

Tenant Selection Criteria, Procedures and Application Notice

This document is not a contract and is provided only as a notice to prospective applicants.

Applicant Requirements and Tenant Selection Criteria

Anyone occupying the property that is eighteen (18) years of age or older must fill out the TAR Residential Lease (TXR-2003A) application and submit a **\$45 non-refundable** application fee.

We thoroughly verify all applications. The requirements below represent the minimum requirements for at least one applicant for the household.

- 1) **Income:** The gross monthly income for all tenants should be at least three (3) times the monthly rent amount.
- 2) **Employment:** We require verifiable employment history for at least the past three (3) 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 (3 most recent), etc. that provide proof of applicant's ability to pay the rent. If currently in the military, we need a copy of your LES.
- 3) **Credit History:** We will obtain a copy of your credit report. We do not determine your application solely on your credit score and will consider other factors such as income, time since the last negative reporting, the type of debt, etc. As such, we cannot provide you with an "acceptable" credit score beforehand. **For legal compliance and the protection of your privacy, we are not allowed to provide you with a copy of your credit report.** Should you need a copy or would like to review it prior to applying, please visit www.annualcreditreport.com to receive your credit report free of charge. If adverse action is taken against you, you will be provided with an opportunity to get a free copy of your credit report.
- 4) **Criminal, Sex Offense, and Terrorist Database History:** We will run your name and birthdate against publicly available databases. We do not determine your application solely on your criminal history and will consider other factors such as income, time since the last offense, the type of offense, etc.
- 5) **Occupancy:** The total number of tenants and occupants may not exceed two (2) persons per bedroom - not counting any study or game room. For example, a two-bedroom unit will accommodate a maximum of 4 individuals.
- 6) **Pets:** Case by case basis. If allowed, pets are limited to 25 lbs. Only one pet. No dog types that may have violent tendencies, including but not limited to: Pit Bulls, Staffordshire Terriers, Dobermans, Rottweilers, Chows, or any similar breed or mixed breed.
- 7) **Applicants will be denied for the following or similar reasons:** False, inaccurate, or incomplete applications, evictions, judgments related to rental residency, tax liens, unpaid child support, current bankruptcy proceedings, felony convictions and out of prison or 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.
- 8) **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, mortgage not current, foreclosures, credit scores under 500 or no credit score, excessive credit collection balances, slow pays, drug related offenses, etc.

9) **Completed application:** Email completed application to LeninG@msn.com along with required documentation.

Acceptance and Move-In Procedures

1) We can normally verify and present an application to our client for an acceptance decision within two (2) business days of receipt providing all verifications can be completed and application fees are paid in full.

2) Once an application has been accepted, the Applicant has until 5:00 P.M. the following business day to deliver the deposit to our offices, if not already done. The deposit must be in the form of a cashier's check or money orders made out to the Landlord and equals 1 month's rent. During this time, we will not remove the Property from the market; however, we will not process any further applications or present any other offers.

3) First month's rent will be due 5 business days prior to scheduled commencement date. The rent must be in the form of a cashier's check or money order made out to **L.G. Williams Enterprises, LLC**. Security deposits will be made out to the Landlord.

This document is not a contract and is provided only as a notice to prospective applicants.

Applicant Initials

___/___/_____
Date