

## Tenant Selection Criteria – 1702 Cottage Landing Lane, Houston TX

### Please have the following items ready before applying:

- Last 2 address and landlord information
- Employer and Previous Employer: Names, Contact , Start Date, Salary
- Emergency contact information
- Government issued photo ID (colored copy)
- 3 months pf pay stubs, bank statement, etc.
- Copy of renters insurance
- Picture of each pet that will occupy the property (if applicable)

**We do not pre-screen Applications. Applicants are required to pre-screen themselves with the following criteria and will need to meet the requirements below. If you feel you meet these minimum requirements, you are encouraged to apply:**

#### **Income**

Net monthly income must be at least three (3.5) times the monthly rent, verifiable income. The prospect tenant must provide at least 3 months of recent stubs.

#### **Employment Verification and History:**

Good standing with current employer, and length of term with employers, verifiable history for at least three (3) years. The prospect tenant must provide at least 3 months of recent stubs. If applicant is self-employed, Landlord require 2 previous tax return attested by a CPA or other tax professional and six month personal bank statements.

#### **Rental history:**

Positive reference from current landlord, and no evictions. Verifiable residence history for at least three (3) years whether you currently own or rent.

#### **Criminal history:**

Landlord's decision to lease the Property to you may be influenced by information regarding criminal history. Any applicant with a record of a violent crime(s) will be automatically denied. This also includes any terrorism related convictions or charges. Any person convicted for crimes of a sexual nature, designated as a sexual offender will not be accepted. Our owner's decisions are based on the information provided by a third party at the time of the application.

#### **Credit History:**

We will obtain credit report through MySmartMove.com, in order to verify applicant credit history. Minimum credit score of 700. If you are from overseas, you may not have a US background and credit to check. In lieu of this, you should provide a copy of your offer letter or Verification of Employment Letter. This letter will state your position, salary, any allowances and your job start date. The landlord and or their representative reserves the right to contact work and personal references you provide.

#### **Smoking:**

No smoking will be allowed inside the property at any time.

#### **Additional Requirements:**

Application fee is \$40 per adult tenant over 18 years old. Tenant will be sent link from [www.mysmartmove.com](http://www.mysmartmove.com) and will pay application fee online via credit card. Application fee is Non-Refundable. Tenant must submit a copy of their current Driver License or Photo ID with the application

**Deposit and first month rent** is required at the time that the lease is signed.

Deposit required in the form of Money order or wire transfer, will to be paid to landlord.

First month rent in the form of a cashier's check only, made out to: Keller Williams Realty Memorial

PLEASE NOTE: If your applicant is approved, we will prepare the lease documents. The lease must be signed, and funds provided within 48 hours of the approval. Once all parties (including owner) have signed the lease, an executed copy will be automatically e-mailed to all parties. Please have your clients make sure they are going to move forward before signing the lease agreement.

All pro-rates are calculated and based on a **30-day calendar**.

Tenant will be responsible for any and all violations assessed by Home Owner association, if applicable.

Signing this acknowledgement indicates that you have had the opportunity to review the Landlord's Tenant Selection Criteria. If you do not meet the selection criteria or if you provide inaccurate or incomplete information your application will be rejected. Application fee is non-refundable.

Applicant's name (print): \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's name (print): \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_