

## RENTAL CRITERIA & LEASE GUIDELINES

### Texas Realtors Standard Lease Application

- Completed application for each adult living in the home over 18-years-old
- Applications must be filled out completely and accurately to be considered. The more information disclosed/explained upfront, the better. Don't leave spaces blank.

### Positive Identification:

- Valid government issued photo identification is required of all applicants.
- Must send a clear, color copy for each adult over 18-years-old.

### Background Check

- Includes credit check, criminal history, and rental history
- This is required for each applicant over 18-years-old and paid for by each applicant.
- Applicants will be sent a link to complete this step

### Rental History Criteria:

Requirement: 12 months valid, verifiable rental (mortgage or military housing) history

- *Valid rental history is a written lease or month-to-month agreement.*
- *If rental history is less than 12 months then an increased deposit will be required. However, military housing is considered valid rental history.*
- *Final decision is also dependent on credit history, income and length of employment.*

Deniable Factors:

- *Eviction history*
- *3 or more late payments, NSF checks and/or noise complaints within a 12 month rental period.*
- *Unfulfilled lease obligations.*
- *Balance owing to a landlord (for rent or damages).*
- *Unpaid (and/or non disclosed) eviction.*
- *Falsification of the rental application.*

### Credit History Criteria:

Requirement: At least 3 accounts established for 1 year and in good standing

- *Credit score below 650 will result in increased deposit*
- *Derogatory credit history (past due accounts, collections, judgments, tax liens, charge off - excluding medical debt) in excess of \$500 will result in an increased deposit.*
- *Discharged bankruptcy will result in an increased deposit.*
- *Paid rental collection and/or judgment will result in increased deposit. Final recommendation will also be dependent on income, rental & employment history.*

Deniable Factors:

- *Open Bankruptcy*
- *Foreclosure history*
- *Unverifiable (and/or falsified) social security number.*
- *Unpaid rental collection or judgment.*

**Employment History Criteria:**

Requirement: 6 months of employment with current employer or in same field of work

- *Employment that is less than 6 months will require an increased deposit*
- *Employment requirements will be waived for retired and self-employment applicants. However, most recent tax returns will be required for verification of income.*
- *Employment requirement will be waived for international students. An I20 will be required for verification.*
- *Military personnel will be required to provide L.E.S. for proof employment.*
- *Final recommendation will also be dependent on rental, credit history and income.*

**Income Requirement Criteria:**

Requirement: Verifiable monthly (garnishable and non-garnishable) NET income equal to or greater than 3 times the rental amount

- *Proof of income required prior to move in. Valid proof includes but is not limited to current paystubs, tax returns, W2's, I20's (International Students), Leave and Earning Statements (military) or bank statements.*

Deniable Factors:

- *Lack of proof of income (or falsification of income information).*
- *Section 8 housing vouchers*

**Criminal Records:**

- *Criminal search includes felony and misdemeanor offenses.*
- *Case-by-case for minor offenses. No guarantee of approval for any offense.*

Deniable Factors for criminal Search:

- *Failure to disclose eviction or criminal records.*
- *Verified name and date of birth match on criminal conviction for the following offenses (disclosed or not):*

<i>Murder (1st and 2nd degree)</i>	<i>Rape (All counts)</i>
<i>Kidnapping (All counts)</i>	<i>Arson (1st, 2nd degree &amp; Reckless Burning 1st degree)</i>
<i>Manslaughter (1st degree)</i>	<i>Child molestation (All counts)</i>
<i>Theft (1st &amp; 2nd degree)</i>	<i>Delivery or Sale (All counts)</i>
<i>Assault 1st, 2nd &amp; 3rd degree)</i>	<i>Rape of a child (All counts)</i>
<i>Burglary (1st, 2nd degree &amp; vehicle prowling 1st degree)</i>	<i>Possession with intent to Deliver (All counts)</i>
<i>Robbery (1st &amp; 2nd degree)</i>	
<i>Malicious Mischief (1st degree)</i>	

**Animal Criteria:**

Requirement:

- *Considered on a case-by-case basis*
- *Acceptable pets include: dogs, cats, small caged animals, caged birds, and fish.*
- *Current vaccination records*
- *A non-refundable security deposit of \$250 per pet (does not apply to fish) is required*

Deniable Factors

- *Livestock, farm animals (including potbellied pigs), and poisonous, dangerous or exotic animals (such as snakes or spiders) are prohibited.*

- *Aggressive dog breeds may not be permitted (subject to evaluation): German shepherds, pit bull terriers, Rottweilers, Great Danes, Mastiffs, Chows, Akitas, Staffordshire terriers, Cane corsos, Doberman Pinschers, Siberian Huskies, Wolf hybrids*
- *No more than 2 pets will be permitted*

#### For Service Animals

- *Still subject to a case-by-case consideration*
- *Letter requesting reasonable accommodation*
- *Legal documentation support required*
- *Current vaccination records required*

#### **Renter's Insurance:**

- Applicants must carry renter's insurance and provide proof of insurance upon move-in.
- Acceptable proof is the declaration page showing a paid plan
- The policy must cover the full term of the lease with a minimum of \$500,000 liability coverage

#### **Reference Checks (per applicant):**

- Current Landlord reference: Name, phone number, email.
- One personal reference: Name, phone number, email
- One professional reference: Name, phone number, email