



## **APPLICATION PROCESS / SCREENING CRITERIA**

Thank you for applying with Daytown Realty LLC. for your housing needs. To better serve you, we feel it is imperative that you are made aware of and fully understand our application process and screening criteria.

A copy of Rules and Regulations (Resident Handbook) are available on our website at [www.daytownrealty.com](http://www.daytownrealty.com) for your review before submitting your application.

Daytown Realty LLC is committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA) and the Fair Credit Reporting Act (FCRA). We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, age, sexual orientation, or gender identity. We also comply with all state and local fair housing laws. We offer application forms to everyone who requests one.

### **NOTICE TO ALL APPLICANTS:**

- Applicant or an appointed representative named by letter must physically view and inspect the property before submitting the application for rental.
- Landlord makes no express or implied warranties as to the Property's condition.
- Please list in the application any applicant request for the landlord to consider regarding repairs or treatments should applicant and landlord enter into a lease.
- Quoted rents apply only to those who elect to use free online rent payment system a \$10 processing fee will be added for any other methods of payment.

### **Please have the following items ready before applying:**

- Last 2 addresses and Landlord Information
- Employer and Previous Employer: Names, Contact, Start Date, Salary
- Dependant Information
- Emergency Contact Information

### **Have the Following Documents Ready to Upload When Applying:**

- Government-issued photo I.D.
- Two months of Pay Stubs or Income Verification
- Proof of Income - pay stubs, bank statements, etc
- Copy of Renters Insurance
- Picture of each pet that will occupy the property (if applicable)
- Current Vet Records (if applicable)

**You may also email your documents to [listing@daytownrealty.com](mailto:listing@daytownrealty.com)**



**MUST READ!!!** Before going any further in applying for this home there is a \$45

**NON-REFUNDABLE application fee per adult to complete this application. Everyone occupying the property that is eighteen (18) years of age or older must fill out an application and submit a \$45 non-refundable application fee.**

We do not pre-screen Applications. Applicants are required to pre-screen themselves with the following criteria and will need to meet the requirements below. If you feel you meet these minimum requirements, you are encouraged to apply.

**Approval is based on the following factors:**

- Identification
- Income Verification
- Employment Verification and History
- Rental Verification and History
- Credit History
- Criminal Background Check
- Terrorist Database Search
- Pet Criteria

**Identification:** Each applicant is required to provide a copy of a legible Government-issued photo I.D, You will be prompted to upload Identification when applying.

**Income Verification:** Income should be at least three (3) times the monthly rent and verifiable from an unbiased source.

**Employment Verification and History:** We require verifiable employment history for at least the past three (3) years.

**Rental Verification and History:** We require verifiable residence history for at least three (3) years whether you currently own or rent.

**Credit History:** We will obtain a copy of your credit report.

**Pet:** We require with your application, a picture of each pet that will be on the property.\$300 Non-Refundable Pet Acceptance Fee Per Pet (if applicable)

We are licensed real estate agents in the state of Texas and we represent the Owner. The relationship between a landlord and tenant is a business relationship. A courteous and businesslike attitude is required from both parties. We reserve the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, is argumentative, or in general displays an attitude at the time of the showing or during the application process that causes management to believe we would not have a positive business relationship.