landlord's decision to lease the property to Applicant. Landlord WILL NOT accept any Applicant who has had an eviction, broken lease or owes money to current or previous Landlords. Landlord requires rental history from the last two residences if current residency is less than two years.
- 3. Current Income:** Landlord may ask Applicant to verify income as stated on Applicant's Lease Application. The sufficiency of Applicant's income along with the ability to verify the stated income may influence Landlord's decision to lease the property to Applicant. Landlord requires proof of net income AFTER TAXES to be at least THREE times the monthly rent. Applicant must provide TWO recent paystubs and may have to provide TWO months of bank statements. If self-employed, Landlord will require TWO months of bank statements and the most recent filed tax return.
- 4. Other Income:** Applicant must provide verifiable proof of other income including but not limited to Child Support, Social Security, etc. Other Income must be verifiable with THREE months of bank statements showing deposits or a letter from the court, Social Security or Financial Professional.
- 5. Documentation:** A photo copy of current legible Driver's License (or Government photo ID) and photo copy of Social Security Card must be presented for each Applicant with the Application.
- 6. Tenants on the Lease:** All Adults are considered Tenants on the Lease Agreement.
- 7. Credit History:** Landlord will obtain a Credit Report from a Credit Reporting Agency in order to verify Applicant's credit history. Landlord's decision to lease the Property to Applicant may be based upon information obtained from this report. If Applicant is denied based upon information obtained from credit report, Applicant will be notified and an Adverse Letter will be sent to Applicant so that Applicant can request a copy of their credit report from the Credit Reporting Agency.
- 8. Failure to Provide Accurate Information in Application:** Applicant's failure to provide accurate information in Lease Application or any provision of information that is unverifiable will be considered by Landlord when making the decision to lease the Property to Applicant.

9. **Application Fee:** Applications must be received for all persons over 18 years of age or older that will occupy the property. The application fee is non-refundable in the amount of \$50 per Adult/Applicant and made out to Edinson Property Management LLC. Money Order or Cashier Check only.
10. **Verifications:** The Application should contain MULTIPLE contact numbers for Current/Previous Landlord or Manager from the last two home addresses. Applicant MUST have provide proper notice to Current Landlord to have information released for verifications. If Applicant's employer requests additional fees for employment verification (such as The Work Number), Applicant needs to pay for this in advance. Employment Verifications will only be sent via fax or via email.
11. **Renter's Insurance:** Landlord requires that Tenants maintain Renter's Insurance prior to move in and during the lease with limits of liability to third parties no less than \$100,000 per occurrence. If the property has a private pool, Tenants are required to maintain coverage of \$300,000 in accordance with the Pool/Spa Maintenance Addendum (TAR 2010).
12. **Flood Insurance for Renters:** The National Flood Insurance Program (NFIP) offers renters the chance to safeguard their personal property from flood damage. Tenants should research special flood hazard areas and discuss any flood coverage with their insurance agent to insure themselves against any loss prior to signing a Lease Agreement. Contact your local insurance agent or call the NFIP toll-free number, 1-800-427-4661 (TTY 1-800-427-5593).
13. **Property Condition:** Applicant is encouraged to view the property prior to submitting an application. Landlord makes no express or implied warranties as to the property's condition. Per the Lease Application, Applicant must request repairs or treatments to be considered by Landlord.
14. **Other:** Factors Landlord also look at are the lease term length (minimum of one year), the amount of expense needed to make the property acceptable to Applicant and amount of time before move in.

**Landlord requires the following acceptance by prospective Tenant prior to Application:**

- A. **Monthly Rent:** Due on the FIRST DAY of the month.
- B. **Payment Method:** Acceptable rent payments are cashier check or money order. Tenant can pay via electronic check payment via Tenant Portal. There is a \$2.50 transaction fee on electronic payments.
- C. **Late Charges:** Time at which late charges are incurred: 11:59 p.m. on the 2nd day after the date on which rent is due.
  - (1) **Initial Late Charge:** \$100.00 (on 3<sup>rd</sup> of the month)
  - (2) **Additional Late Charges:** \$ \$25.00 per day thereafter until rent and late fees are paid.
- D. **Pets:** Permitted on a Case-By-Case Basis.
  - (1) If a pet is permitted, Landlord requires the Tenant to sign a Pet Agreement (TAR 2004) and pay a non-refundable pet payment of \$350.00.
  - (2) If a pet is permitted, Tenant will be responsible for any pest treatment to the property. If property has carpet, Tenant will be required to have a pet enzyme treatment to carpet at move out.
  - (3) If pet is NOT permitted, pet violation charges: (a) an initial charge of \$500.00; and b) \$50.00 per day thereafter until pet is removed.
  - (4) If pet is a Service Animal, proper documentation must be presented for approval.

E. **Security Deposit:** \$1,900.00

F. **Utilities:** All utilities to be paid by Tenant except: N/A

G. **Guests:** Number of days guests permitted on Property: 7

H. **Vehicles:** Number of vehicles permitted on Property: 2

I. **Trip Charge:** \$ 75.00

J. **Key box:** Authorized during last 45 Days of lease.

K. **Early Withdrawal Fee:** \$ \$1,900.00

L. **Inventory and Condition Form:** To be delivered within 7 days. Tenants will have this time to report items in need of repair (no cosmetic items) to Landlord. No service fee will be charged to Tenant during this time unless damage is caused by Tenants, Occupants of Tenant's Guests.

M. **Yard:** To be maintained by:  Landlord;  Tenant;  a contractor chosen and paid by Tenant; or  \_\_\_\_\_ (contractor) paid by Tenant.

N. **Pool/Spa:** To be maintained by:  Landlord or  Tenant or  Not Applicable

O. **Repairs:** Emergency phone number for repairs: 713-980-5116

P. **Appliances that will NOT be repaired:** Tenant-Owned Appliances

Q. **Tenant Damages:** Tenant will pay the cost to repair any item caused by Tenants, Occupants or Tenant's Guests.

R. **Service Fees:** Tenant will pay Landlord or any contractor Landlord directs Tenant to pay, the first \$100 of the cost to repair each condition in need of repair and Landlord will pay the remainder except for (a) heating and air conditioning systems (b) water heaters; or (c) water penetration from structural defects.

S. **Assignment or Subletting:** No Assignments Allowed and No Subletting Allowed.

**ACKNOWLEDGEMENT:**

*John Oley* dotloop verified 09/23/19 3:51 PM KST TXUB-ERGD-GYYO-YYUE

Landlord's Signature Date

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Applicant's Signature Date

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Landlord's Signature Date

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Applicant's Signature Date

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Applicant's Signature Date