

# Landlord Tenant Selection Criteria

Please review the following guidelines to expedite the application process.

1. Each individual 18 years or older that will occupy the property will shall complete a Texas Association of Realtors (TAR) rental application.
2. No section 8 housing assistance program will be accepted.
3. Landlord uses mysmartmove.com for credit, background and eviction history screening. Any negative issues can result in a decline of the application.
4. Applicants and all other occupants must be non-smokers.
5. Pet is case by case. Small breed only. Pet shall be neutered, declawed (cat) and Rabies shot current. If a pet is accepted, \$300 non-refundable deposit per pet and additional pet rent of \$30 per month per pet. Maximum 1 pet.
6. Proof of income shall be provided to matches the application. A verifiable gross family income equals to 4 times the amount of rent required. The deposit shall be increased case by case if fail to meet this income requirements.
7. The contact information of the previous two years of rental history shall be provided.
8. Personal liability coverage/renter insurance is required, a minimum of \$200,000 for personal liability coverage and \$30,000 for property/contents coverage. Proof shall be provided.
9. Lease term of 1 year or greater.

Please provide the following when submitting an application (email all documents in one email to agent at **sarahlirealtor@gmail.com**), applications will not be processed without the following information.

- Completed application for each occupant over the age of 18.
- A clear copy of Texas Driver License or Government issued photo ID for each occupant over the age of 18.
- 4 current paycheck stubs that show the year-to-date income.
- If self-employed- last 2 years tax returns, along with copies of last 3 months bank statements.
- Tenant history with landlord references
- Landlord verifiable employment and work history
- Completed online screening application of [www.mysmartmove.com](http://www.mysmartmove.com) from landlord's email. (Application fee is \$40 per applicant paid by applicants online through mysmartmove.com and is non-refundable. Screening results will be sent directly to Landlord for final approval.)

Within 24 hours upon approval of application, the Security Deposit (payable to Landlord) in certified funds needs to be brought in and Lease needs to be signed. If not received within 24 hours after approval other applications will be considered.

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 may be rejected, and your application fee will NOT be refunded.

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

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

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

# **AGENTS Please Read Carefully!!!**

## **Instructions for submitting a lease application.**

In order to expedite this process, please submit the following:

1. Standard TAR Residential Lease application (for each individual 18 years or older) The applications will need valid contact information to verify employment and rental history
2. Clear copy of applicant(s) driver's license
3. Clear copies of 4 most recent paycheck stubs
4. If self-employed- last 2 years tax returns, along with copies of last 3 months bank statements.

Once the application is approved, landlord's listing agent will provide you with the lease. We will need the signed lease, and certified funds for the security deposit within 24 hours. If not received within 24 hours after approval other applications will be considered.

**Please note that Security deposits, pet deposits, and move in rent must be on separate certified funds.**

## **Prorations:**

Within 24 hours upon approval of application, the Security Deposit (payable to Landlord) in certified funds needs to be brought in and lease needs to be signed.

Specify your move in date on your application and "ASAP" is not accepted.

One full month rent in certified funds will be due 1 Business day prior to move in. If the tenant will be moving in after the first of the month, the prorated amount will be paid on the first day of the following month.

**\*\*If you are moving in on any day other than the 1st of a month then there will be a pro-rated rent due. The Pro-rated rent will be due on the 1st of the month following your move in. (example if you move in on May 15th you will pay a full month's rent on May 14th, and your pro-rated rent will be due on June 1st.)\*\***

## **Application Fees**

Application fee is \$45 per applicant paid by applicants online through smartmove.com and is non-refundable.

## **Broker Commissions:**

To earn commissions, agent must accompany the applicants at showing the property. Agent must also submit signed Agreement Between Brokers for Residential Lease form (Section A completed) & broker's W-9 to receive commissions. Commissions will be paid within 15 business days of receiving the fully executed lease, security deposit and first full month's rent. Tenant monies will need to be in the form of certified funds.

## **Instructions to complete the lease**

Once an application is approved, we will provide you with the lease to be signed. Please have your client check and confirm all entered information is correct.

Please have your clients fill in the two sections below prior to signing. Section 12 (A): List the Name and age for all occupants. This must match the applications that were submitted. Section 34 (F): List an emergency contact that does not live in the rental property.

Please note that we cannot accept a lease with any changes to the supplied lease. Any alterations must be brought to our attention and approved during the application process. \*\* Please have all financial responsible tenants (section 1) initial the bottom left of every page and sign page 16.

**General Lease Terms:**

- 1-year lease term or more
- Rent due by 1st day of the month, initial late charge of 20% after day 3, \$30.00 per day thereafter
- \$75.00 return check fee
- 30-day notice to renew lease
- Pet policy: Pet is case by case. Small breed only. Pet shall be neutered, declawed (cat) and Rabies shot current. If pet is accepted, \$300 non-refundable deposit per pet and additional pet rent of \$30 per month per pet. Maximum 1 pet.
- Pet violation, initial charge of one month rent, \$50.00 per day thereafter
- \$100.00 trip charge
- Guest 7 days, 2 vehicles
- Inventory and condition form to be delivered within 5 calendar Days after move-in.
- Tenant will pay all utilities.
- Tenant will maintain yard and will water at least twice a week or as needed to maintain a healthy lawn.
- Non-smokers only
- Prior to move-in, landlord will arrange to have the interior of the property professionally cleaned. Upon move-out, tenant is required to have the interior of the property professionally cleaned.
- Tenants need to provide a copy of renter insurance within 7 days before move-in.