

# **Rental Criteria and Instructions**

## **Part 1: TENANT RENTAL CRITERIA**

Rental History: Valid and verifiable, current and previous residence information minimum last 3 years.

Credit History: Credit score > 600.

Employment: Verifiable current and previous employer information as permanent employee for last 3 years.

Income: Monthly income  $\geq$  3 times rent

Households with 3 or more applicants: The Landlord will only consider the two highest incomes in calculating household income.

Background CK: No criminal record or evictions will be accepted. No Broken Leases will be accepted.

Cannot be listed in terrorist database search.

## **Part 2: APPLICATION INSTRUCTIONS**

1. Submit a complete TREC RESIDENTIAL LEASE APPLICATION for each adult (18+) to be considered.
2. Submit a color copy of current government issue photo ID and SSN for each adult (18+) to be considered.
3. Submit a non-refundable application fee of \$50.00 for each adult (18+) to be considered. This fee must be paid within 24 hours of submitting the application package. The application fee will be delivered to the listing agent of the listing agent's designee.
4. Submit 3 months of paystubs and 6 months of bank statements showing deposits. Blank out the account numbers.
5. All adult Applicants will sign, date, and submit this document with their application package.
6. For Applicants that are retired individuals: They must provide the last 2 years of signed tax returns.
7. Non-U.S. citizens applicants must present evidence of applicant's right to live in the United States through the end of lease term
8. The Landlord or their designee will contact current and previous landlords and employers. This may take up to two business days.
9. The Landlord or their designee will contact the applicants or their agent with the result of their application as soon as it is completely processed.

### **Part 3: PET AND ANIMAL POLICY**

1. Wild and feral animals as well as exotic animals or animals that require a special license or training are not permitted on the property at any time.
2. Fostering, Sheltering, or Rescuing an animal is not permitted at any time on any part of this property. Pet Sitting for an associate is similarly not permitted at any time on any part of this property.
3. Pets may be considered by the Landlord on a case by case basis at the Landlord's sole discretion. The landlord will need to meet and interact with the pet if the pet is to be considered.
4. No animal over 25 pounds will be permitted.
5. Dogs of unidentifiable breed will not be permitted.
6. Dogs that are of a dangerous breed (in full or partially) will not be permitted. The list of dogs that are considered to be of a dangerous breed include: Pit Bulls, German Shepards, Dobermans, Great Danes, Rottweilers, Boxers, Huskies, and Malamutes. This is not a complete list.
7. The Tenants will submit a non-refundable \$300.00 Pet Fee in guaranteed funds for each permitted pet.
8. The monthly rent will increase by \$30.00 per month for each permitted pet.
9. Animal Breeding is not permitted on this property.
10. Fish/Amphibian/Reptile Tanks can not be larger than 10 gallons and must be approved by the Landlord.

### **Part 4: GENERAL RULES FOR TENANTS AND APPLICANTS**

1. No smoking on property at any time. The no smoking rule includes the garage and the yard.
2. No waterbeds.
3. No more than 3 vehicles permitted at residence. Vehicles must be operational and have current registrations. Boats and Trailers are not allowed.
4. Tenants must comply with Home Owner Association (HOA) rules.
5. No business can be conducted at this property. Home-based businesses must be approved by the landlord in writing.
6. Tenant will inform the Landlord in writing of changes in employment and of changes in contact information within 24 hours of said change.

### **Part 5: REASONS FOR DENIAL OF APPLICATION**

1. Incomplete application, inaccurate, false information automatically rejects application.
2. Unverifiable social security number.
3. Did not provide proper notice when vacating previous residence.

4. Previous Landlord not willing to rent to you again due to a member of your family or guest behavior during tenancy in property.
5. Employers refuse to verify applicant's income or length of employment.
6. Previous Landlord reporting a violation of their lease agreement with you.
7. Bankruptcies, Vehicle Repossession, or Foreclosure within the last 24 months .
8. NSF checks within the last 12 months.

**Part 6: MOVE IN INSTRUCTIONS**

If offered tenancy, the Landlord or their designee will prepare a lease agreement and will review it with the Applicant and their agent (if applicant has an agent). The Applicant will sign the lease within 24 hours of being offered the tenancy and pay completed Security Deposit in Guaranteed Funds at the time of the signing. The issuing of the Deposit will hold the property for the tenant.

On the Day that the Tenancy begins, the Landlord or the Landlord's designee will meet the Applicant at the property. The Tenant will pay for the first full month of rent plus any additional agreed upon fees in Guaranteed Funds. The Landlord or the Landlord's designee will issue keys to the Tenant. At this point the Lease will begin.

**Part 7: ACKNOWLEDGEMENT**

You acknowledge that you have received, read, and understand the Tenant Rental Criteria document.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

