

**Resident Selection Criteria**  
**Lewis Leasing**  
**Property: 718 Hardeman St., Sealy, TX 77474**

**Equal Housing**

We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, sexual orientation or national origin and will comply with state and federal fair housing and antidiscrimination laws.

**Occupancy Standard**

A maximum of two (2) persons per bedroom is allowed.

**Age**

Lease holder(s) must be 18 years or older, unless head of household, Military under the age of 18 years, or a minor that has been emancipated. All occupants 18 years or older are required to complete an application, even if living with parent or guardian.

**Income\***

Gross monthly income of all lease holder(s) must equal 3 times the monthly rental amount. All income must be verifiable. Income does not include allowance from parents, scholarships or study subsidies.

**Employment\***

Applicant must 1) be employed with current employer for at least six months; 2) have current job and at least six months employment with previous employer; or 3) receiving retirement benefits, or any other verifiable and consistent income.

**Self-Employment\***

Must provide the previous year's personal income tax return and the previous two months personal bank statements as evidence of sufficient income. Persons whose jobs are based on commission, salary plus commission/tips/bonuses, or for which IRS form W2 income is not reported are considered self-employed.

**Rental History\***

Rental history will be reviewed. Applicant may be denied if review includes, but is not limited to, any of the following:

- Failure to pay rent timely.
- Evictions filed within the last three years.
- Damages to the current or previous place(s) of residence, common areas, or other units beyond normal wear and tear.
- Repeated disturbances, not related to circumstances protected under Victims of Abuse Women's Act.
- Prior management references describing reports of illegal activity on the premises.
- Outstanding debt or judgment to any prior landlord.

**Credit\***

A complete investigation of credit history of each applicant will be made. Credit Scores below 520 or no credit history may result in the requirement of an additional deposit or denial.

**Criminal, Sex Offense, and Terrorist Database Check**

We will check criminal, sex offense, and terrorist databases for all occupants over 18 years of age. We do not rent to any person convicted of violent crimes against persons or property; prostitution; domestic violence; involving the possession of weapons; or the manufacture or distribution of illegal substances. All are grounds for denial of an application. An exception may be made for the type and/or age of the offense. Please provide details, if applicable.

### Renter's Insurance

We require \$100,000 of renter's liability insurance on the property. You will be required to submit proof of such coverage at the time of move in and upon renewal of the policy.

### Animals\*

A maximum of 2 pet(s) are permitted on the property. A one-time, non-refundable fee of \$300 will be required for each pet. In addition, monthly rent will be increased by \$35 per pet.

Aggressive animals are not permitted; applicant may be required to submit additional documentation verifying an animal's temperament and demeanor. Prohibited dog breeds include: Pit Bulls, Staffordshire Terriers, Rottweilers, German Shepherds, Chow Chows, Doberman Pinschers, Akitas, Wolf-hybrids and any mix containing one of these breeds. Exotic animals, farm animals, rodents, snakes, or reptiles are not accepted. Exceptions may be considered on a case-by-case basis; please provide details, if applicable. Service Animals are allowed. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Support animals are not considered pets and are allowed to reasonably accommodate a handicapped leaseholder or occupant. A disabled person who has an emotional support animal (ESA) will need to produce a letter from a licensed mental health professional that prescribes the need for the animal. All animals must be photographed by management before approval. Approved animals must be spayed or neutered and have current vaccinations and licensing if required.

### Non-Smoking

This is a non-smoking property. The applicant, any occupant, or guest will not allow smoking inside the property at any time.

### Waterbeds or Water Furniture

No waterbeds or water furniture are allowed onto the property.

### Rental Payments

All rental payments will be paid by ACH electronic payment. No cash payments will be accepted.

### Exceptions

At the property owner's sole discretion the requirements followed by (\*) may be waived if the prospective tenant pays a significantly higher security deposit and/or a special situation exists regarding a requirement that is not met. The amount and/or final determination will be made by the property owner and will depend on each individual situation.

### Application and Notification

\$40.<sup>00</sup>

A non-refundable application screening fee of ~~\$25.00~~ must accompany each application for processing.

An application is complete when each applicant 18 years of age or older has submitted a completed application and application fee and employment, criminal, credit and landlord history has been verified.

Applicant(s) shall be denied if we are unable to verify income, rental, credit, or criminal history. False, incomplete, or misleading statements or omissions on the application(s) will result in denial of the rental applications(s). Falsifying information to obtain property or credit is a Class A misdemeanor.

We will notify you by email or phone listed in your application whether you've been approved within three (3) days after we have received a completed application along with criminal and credit background check(s) for all applicants within your household. Your application will be considered "denied" if we fail to notify you of your approval within three (3) days after we have received a completed application. You must not assume approval until you received actual notice of approval.

Applications are approved on a first come, first serve basis. Each completed and paid application fee will be processed in the order it is received. The first Applicant who: 1) meets all the requirements above, 2) agrees to the deposit and rental terms within two (2) days of notification, 3) provides the appropriate deposits, plus pet fees, plus first month's rent, all paid in money order or cashier's check within (2) two days of agreement, and 4) signs the lease agreement will be accepted as the Renter. Upon move-in, Renter will sign the one blank Inventory and Condition form and have 48 hours to complete, sign and return a second Inventory and Condition Form to Lessor. If the second form is not returned within 48 hours, the first signed blank form will go into the Renter file. Renter pays for any maintenance and/or damage to the property not properly reported to property management, or resulting from abuse or negligence of the tenants.

Refundable deposit(s) will be refunded at the end of the lease, minus expenses for damaged or missing items. Early termination of the lease may cause loss of deposit(s).

#### Co-signer or Guarantor

A cosigner/guarantor may be required in the case of ONE of the following: (a) no rental history or home ownership in the past five years, or (b) No Employment (Students Only). Cosigner/guarantor must submit an application and pay a non-refundable application fee, is subject to the same qualification requirements as Applicants but must have an income of four (4.0) times monthly rent, and will be required to sign the lease.

*I understand and accept these qualifying standards and have truthfully answered all questions. I understand that falsification of Rental Application information will lead to denial of rental. I understand your ability to verify this information is limited to the information made available by the agencies and services used.*

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Applicant Signature

Date

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Applicant Signature

Date

#### **Privacy Policy for Personal Information of Rental Applicant and Residents**

We are dedicated to protecting the privacy of your personal information, including your Social Security Number and other identifying or sensitive personal information. Our policy and procedures are designed to help ensure that your information is kept secure, and we work to follow all federal and state laws regarding the protection of your personal information. While no one can guarantee against identity theft or the misuse of personal information, protecting the information you provide us is a high priority. If you have concerns about this issue, please feel free to share them with us.

How Personal Information is collected: You will be asked to furnish some personal information when you apply to rent from us. This information will be on the rental application form or other document that you provide to us either on paper or electronically.

How and When Information is used: We use this information for our business purposes only as it relates to leasing a dwelling to you. Examples of these uses include but are not limited to, verifying statements made on your rental application (such as your rental, credit and employment history), reviewing your lease for renewal and enforcing your lease obligations (such as to obtain payment for money you may owe us in the future).

How the information is Protected and Who has Access: We allow only authorized persons to have access to your personal information, and we keep documents and electronic records containing this information in secure areas and systems.

How the Information is Disposed of: After we no longer need or are required to keep your personal information, we will store or destroy in a manner designed to prevent unauthorized persons from accessing it. Our disposal methods will include shredding, destruction or obliteration of paper documents and destruction of electronic files.