



## Statement of Rental Policy

Before you apply to rent a home, please take time to review these rental criteria to determine if you are eligible. Please also note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by us that all previous residents have met these requirements. There may be residents who have resided in the home prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various credit reporting services used. Applicants may be subject to more restrictive qualification criteria as established by Homeowner Associations (HOA's) and/or municipalities.

### **The following guidelines will be used in evaluating rental applications for residency:**

**Application Requirements:** Applicants must be 18 years or older and must provide copies of valid state issued ID and Social Security card. Each occupant over the age of 18 must submit a separate application. Applicants will be qualified based on credit standing, rental history, criminal background check and employment verification.

**Application Fee:** Each applicant must submit a \$40.00 non-refundable application fee. Fee may be paid online at [www.fpmcreditcheck.com](http://www.fpmcreditcheck.com)

**Income/Employment Requirements:** The combined gross monthly income for applicants should be at least three (3) times the monthly rent amount. We require verifiable employment history for a minimum of one (1) year. Proof of income for the last 30 days reflecting YTD earnings is required (paycheck stubs). If self-employed, retired, or not employed, we accept documents such as signed tax returns, 1099, and bank statements that provide evidence of regular income. If employment has not yet begun, an executed offer letter or employment contract which includes income and employment start date may be used. Applicants may be denied if Applicant cannot meet sufficient income requirements. Some income results may require further verification or a guarantor may be allowed.

**Rental/Residency Requirements:** Some credit evaluations will require verifiable rental or mortgage payment history. Broken leases, evictions, or eviction filings, property damage assessments within the past two years may result in an automatic denial of the application. Applicant may also be denied for any outstanding debt/judgement to a prior landlord, eviction

filings within the last two (2) years; late or NSF rent payments; broken leases; property damages; unpaid rent; mortgage not current; foreclosures.

**Credit History:** A credit report and background screening will be completed for each applicant 18 years of age or older. Credit scores should be at least 500; however, this does not guarantee approval. Bankruptcy history is acceptable if credit has been reestablished and good credit history is reflected for the most recent 12 months. Applicants with open bankruptcies will be denied. Excessive credit collection balances, or slow pays may also result in application denial. Unpaid collections or debt to no more than one landlord not exceeding \$2,000 may be acceptable with an additional deposit.

*Credit blocks need to be removed before applying. Failure to do so could result in additional application fees. All applications are considered on a case-by-case basis. Meeting the above criteria does not guarantee approval.*

**Criminal Background Check:** Applicant(s) are subject to a criminal history background check. Applicants will be denied if convicted of an offense which requires offenders to be registered as a sex offender or lists them in a terrorism database regardless of conviction date. Applicant(s) will be denied if convicted of the illegal manufacturing or distribution of a controlled substance. Applicant will be denied if convicted or subject to deferred adjudication for a felony (or similarly classified offenses in jurisdictions outside of Texas) if the incarceration, probation or deferred adjudication period was completed within 7 years from the date of application. Applicant(s) will be denied if convicted or subject to deferred adjudication for a Class A misdemeanor involving (illegal drugs or weapons) if the incarceration, probation or deferred adjudication period was within 7 years of the date of application.

*In evaluating an Applicant's criminal history, landlord will conduct an assessment of the risk to the health, safety and welfare of persons, property or animals posed by an Applicant and may consider (1) the type of crime; (2) the severity of the crime; (3) if multiple crimes were committed and/or repeated; (4) the facts or circumstances surrounding the crime; (5) the length of time that has passed since the crime; (6) the age of the Applicant at the time of the crime; and (7) evidence of rehabilitation efforts. Denied applicants may petition Landlord for reconsideration by providing additional information to assist Landlord in its review of the Applicant's criminal history.*

**Occupancy:** The total number of tenants and occupants in the home should not exceed two (2) per bedroom.

**Pets:** The maximum number of pets is two (2) per home. Pets will be subject to visual inspection. Resident(s) agree to comply with all community policies and will be required to sign a separate Pet Addendum and pay a non-refundable pet fee. Aggressive breed dogs (or pets that may have a violent or dangerous disposition) are not permitted, including, but not limited to, the following: Pit Bull, Staffordshire Terrier, Doberman, Rottweiler, Chow and/or any similar breed or mixed breed. This does not guarantee the approval of any other breed not listed. Exotic pets are prohibited. Weight limit is 100 lbs.

Animals Less Than 40 Pounds - \$250.00 Deposit - \$125.00 Non-Refundable Animals Over 40 Pounds/Fish Tanks - \$500.00 Deposit - \$125.00 Non Refundable

**Security Deposits:** A security deposit, non-refundable administrative fee and approved application are required to remove a home from the market. Homes are leased on a “first come, first served” basis with approved application and receipt of security deposit and administrative fee. Lease must start within 14 days of security deposit receipt.

**Guarantors:** Guarantors will be accepted if an applicant does not satisfy the income criteria. Guarantors will not be accepted in lieu of credit or background screening. The guarantor’s income must be equal to at least 4 times the monthly rent. An additional standard security deposit may be required. The guarantor will be required to pay an application fee and to submit all documentation required to apply

**International Applicants:** A valid passport or any form of U.S government identification with supporting photo will be required at time of application. Additional security deposit and prepaid rent will be required if applicants have not established credit in the U.S. Proof that applicant(s) are eligible to live and work in the United States will be required.

**Insurance Requirements:** Landlord does require that tenant(s) obtain renter’s insurance.

**Equal Housing:** Landlord and Landlord’s agents are committed to providing equal housing opportunities to all Applicants regardless of race, color, religion, national origin, sex, handicap, family status or other protected class status.



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