



**594 Sawdust Rd., #204
Spring, TX 77380
Phone: 832-482-2564**

TENANT SELECTION CRITERIA AND APPLICANT REQUIREMENTS

Trinity Realty TX does not discriminate against any person based on race, color, religion, sex, handicap, familial status or national origin.

Anyone occupying the property who is 18 years or older must fill out a lease application and pay \$65 application fee to process a lease application. The application fee must be paid by cash, money order, or other certified funds acceptable to the listing agent. The application fee is **non-refundable** and is not applicable to any rents, deposits, or other monies paid to secure or execute the lease. Application fee payment must be received before we start the verification process.

Important facts you should know about the application verification and approval process:

No information provided by prospective applicants will be sold, transferred, traded or otherwise disclosed to any third parties, except for the purposes of verification of information during the normal course of the application review process. The following constitutes grounds upon which Landlord will base their decision to lease the property to qualified applicant.

- ✓ Legal status: Must be an US citizen, legal alien or legally admitted to the United States.
- ✓ Income: The total household gross monthly income should be at least 3 times of the monthly rent amount. 4 last pay stubs are required if employed, proof of child support or SSI income. For self-employed: last 6 months of bank statements, proof of business ownership and previous year tax return may be also required.

- ✓ Rental history: Verifiable residency for at least 12 months whether you rent (with non-relative only) or own the property.
- ✓ Credit history: Credit report will be obtained for each applicant. Additional security deposit amount may be required for credit scores 580 or less.
- ✓ Employment: Verifiable employment for at least 6 months.
- ✓ Occupancy: The total number of occupants may not exceed 2 persons per bedroom.
- ✓ Criminal and terrorist background checks.
- ✓ Pets: Pets are on the case by case basis, subject to Landlord's approval. Aggressive dog breeds and dogs over 15 lbs are not permitted. Non-refundable pet fee is \$500 for a small dog, cat is \$400. Only one pet is allowed in the property. Service animals are excluded.

All information provided by the applicant, for the purposes of qualifying the applicant, will be verified through trusted agencies, or other parties deemed necessary, to determine accuracy of information and eligibility of the applicant. These agencies include, but are not limited to: all major credit reporting agencies, local and national tenant/landlord reporting agencies, local, state and national criminal databases, Federal, State and County Penitentiary and Prison Systems, Social Security Administration, and the Department of Homeland Security.

Perspective applicants may be refused approval for any of the following:

- Applicant or any co-applicant provides any false information, or a misrepresentation of any information.
- Applicant or any co-applicant provides information that is incomplete, or information that is unable to be positively verified through trusted or other third parties.
- Applicant is currently in the bankruptcy proceeding.
- Applicant (or a majority of co-applicants together) do not possess the cumulative required minimum verifiable gross monthly income necessary to qualify for the lease rate of the desired property.
 - Income can be verified through valid pay stubs, bank statements, or other official financial documentation.
- Applicant or any co-applicant has less than 12 previous months (from date of application) of verifiable rental or mortgage history.
- Applicant or any co-applicant exhibits a history of late rent payments or a history of 'insufficient funds' activity.
- Applicant, co-applicant, or any occupant listed on the application is not a legal resident of the United States.
- Applicant, co-applicant, or any occupant listed on the application has been placed on a terrorist watch list by the Department of Homeland Security
- Applicant or any co-applicant has within the last 5 years a judgment of eviction, unpaid rents, broken leases, serious lease violations, property damage to a place of residence or other lease non-compliance issues. Double security deposit may be required by the Landlord to mitigate the risk.
- Applicant or any co-applicant has within the last 5 years felony convictions, multiple felonies, out of prison or jail less than 5 years, any type of crime including drugs or domestic violence, sex offenses.

If an applicant is approved by the Landlord, a lease application must be signed by the property Manager within 24 hours of notification of acceptance by the Landlord. Notification by phone or voicemail is sufficient for notification purposes. Approved applicant must pay security deposit within 24 hours after application approval to take the listing off the market and sign the lease within 3 business days. Failure of all applicant(s) to execute the lease within this time will forfeit the eligibility of the applicant(s).

If an applicant is rejected for any reason, the Property Manager will notify the applicant(s) and provide the reason for rejection within 24 hours of such rejection.

If more than one application is approved for a property, the primary applicant(s) chosen by the Landlord will have the first opportunity to execute the lease. If the primary applicant(s) fail to execute the lease, the secondary applicant(s) will be notified and will be granted 3 business days to execute the lease. If the primary applicant(s) execute the lease, the application fee for all secondary approved applicant(s) will be refunded within 5 days.

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 inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.