

AW Properties

19708 NW Freeway, Ste 2800
Houston, TX 77065

832-392-7770

RENTAL APPLICATION POLICY AND PROCEDURES

Thank you for applying to AW Properties for your housing needs. In order to best serve you, we feel it is imperative that you are made aware of and fully understand our application policies and procedures.

Please read this document carefully before signing. It is the policy of this management company that applications must be complete and all fees paid prior to submission for consideration. All completed applications are processed on a daily basis (Mon-Fri) first come first serve.

A complete application will contain:

1. Signed AW Properties Rental Application Policy and Procedures
2. Signed AW Properties Rental Criteria Page
3. Signed AW Properties Privacy Notice
4. Completed TAR 2003 (One for each individual over 18 years or older)
5. \$40.00 Application fee for each Tar 2003 submitted
6. Valid Driver's License or Photo ID for each TAR 2003 submitted
7. Proof of Current Income

Upon Approval:

The applicant/applicants agent will be notified by phone, email or both.

1. If the Security Deposit has not been submitted, applicant has 48 hours to submit deposit and sign lease to secure the property and take it off the market.
2. If the Security Deposit has been submitted, applicant has 24 hours to sign lease to secure the property and take it off the market.

If lease is not signed within the allotted time AW Properties will withdraw approval and will process the next application received or considered any other approved applications.

AW Properties is an Equal Opportunity Housing Company and a member of the National Association of Realtors and Texas Association of Realtors. Our staff members adhere to a strict Code of Ethics and to the Federal Fair Housing Law.

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Printed Name

Signature

Date

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RENTAL CRITERIA

General

Min credit score 580 with no late payments in 12 months

Min One year of Good Rental/Mortgage History - Zero lates

No forcible Detainers (evictions) unless you verifiable documentation of landlord irresponsibility.

However, a forcible Detainers due to a property damage by the resident will not be accepted under any circumstance.

No history of any damage to the residence or an outstanding balance due to a previous landlord. If you have no prior rental history then you must have a qualified Co-signor or Guarantor. The Co-signor or Guarantor must be a resident of Texas, have good credit history and be willing to sign the lease.

Verifiable Gross Income

Minimum of three times the rent charged on the residence.

Criminal Background Check

Residency may be denied due to criminal history. (See Criminal Background Criteria)

Credit history

Credit history must show that the resident has paid bills on time and does not have a history of debt, write offs or accounts that have gone to collection. Residency maybe denied due to poor credit history.

Maximum Occupancy

Please note that these are the maximum number of people who may occupy homes with the number of bedrooms noted:

2 Bedroom – 4 Occupants

3 Bedroom – 6 Occupants

4 Bedroom – 8 Occupants

5 Bedroom –10 Occupants

Criminal Background Criteria

Disqualification for Residency for Lifetime

First or Second degree murder

First through third degree assault

Kidnapping

First through Fourth degree Criminal Sexual Conduct

Initials

CONTINUED

- Any sexual misconduct with a minor
- Arson
- Harassment and/or stalking
- An attempt to commit any of the crimes listed above
- A conviction in another jurisdiction that would be a violation of the above crimes.
- Third Degree Murder
- Second Degree Manslaughter
- Criminal vehicular homicide or injury
- Simple Aggravated robbery
- Any felony drug or narcotics convictions
- False Imprisonment
- Carrying a weapon without a permit or any other weapons charge
- Felony Theft
- Felony Forgery
- Felony Burglary
- Terrorist threats
- Felony controlled substance
- An attempt to commit one of the above crimes
- A conviction in another jurisdiction that would be a violation of the above crimes.

Crimes that Disqualify for Residency for 5 years after the completion of their sentence

- Non-Felony violation of harassment and/or stalking
- Fourth degree assault
- Any misdemeanor drug or narcotics conviction
- An attempt to commit on the above crimes
- A conviction in another jurisdiction that would be a violation of the above crimes.

All approvals or denials are at AW Properties discretion any unique circumstances will be discussed with property owner.

Signing this 2 page acknowledgment indicates that you have had the opportunity to review the landlords 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 adequate or incomplete information your application may be rejected.

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Printed Name

Signature

Date