

# Leasing Process

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RE/MAX SIGNATURE  
TINSLEY ALEXANDER, Broker Associate

*Hello, Thank you for contacting me! I am so excited to be working with you! NOTE: If you state that you are not working with another REALTOR at the time that I show you the property, I will be considered as “procuring cause”*

## **Standard Rental Requirements for Most Landlords**

**The following selection criteria are being provided to you pursuant to the Texas Property Code Section 92.3515. The following information provides the basis on which the landlord will make the decision to either accept or not accept an applicant.**

- 1) Credit history
  - a) Will not accept a consumer-provided report
  - b) We will obtain credit report and a background check.
  - c) Credit score must be a minimum of 625
  - d) Credit report will NOT be provided to applicant.
- 2) Current income
  - a) Gross monthly income needs to be at least three (3) times monthly rent- this is Gross Monthly Income. Paycheck Stubs, Bank Statements and / or W-2's or 1099 will be required.
  - b) If SSI or Child Support is claimed as income, proof must be furnished or it cannot be considered.
  - c) Lease Holder(s) must present evidence of stable work history for a minimum of one year for most landlords. If not employed, must present evidence of regular income. If self-employed, must present income tax return from the previous year and bank statements from the previous two months. Persons who hold commission-only or base plus commission, tips and bonuses jobs are considered self-employed. A letter of intent to hire from the employer should be provided if employment has not yet begun.
- 3) Previous rental history
  - a) Written verification will be obtained from previous landlord.
  - b) Need rental history for two (2) years
  - c) Be prepared to place a higher deposit if there are Evictions/ Broken Leases/ Foreclosures/ or Co Signer needed for approval
  - d) If Co Signer is used:

In addition to the additional deposit and in all cases will be required to pay an application fee, have credit check and background checked. The Co Signer's income requirement must be equal to or above 4 times the leased rental amount.

- 4) Criminal history
- a) Criminal record will be pulled from State resources
    - 1. Applicant with record of violent crime(s) will be denied.
  - b) Sexual offender database will be pulled from State resources
    - 1. Applicant convicted for crimes of a sexual nature will be denied.
  - c) Applicants and Occupants will be required to answer all questions on the application truthfully stating whether they have been convicted or arrested for a crime. An unsatisfactory criminal background or a check that results in pending charges will result in denial of the application. Crimes that may result in denial of residency are those which pose a serious threat to the health, safety and welfare of persons living and working the community. The applicant may be denied for any of the following reported criminal related reasons that have occurred at any time prior to the application date include but not limited to: felony conviction, any terrorist related conviction, prostitution related conviction, any sex related conviction or listing on the sex offender registry, and any cruelty to animals related convictions. Applicants may also be denied for any following reported criminal related reasons that have occurred within the past (5) years prior to the applications date include but not limited to: misdemeanor or conviction involving crime against persons property, theft and above, and any illegal drug substance abuse related convictions.
- 5) Provide accurate information.
- a) Ensure application is FULLY completed and legible
  - b) Must provide legible email address written verifications from employer(s) and landlord(s)

#### **Additional Guidelines**

- 1) The application and background check will be online. I must have legible email addresses to send a link to. MySmartMove.com link will be sent, and applicant (s) will pay online.
- 2) Application will need a MOVE in and out date- NOT ASAP
- 3) Maximum number of residents allowed will be the total number of bedrooms, plus (1)
- 4) Rent is due on the 1<sup>st</sup> of the Month, and later after the 3<sup>rd</sup>. This remains whether it's a weekend or holiday
- 5) If landlord accepts dogs, the following breeds WILL NOT be accepted: American Bulldog, Staffordshire Terrier (Pit Bull), Chow, Doberman, Rottweiler, Wolf Hybrid.
  - (a) Prospective tenant must furnish a photo of animal.
- 6) Carpets will be professionally cleaned prior to move in and tenant must have them professionally cleaned upon move out (with receipt provided or landlord will have carpets cleaned, and this amount will be deducted from deposit)
- 7) Tenant will be assessed all charges related to filing for eviction. The current cost for serving a 3-day notice to vacate is \$50.00 and the eviction fee is \$250.00

**Other Things to consider / notes for tenants**

**Landlords will not “hold” a property for more than 30 days- therefore, if your move in date is further out than 30 days, it’s best to not submit an application at that time.**

Applications will be checked prior to Background, and Credit Check.

- 1) If application is approved, you will receive notice that you will get an email with a link from MySmartMove.com to submit payment, and have credit checked, along with background checked.
- 2) If approved, the Deposit (a minimum of 1 full month’s rent) is due at the time of signing the lease agreement and must be in the form of a cashiers check made out to the landlord
- 3) Keys will be given on the Move In Date- NOT prior. A cashiers check for the 1<sup>st</sup> month’s rent made out to: RE/MAX SIGNATURE is due on this date or before.
- 4) If Move In date is not on the 1<sup>st</sup> of the month, a prorated rent will be due the following month. Then FULL month’s rents are due the next month until the lease expires. These monthly payments will be submitted as per the agreement on the lease itself.

**Signing this acknowledgment indicates that you have had the opportunity to review the landlord’s tenant selection criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income, and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected, and your application fee will not be refunded.**

\_\_\_\_\_  
**Applicant Date Applicant Date**

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