

Pursuant to Property Code Section 92.3515, these Tenant Selection Criteria are being provided.

### **Landlord's Selection Criteria:**

- Gross Monthly Income must be 3 times the rental amount and verified by paystubs/tax return
- Good two-year Employment History verified by current/past employer
- Good two-year Rental History verified by current/past landlord
- Good Resident Score (600+) verified through MySmartMove
- Criminal History will be verified by criminal report pulled by MySmartMove
- Proof of Renter's Insurance
- Non-Smokers only
- Landlord's Rules & Regulations to be attached to Lease
- No evidence of Bed Bug presence and Bed Bug Addendum to be attached to Lease

### **GROUND FOR DENIAL MAY RESULT FROM THE FOLLOWING ON ALL APPLICANTS:**

- Invalid Social Security number, Invalid Driver's License, or false information on Application
- Insufficient Income and/or Negative Employment History
- Negative Rental History including: eviction, late payments, returned/bounced checks, balance owed to Landlord, Lease violations, Landlord complaints, property damage
- Negative Rental Credit Score including repossessions, eviction, foreclosure, bankruptcy, judgements
- Criminal History including felonies, sex offenders, terrorist activity, misdemeanors (case by case)

\*\*Prospective Applicants who do not meet the selection criteria may be approved with additional security deposit or with an approved Guarantor at the landlord's discretion\*\*

In order to facilitate the Application submittal and Approval Process involving multiple Lease Applicants, the following will be applied:

- All Applicants will be notified of a multiple application situation
- All Complete Applications with fee will be processed by MySmartMove
- Landlord will be provided all processed applications for review
- A processed application that is reviewed by Landlord is NOT subject to refund
- The decision of accepted Lease Applicant is made solely by the Landlord

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

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

## **Application Submission Process:**

### **Items Required:**

- Completed lease application for each prospective tenant over the age of 18
- Application fee of \$41.99 per person over the age of 18 is due at the time of application submission via MySmartMove. NOT refundable once application is processed
- Color Copy of valid Driver's License and Social Security Card
- Copy of Paystubs for last two consecutive months. If self-employed, copy of last two years' Tax Returns. For Transfer/Relocation, copy of signed employment letter on company letterhead
- Landlord Criteria and Application Submission forms signed & dated by Applicant(s)
- \*\*Letter to Landlord may be submitted for anything requiring explanation or that applicant would like to share with Landlord\*\*

### **Upon Application Approval:**

- Prospective Tenants have 24-48 hours after acceptance to submit Security Deposit equaling one month's rent to Landlord via Landlord's preferred method
- Prospective Tenants have 24-48 hours after acceptance to sign and return Residential Lease & Landlord Rules and Regulations and supporting documents.
- Proof of Renter's Insurance and Flood Insurance due before Move-in Date
- First Month's Rent due before Move-in Date as a Money order or Cashier's Check made out to Keller Williams Clear Lake.

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

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

## Landlord's Rules & Regulations

Address: \_\_\_\_\_ Date: \_\_\_\_\_

- Property keys will be available for pick up once Tenant has shown proof of utilities transferred into their name and Renter's insurance and flood insurance (if applicable)
- Landlord or Landlord's representative may enter the property at any time for inspections and may document the condition of the home with pictures.
- Tenant understands that the Landlord's Homeowner's Insurance Policy and Flood Insurance Policy does not cover personal property for any reason. It is required that Tenant obtain Renter's Insurance and Flood Insurance to cover their possessions. A copy of the Renter's & Flood Declaration Page is to be provided to the Landlord before keys will be released.
- If the Tenant has a returned check, they will no longer be allowed to pay with a personal check - must be a cashier's check.
- If a security alarm is placed in home - alarm code & password must be shared with Landlord, if not shared and it goes off and police are dispatched, Tenant will incur that expense.
- In the event that mail is delivered to the property address for the Landlord of the property, Landlord must be notified immediately so that arrangements can be made to obtain the mail.
- Tenant will be diligent in maintaining HOA standards at all times. HOA violations will incur a trip charge to confirm that violation has been remedied; if not remedied in 2 days, a contractor will be dispatched at Tenant's expense. Tenant will be responsible if any HOA fines are charged due to Tenant's negligence. A \$75.00 fine will be assessed if Tenant received 3 HOA violations for the same offense within a 6-month period.
- Tenant may not rekey the property without permission. In the event the home needs to be rekeyed for security purposes, Tenant must provide a copy of the key to the Landlord. Tenant will not be reimbursed for any rekey service. Tenant is also not allowed to put and exterior lock on any gate without providing a copy of the key to the Landlord. If a key is not provided, the lock will be removed and a fine of \$75 charged to Tenant.
- Tenant will return property to Landlord in same "made ready" condition as when moved in; to include, but not limited to, professional carpet cleaning with receipt and mowed/trimmed yard, groomed flower beds.
- Tenant will incur a Trip charge if property is inaccessible to Contractor/Vendor or an appointment is canceled without sufficient notice.

### Maintenance:

- Tenant will maintain adequate pest control, change AC filters, lightbulbs, batteries as needed while occupying property. Heating and air conditioning (HVAC) filters must be changed, included attic air filters. If repair is needed on the HVAC and it is determined

that dirty filters were the cause, the entire cost of repair/service will be at Tenant's expense.

- Tenant will have A/C Maintenance performed every 6 months and must provide receipts to Landlord. Fine will be charged if not completed.
- Tenant must re-test smoke detectors and carbon monoxide detectors, iff applicable, regularly and replace batteries as needed in ALL rooms.
- Tenant is responsible for winterizing the property, i.e. wrapping exterior pipes, reasonably adjusting the thermostat, etc. Freeze damage to the property during the residency will be repaired by the Landlord's contractor at the Tenant's expense.
- Landlord will schedule yard maintenance at Tenant's expense with a Lawn Service **only** if lawn/beds are NOT property maintained. Tenant will be responsible for the expense.

**Repairs:**

- Tenant is responsible for the first \$75 towards any needed repairs outside the parameters of Landlord Required Repairs as described in Lease Paragraph 18.D.(1) If a Home Warranty vendor is dispatched, the service fee will be collected by that vendor at that movement from the Tenant before repairs are made.
- Tenant is not allowed to make any repairs or improvements to the interior and/or exterior of the property without permission. If illegal repairs are made, no reimbursements will be given.

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

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

Landlord: \_\_\_\_\_ Landlord: \_\_\_\_\_