

Tenant Selection Criteria and Application Requirements

Anyone intending to occupy the property who is eighteen (18) years of age or older must fill out an application AND submit \$50 non-refundable application fee per person. This form MUST be signed and submitted with the completed application before ANY processing will begin. Application fee payment must be received before the verification process will be completed. We THOROUGHLY verify all applications before presenting them to our clients. While each client we represent may have slightly different criteria, our normal acceptable applicant will need to meet the following requirements:

1. **Income:** On our properties, the gross monthly income for all tenants should be at least 3 times the monthly rent amount.
2. **Employment:** We require verifiable employment history for at least the past two (2) years. If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), W-2's, bank statements, paycheck stubs, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES.
3. **Residency:** We require verifiable residence history for at least two (2) years whether you currently own or rent. If currently renting, please provide phone numbers and/or email addresses of landlord for verification purposes.
4. **Credit History:** We will obtain a copy of your credit report, and this will be the only report considered. Please do not provide your own copy.
5. **Criminal History:** We will check criminal history, so it is in the applicant's best interest to be forthcoming on the applications.
6. **Occupancy:** The total number of tenants and occupants may not exceed two (2) persons per bedroom.
7. **Pets:** Pet policies and deposits vary from home to home so please contact us to determine the pet policy for this home. Most homes are limited to the number and size of pets. None of our homes permit dog types that may have violent tendencies, including but not limited to: Pit Bulls, Staffordshire Terriers, Dobermans, Rottweiler's, Chow's, or any similar breed or mixed breed.
8. **Smoking:** Smoking is not permitted in ANY of our properties.
9. **Applicants will be denied for the following or similar reasons:** False, inaccurate, or incomplete application's; evictions; judgments related to rental history; defaults on utility bills; tax liens; unpaid child support; current bankruptcy proceedings; felony convictions and out of jail for less than 5 years, multiple felonies, physical or violent crimes, domestic violence, sex offenses; and/or appearance on any sexual offense or terrorist database.
10. **Applicants may be denied or required to pay additional deposit or rent for the following or similar reasons:** Insufficient verifiable income, excessive late or NSF rent payments, broken leases, property damages, unpaid rent, foreclosures, credit scores under 600 or no credit score, excessive credit collection balances, slow pays, drug related offenses, etc.

Acceptance and Move-In Procedures

1. We can normally verify and present an application to our clients for an acceptance decision within one (1) business day of receipt PROVIDING ALL VERIFICATIONS CAN BE COMPLETED and Application fees are paid.
2. Once an application has been accepted, the applicant has until 5pm the following BUSINESS day to deliver the deposit to our office (if not already done). This deposit MUST be in the form of a cashiers check or money order made payable to Intero Real Estate Services. Cash will not be accepted for any reason. The deposit cannot be paid online. Once the deposit is received, we will not remove the property from the market; however, we will not process any further applications.
3. An accepted applicant will be asked to come to our offices for a "formal" lease signing. The Property Manager will contact you to set up a time. We will type the lease, and have a short meeting (approximately 30-45 minutes) with you for final signings and explanations of our procedures, etc. Each applicant will be REQUIRED to provide copies of positive identification such as Driver's License, Passport, etc.

I have read and fully understand the above tenant application, selection criteria, and requirements.

Signature/Date

Intero Real Estate Services 2800 Kirby Dr. Suite B242, Houston, TX 77098
info@interohouston.com

Signature/Date

713-568-2389 Office