

## General Screening Criteria - \$50 Application Fee per Applicant

Equal Housing: we do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin and will comply with state and federal fair housing and antidiscrimination laws.

### Credit Scores

All applicant scores are averaged together:

Average score of 600 and above = regular security deposit as listed in MLS.

Average score between 500 and 600 = double-deposit.

Average score below 500 = denial of application.

### Income Requirements

Income must be greater than 3 times the monthly rent.

Income must be verifiable through paystubs for regular employees or tax returns and bank statements for self-employed applicants.

### Rental or Mortgage History

2 years of verifiable rental history or 2 years of mortgage history.

No evictions.

No recent foreclosures.

### Background

No felony convictions within the last 5 years.

No bankruptcies within the last 5 years.

### Pet Policy - Limit 2 - subject to owner approval.

All pets subject to \$350 non-refundable pet fee and \$25 monthly pet rent per pet.

No vicious breeds allowed, including Akita, Alaskan Malamute, American Bulldog, Bull Mastiff, Chow, Doberman Pinscher, German Shepherd, Presa Canario, Pit Bull, Staffordshire Terrier, Wolf Breeds, Bull Terrier, Pit Bull Terrier, Rottweiler and mixes of these - list subject to change.

Required documentation for a successful application – see next page for general instructions and required documentation. A credit and background check will be run on all applicants. All residents will be required to obtain and show proof of renter's insurance prior to move-in. Screening Criteria subject to change.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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## Application Process - \$50 Application Fee per Applicant

1. Submit all required documentation to Andrew Webb at [andywebb.agent@gmail.com](mailto:andywebb.agent@gmail.com)

Required documents include the following:

- FULLY COMPLETED Residential Lease Application (TXR 2003) for each applicant; anyone 18 years of age or older that will reside at the property must apply. Incomplete applications will not be considered.
  - Valid photo ID for each applicant.
  - 30 days' pay stubs for regular employees.
  - 2 years tax returns and 3 months bank statements for self-employed applicants.
  - Signed Screening Criteria form (1<sup>st</sup> page above).
  - If any animals will be kept at the property, send pictures of each animal – one from the front and one from the side.
2. We will conduct an initial review of all docs and address any initial questions prior to collecting the app fee.
  3. Once we have finished the initial review, we will request payment of the application fees prior to ordering the paid background check. Do not submit the fees until requested. Application fee is \$50 per applicant. We prefer electronic payment via Zelle if possible.

Payment options:

- Zelle – use phone number 214-263-0021
  - PayPal – use phone number 214-263-0021 – 'send to a friend'
  - Cash, money order or cashier's check can be used as well
4. Once the application fee for all applicants is collected and has cleared, we will run the background screening and contact employers, current and prior landlords, etc.

Please note that this process may be running concurrently for multiple applicants. A decision will be made once all information is complete and all queries to employers, landlords, etc. have been fully answered to our satisfaction.

## **PRIVACY POLICY**

**Highland Properties** is dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow federal and state laws regarding the protection of your personal information.

### **How information is collected**

You will be furnishing some of your personal information (such as your Social Security number or other governmental identification numbers) at the time you make application to rent from us. This information will be on the rental application form or other document that you provide to us, either on paper, verbally or electronically. Your permission to use this information is given by you signing an application for rental.

### **How and when information is used**

We may use this information in the process of verifying statements made on your rental application, such as your rental, credit, background and employment histories. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

### **How the information is protected and who has access**

In our company, only authorized persons have access to your Social Security number or other governmental identification number. We keep all documents containing this sensitive information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

### **How the information is disposed of**

After we no longer need your Social Security number or other governmental identification numbers, we will securely store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.