



Tenant Qualification and Application Process

Thank you for choosing to apply for a home with RentLife® Property Management LLC. In order to process your application, the following items are required to be submitted with your online application. Please have these items ready to upload with your online application. Please note, **WE WILL NOT** process any applications unless all required items listed below have been submitted. **If you have any technical questions regarding the application process, please call Tenant Reports directly at 855-244-2400.** The Agent or Management Company will not be able to assist you. Our online Application form can be found at <https://rentlifepm.quickleasepro.com>

- All occupants 18 years of age and older must complete and submit a rental application.
- There is a non-refundable \$75.00 application fee per Applicant, regardless of marital status. Payment must be made with a debit or credit card during the online application process. Please note that the name on the credit card should match the name of at least one of the applicants. Applications cannot be processed until the application fees have been paid.
- A clear and legible copy of your driver's license or state-issued ID card.
- A copy of your (4) four most recent paycheck stubs.

The RentLife® Property Management Resident Benefits Package is designed to provide convenience, professional services, and cost savings to our residents. By applying, Resident(s) agree to be automatically enrolled in the program and pay an additional \$30 per month, payable with rent. Visit the following link to view the Resident Benefits Package <https://www.rentlifepm.com/tenants/resident-benefits/>

Once all of the required items have been provided, we will run your application through our resident screening company to check your credit report and criminal background. Tenant Reports will also verify rental and employment history, and previous credit reports will not be considered or used. If your application has not been run, you will not be charged.

Once your application has been approved, the following items **MUST** be received back in our office **within 24 hours** to secure the home and take it off the market:

- The lease contract must be signed by all leaseholders.
- The security deposit, pet deposit, pet fee (if applicable), and a \$150.00 Non-Refundable Lease Administration Fee. All security deposits, pet deposits, pet fees, and administration must be paid in certified funds (cashier's check). The \$150.00 Non-Refundable Lease Administration Fee **MUST BE A SEPARATE CHECK** and be made payable to RentLife® Property Management.

When picking up the keys, the following items are required:

- The first full month's rental payment must be in certified funds made payable to RentLife® Property Management LLC.
- Written permission from the Applicant is required for anyone picking up keys other than the leaseholder. The photo ID will be verified.
- Utilities must be established in your name before moving in.

TENANT SELECTION CRITERIA and APPLICANT REQUIREMENTS

Thank you for applying with RentLife® Property Management for your housing needs. We feel you must be aware of and fully understand our application policies and procedures to serve you best. We are committed to equal housing, and we fully comply with the Federal Fair Housing Act and the Fair Credit Reporting Act.

We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, age, sexual orientation, or gender identity. We also comply with all state and local fair housing laws.

Pursuant to Property Code Section 92.3515, these Tenant Selection Criteria are being provided to you. Anyone occupying the Property that is eighteen (18) years of age or older must fill out an application and submit a \$75 non-refundable application fee. This form MUST be signed and submitted before ANY processing begins. The following constitute grounds upon which Landlord will be basing the decision to lease the Property to you. If your application is denied based on information obtained from your credit report, you will be notified. Once approved, you must take possession and establish utilities within 30 days. The minimum lease terms for all rental properties are one year. We THOROUGHLY verify all applications before presenting them to our clients. While each client we represent may have slightly different criteria, our standard, acceptable Applicant will need to meet the requirements below. If you do not meet these minimum requirements, you should contact us before submitting your application to discuss your particular situation.

Current Income: On most of our properties, the gross verifiable monthly income for all tenants should be at least three (3) times the monthly rental rate. Monthly income must be verified by check stubs.

Employment: We require stable verifiable employment history for at least the past three (3) years. If you are self-employed, we require the previous year's filed tax return at a minimum. We require the previous year's filed tax return and current bank statements if retired. If in the military, we need a current copy of your LES.

Residency: We require verifiable residence history for at least three (3) years, whether you currently own or rent. If you own your current home, we will need a copy of your most recent mortgage statement.

Credit History: We will obtain a copy of your credit report, and you cannot provide this to us. Applicants with credit scores of less than a FICO score of 620 will be required to pay a higher security deposit if they are approved. Applicants with a FICO score of 620 or higher may also be asked to pay a higher security deposit if approved.

Criminal, Sex Offense, and Terrorist Database History: We will check for inclusion in these databases.

Occupancy: The total number of tenants and occupants may not exceed two (2) persons per bedroom. All single-family homes are leased for residential use only. Commercial use is prohibited.

Pets: Pet policies and deposits vary from home to home, so please contact us to determine the pet policy for this home. Most homes are limited to the number and size of pets. None of our homes permit dog types that may have violent tendencies, including but not limited to Pit Bulls, Pit Bull Terriers, Bull Terriers, Presa Canarios, Staffordshire terriers, Wolf Dogs, Korean Jindos, Siberian Husky, Huskys, Dobermans, Rottweilers, Chows, Cane Corso, German Shepherds, or any similar breed, mixed breed or combination of these. All pets must be registered at <https://rentlife.petscreening.com/>
No ferrets, reptiles, or rodents are permitted as pets.

Applicants will be denied for the following or similar reasons: False, inaccurate, or incomplete applications; low credit scores, unresolved evictions, unpaid judgments related to the rental residency or outstanding rent balances owed to previous landlords related to rental residency, tax liens, unpaid child support, current bankruptcy proceedings, Refusal to consent to a criminal background check, felony convictions and out of prison or jail less than 5-years, multiple felonies, physical or violent crimes, domestic violence, sex offenses; and/or appearance of any sexual offense or terrorist database.

Applicants may be denied or required to pay additional deposit or rent for the following or similar reasons: Past or present criminal offenses (criminal history is reviewed on a case-by-case basis,) insufficient verifiable income, too high debt to income ratio, excessive late or NSF rent payments, broken leases, unresolved property damages, unpaid rent, mortgage not current, foreclosures, low credit scores, or no credit score, excessive credit collection balances, slow pays, etc. If one Applicant is denied for any reason, then all applicants could be subject to denial.

By electronically signing below, I acknowledge that I have fully read and understood the tenant qualification and selection criteria process before applying.

Name: _____

Signature _____

Date : _____