

**Tenant Selection Criteria – 11434 Glenwick Haven lane, Richmond TX  
77406**

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

- **Last 2 address and landlord information**
- **Employer and Previous Employer: Names, Contact , Start Date, Salary**
- **Emergency contact information**
- **Government issued photo ID (colored copy)**
- **3 months pf pay stubs, bank statement, etc.**
- **Copy of renters insurance**
- **Picture of each pet that will occupy the property (if applicable)**
- **Current Vet Records (if applicable)**

**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:**

**Income**

Net monthly income must be at least three (3) times the monthly rent, verifiable income. The prospect tenant must provide at least 3 months of recent stubs.

**Employment Verification and History:**

Good standing with current employer, and length of term with employers, verifiable history for at least three (3) years. The prospect tenant must provide at least 3 months of recent stubs. If applicant is self-employed, Landlord require 2 previous tax return attested by a CPA or other tax professional.

**Rental history:**

Positive reference from current landlord, and no evictions. Verifiable residence history for at least three (3) years whether you currently own or rent.

**Criminal history:**

Landlord's decision to lease the Property to you may be influenced by information regarding criminal history. Any applicant with a record of a violent crime(s) will be automatically denied. This also includes any terrorism related convictions or charges. Any person convicted for crimes of a sexual nature, designated as a sexual offender will not be accepted. Our owner's decisions are based on the information provided by a third party at the time of the application.

**Credit History:**

We will obtain credit report through MySmartMove.com, in order to verify applicant credit history. Minimum Credit Score of 680.

**Pets:**

Pet deposit of \$500 per pet, with \$250 non-refundable fee per pet. An additional pet deposit will be required depending on the types of pet(s). 2 pet maximum. Due to insurance reasons, the following breeds are prohibited and will not be accepted: Pitt Bull Terrier, Staffordshire terrier, Doberman Pincher, Rottweiler, and other breed generally considered aggressive or deemed aggressive by state of local officials.

Pets are allowed on a case by case basis and approved by landlord. Any pet violations will be aggressively penalized. We require with your application, a picture of each pet that will be on the property. If you have a pet (s) there is an additional pet application charge which is administered by a third party pet screening too PetScreening.com. First pet is \$20 to register, additional pet \$15 (these fees are non-refundable). No

fee for service animals. Listing agent will reach out with link to the pet application. \*\*Occupancy will also be contingent on the results we receive back from the pet applicant(s).

- No aquariums larger than 20 gallons allowed
- No ferrets, reptiles or rodents of any kind are permitted as pets.
- All birds must be confined in cages and not allowed to reside outside their cage.

Tenants will be evicted for misrepresenting any of the above types of pets, as well as for being in possession of any poisonous, dangerous, endangered species or otherwise illegal pet. Pet policies are strictly enforced, and any breach will be grounds of termination of your lease agreement at tenant's expense. Special consideration is given to "Service Animals" that assist a tenant with special medical needs. (Please provide proper documentation)

**Smoking:**

No smoking will be allowed inside the property at any time.

**Additional Requirements:**

Application fee is \$40 per adult tenant over 18 years old. Tenant will be sent link from mysmartmove.com and will pay application fee online via credit card. Application fee is Non-Refundable. Tenant must submit a copy of their current Driver License or Photo ID with the application

**Deposit and first month rent** is required at the time that the lease is signed.

Deposit required is \$2,450.00 in the form of Money order or wire transfer, will to be paid to landlord.

First month rent in the form of a cashier's check only, made out to: Keller Williams Realty Memorial

PEASE NOTE: Security Deposit is Due within 24 hrs of Approval notification to secure the home. The Lease Agreement package will be prepared by the Listing Agent and sent to all parties via emailed. Once all parties (including owner) have signed the lease, an executed copy will be automatically e-mailed to all parties. Please have your clients make sure they are going to move forward before signing the lease agreement.

All pro-rates are calculated and based on a 30-day calendar.

Tenant will be responsible for any and all violations assessed by association, if applicable.

Signing this acknowledgement indicates that you have had the opportunity to review the Landlord's Tenant Selection Criteria. If you do not meet the selection criteria or if you provide inaccurate or incomplete information your application will be rejected. Application fee is non-refundable.

Applicant's name (print): \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's name (print): \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

(for example, failure to submit a complete application, failure to meet a specific criteria, another applicant ahead of them was qualified, or there was another more qualified applicant). Again, make sure that your files clearly document the decision-making process. If those reasons are legal and any application denials are not based on any person's membership in a protected class, you should be in compliance with the Fair Housing Act.