



## TENANT SCREENING CRITERIA

These criteria are being provided in reference to the Property located at the following address:

1312 Studer Street, Houston, Texas 77007

**\*\*\*APPLICATION FEE OF \$75.00 PER ADULT IS NON-REFUNDABLE \*\*\***

Applications must be received for each person over 18 years of age or older that will occupy the property. The \$75 Application Fee is non-refundable per Adult/Applicant and paid to Edinson Property Management LLC via Money Order or PayPal. PayPal payment will incur a \$3.50 transaction fee.

It would be in your best interest to confirm that your rental requirements are not outside of our Screening Criteria with multiple adult roommates, eviction history, foreclosures, bankruptcies, job loss, minimal income, low credit scores (below 500), unusual pets, large pets, multiple pets, multiple families, or anything that would cause your application to be rejected.

\* Applications with offers less than the listing price will cause your application to be delayed or rejected.

\* We do not pre-screen applications. Applicants are required to pre-screen themselves with the provided criteria and need to meet the requirements. We encourage you to apply if you meet the below criteria.

**\*\*\*Multiple Applications May Be Reviewed in Choosing an Applicant\*\*\***

**Applying for an available property:** Before you apply for one of our properties, read the following information concerning the Approval Process. If you have any questions, contact our office during normal business hours Monday to Friday 9 AM to 5 PM Central Standard Time.

**Application Process & Screening Criteria:** Edinson Property Management is committed to Equal Housing, and we fully comply with the Federal Fair Housing Act (FFHA). We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, or age. We also comply with all state and local fair housing laws. We offer application forms to everyone who requests one. Each occupant over the age of 18 must complete an application and pay application fee. Approval is based on 7 Factors:

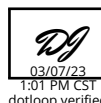
- 1) Verification of Provided Identification
- 2) Credit History Review and Verification
- 3) Review and Verification of Rental History
- 4) Review and Verification of Income for Each Applicant
- 5) Review and Verification of Employment History
- 6) Criminal Background and Terrorist Database Search
- 7) Review of Animal Applications

**Identification:** Each Applicant is required to provide a copy of a legible Government issued photo identification card. A photo of your identification card must be included with the application.

Applicants:

& Landlord or Landlord's Representative:



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**Income Verification:** The **Net Income** (after deductions on paystub) should be at least **THREE (3)** times the monthly rent and verifiable from an unbiased source: employer through pay stubs, tax returns, and/or bank statements. Self-employed income may also be verified with a CPA-prepared financial statement or tax returns. Your employment history should reflect at least 6 months with your current employer. Transfers or relocations must have correspondence showing an accepted job offer. Any fees for third-party employment verification required by the employer must be paid by Applicant.

**Employment:** We require verifiable employment history for at least the past three (3) years. You must be a permanent employee (not temporary or probationary). If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), bank statements, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES. If you are active-duty military, you must be on an assignment that will allow you to complete an initial 12-month lease.

**Rental History:** We require verifiable Rental History for at least THREE (3) years whether you currently own or rent. Applicants are responsible for providing information including the names, addresses and phone numbers, of Landlords with the dates of tenancy for the previous 3 years. Rental history must be verified from unbiased sources. Any evictions within the previous 3 years will be automatic grounds for denial. Broken leases will be considered on a case-by-case basis and an additional Security Deposit may be required.

**Credit History:** Landlord will obtain a Credit Report from a TransUnion. Credit history should show that the resident has paid bills on time and does not have a history of debt "write-offs" or accounts that have gone into collection. Money owed to a previous landlord or utility company is cause for denial. If Applicant is denied based upon information obtained from credit report, Applicant will be notified, and an Adverse Letter will be sent to Applicant so that Applicant can request a copy of their credit report from the Credit Reporting Agency.

**Errors & Omissions:** Every effort has been made to provide applicants with reliable and accurate information regarding the home you are applying for – however, changes can and do take place to cause inaccurate information to be accidentally presented. We encourage all Applicants to verify schools, allowable pets, room measurements, expected features, or any HOA concerns prior to signing a lease agreement. Any information posted in the MLS advertisement does NOT constitute a written agreement or guarantee of the facts stated.

**Criminal, Sex Offense, and Terrorist Database Check:** We will check these databases for all occupants over 18. We do not rent to any person required to register as a sex offender. Criminal backgrounds involving violent crimes, sex offenses, domestic violence and/or involving the possession/distribution of weapons or illegal substances are all grounds for denial of an application. An exception may be made for type and or age of offense, please provide details to the Property Manager.

**End of Lease Agreement and Tenant Move Out:** Edinson Property Management conducts a final move out inspection. Any damage to the home above normal wear and tear will be billed to the Tenant(s). The outgoing Tenant will receive a copy of the final inspection along with an Itemization of Security Deposit. Outgoing tenants failing to pay in a timely manner will be turned over to a 3<sup>rd</sup> party collection agency.

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## INFORMATION ON ANIMALS AND PETS



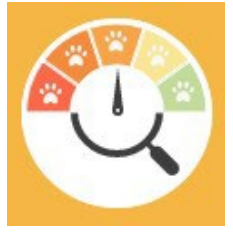


**Rental Criteria for Animals (Pets):** Animal policies vary from one Owner to another. Some Owners do not permit animals (other than approved service animals) on the property, while others restrict type and/or size of allowable animals. No more than two animals per household are permitted without specific Owner approval.

**Applicants requesting to allow any Animals or Pets into the home will have to submit an Animal (Pet) Application: [Edinson.PetScreening.com](https://Edinson.PetScreening.com)**

Inside the Animal (Pet) Application Portal for [Edinson.PetScreening.com](https://Edinson.PetScreening.com) you will be required to provide:

- 1) Full description of your Animal (Pet) of type of pet, gender, breed, age, color, weight, neutered / non-neutered.
- 2) Up to date veterinarian contact information to include most recent annual vaccination records.
- 3) Most recent photos of each Animal (Pet).
- 4) Supporting documentation for any Emotional Support Animal (ESA) or Service Animal such as a verifiable doctor's letter from a local physician.

**Once information is verified, your Animal (Pet) will be assigned a Paw Score from 1 to 5 Paws.**

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|  |  |  |  |  |
| <b>1 Paw = \$100</b>   | <b>2 Paw = \$80</b>  | <b>3 Paw = \$60</b>  | <b>4 Paw = \$50</b>   | <b>5 Paw = \$40</b>  |

**Service Animals:** Any requests to allow for service animals must apply for free, provide certifiable documentation, and complete an application into: [Edinson.PetScreening.com](https://Edinson.PetScreening.com)

**Animal (Pet) Processing Fee:** A \$100 fee will be charged at lease signing per Animal (Pet) allowed on the lease. There is no fee for approved Emotional Support Animal (ESA) or Service Animal.

**Animal (Pet) Monthly Fee:** The Monthly Animal (Pet) Fee is determined by PetScreening.com Paw Score ranging from \$40 per month to \$100 per month. There is no fee for approved Emotional Support Animal (ESA) or Service Animal.

**If you have NO ANIMAL (PET):** Applicant MUST Complete a "No Pet Affidavit" through [Edinson.PetScreening.com](https://Edinson.PetScreening.com) to confirm that that NO Animals will be allowed during the term of the lease.

- No Pet Sitting Allowed Anytime During the Short-Term or Long-Term Lease
- No Short-Term or Long-Term Pet Visitation Allowed During Lease
- No Unauthorized Animals or Pets on the Property at any time
- Pet violation charges: (a) an initial charge of \$500.00; and b) \$50.00 per day thereafter until animal is removed.

Applicants:

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## **RESIDENT BENEFITS PACKAGE: \$59.00 Per Month**

Included with ALL Lease Agreements under Edinson Property Management is the Resident Benefits Package. **These features are automatically included for \$59.00 per month.**

- **Filter Delivery Service**
  - **Benefit:** Date-stamped air filter delivered to the property every 60 days for you to install.
- **\$100,000 Tenant Liability Insurance Coverage Provided Under the Edinson Master Policy.**
  - **Benefit:** Tenants are covered under the Edinson master policy for \$100,000 in liability.
- **\$10,000 Renter's Content Coverage Provided Under the Edinson Master Policy.**
  - Tenants are covered under the Edinson master policy for \$10,000 in renter's content coverage.
- **In the event of a claim:** Tenants are instructed to contact Edinson for claim submission.
- **Deductible:** There is a \$500 deductible which will be applied to any claims and paid by Tenant.
- **Included Tenant Portal for Maintenance, Payment Options, and Electronic Statements.**
  - **Benefit:** Tenants have free access to our Tenant Portal to submit maintenance requests, pay online using all included payment options to include the automatic ACH option, and have access to electronic statements.
- **Free Credit Reporting for All Rental Payments made on time during this Lease to TransUnion.**
  - **Benefit:** Tenants receive the benefit of positive credit reporting for all on-time rental payments to TransUnion.
- **Edinson Management Utility Concierge**
  - **Benefit:** Our Concierge will assist you in setting up utilities, cable, and internet services.
- **Resident Rewards**
  - **Benefit:** Tenants receive rewards for paying rent on-time through our Resident Rewards.
- **\$1M Identity Protection:**
  - **Benefit:** Tenants receive coverage through Aura's IdentityGuard.
- **One Time Returned Payment Fee Forgiveness. (\$65.00)**
  - **Benefit:** Edinson will grant a one-time waiver of a returned ACH or Check payment fee.
- **One Time Initial Late Payment Fee Forgiveness. (\$100.00)**
  - **Benefit:** We will grant a one-time reduction of your initial late fee of \$100 if paid the same day that the late fee is applied to your account. This can only be used once every 12 months.
- **NEW!!! \*Free Lockbox Move In\***
  - **Benefit:** Go directly to your new home to move in! No need to come to our office!

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## **RESIDENT BENEFITS PACKAGE – FREQUENTLY ASKED QUESTIONS**

- 1. Can I opt out of this Resident Benefits Package?** Yes – But only the Insurance Portion. Edinson is providing the Resident Benefits Package to all Tenants. The included insurance coverage is under Edinson as a Master Policy and applied to each home under management. Tenants receive the benefits of the coverage without applications, credit checks, or billing from a 3<sup>rd</sup> party.
- 2. What if I have my own Renters Insurance coverage?** The Resident Benefits Package will apply to all homes and Tenants under the Edinson Master Policy. Tenants may opt-out of the insurance portion of this program by showing proof of Renter’s Insurance with coverage of at least \$10,000, a liability coverage of \$100,000 and naming Edinson Property Management LLC as ADDITIONALLY INSURED for a cost difference savings of \$10.95 per month.

### **NOTICE TO ALL APPLICANTS: SMOKING is NOT PERMITTED inside the property or garage.**

**Disabled Accessibility:** Any concerns should be submitted in writing to the property manager. We must obtain Owner approval to allow modification of the premises. All modifications are at the expense of the disabled person, and the disabled person must agree to restore the premises, at their own expense to the pre-modified condition (provided the modification would affect the use and enjoyment of the premises for future residents). We require written proposals detailing the extent of the work to be done, approval from the landlord before modifications are made, appropriate building permits with required licenses made available for the landlord's inspection, and a restoration deposit may be required per Fair Housing guidelines.

**SCHOOL BOUNDARIES:** School Enrollment concerns should be investigated prior to submitting your application. Applicants must verify their own school information with the school district. Because of the expansive growth in this region, school enrollments get capped and designation boundaries may change. We highly recommend you contact the local school district should any of the school boundaries be a concern for the home you would like to rent.

**SEX OFFENDERS:** Applicants should satisfy their concerns regarding crime statistics or the presence of any sex offenders in the area, before applying. This information is available free of charge on the internet at the below sites. We do not rent to registered sex offenders.

#### ***Sex Offenders***

- <https://www.txdps.state.tx.us>
- <https://publicsite.dps.texas.gov/SexOffenderRegistry>

#### ***Crime Statistics:***

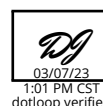
- <https://www.neighborhoodscout.com>
- <http://communitycrimemap.com>

### **REASONS FOR DENIAL OF APPLICATIONS:**

- If you failed to give proper notice when vacating a property.
- If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to your behavior or that of any family member, guest (welcome or not), or any animal on the property during your tenancy.
- If you have had three or more late payments of rent within the last 12 months.
- If you have an unpaid collection filed against you by a Landlord or Property Management Company.

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- If an unlawful detainer action or eviction has occurred within the past five (5) years.
- If you have recently received a 3-day notice to vacate.
- If you have less than a 550 combined Trans Union applicant credit score.
- If you have had two (2) or more NSF checks within the last 12 months.
- If you have allowed any person(s), not on the lease, to reside on the premises.
- If we are unable to verify your information, we must deny the application.
- No Businesses operated from property. If you have a home-based Business that you think we might approve, please let the Property Manager know.
- If you violate any of our terms of service during this application process.
- Applicant requests re-wording or removing any paragraphs in the Lease Agreement.

**APPLICATION APPROVAL:** All approved applicants will receive further instructions via email.

**Lease Agreement with Security Deposit:** At approval, the Security Deposit amount will be required within 48 hours in certified funds.

**Security Deposit Alternative Option Lease Agreement:** At approval, the Amount Due to Reserve Property equal to One Month of Advertised Rent will be required within 48 hours in certified funds. This payment will be credited towards rent upon move-in.

### **START OF LEASE:**

**Vacant Homes:** All leases on vacant homes must begin within 14 days of application approval. We are unable to hold the home rent free without a Lease Agreement longer than that time.

**Occupied Homes:** Edinson will typically advertise a first available date with all of the homes we manage. In some cases, those dates will need to change due to circumstances beyond our control. We ask the approved incoming Tenant to be flexible in some cases. We understand the burden this can create and strive to advertise a solid date so incoming tenants can plan accordingly.

**Leases starting within 5 days of the end of the month:** We will require the next full month's rental amount with the pro-rated amount.

### **TENANT MOVE-IN INSPECTION FEE:**

All new tenants at lease signing will pay a one-time **Move-In Inspection Fee** of \$195.00. Within the first ten (10) business days of the Tenant move-in, arrangements will be made for a walk-through inspection with a technician. This report is designed to give documentation of the condition of the property before occupancy. The report strives to provide detailed photographic documentation of:

- An overview of exterior and each interior room (walls, floors, and ceilings)
- Measurements of Air Filters and replacement during inspection if needed
- Visual overview of all appliances owned by the Landlord (also, any manufacturer's information)
- All cabinets and drawers, both opened and closed
- Documentation of fixtures and items (i.e., door stops, ceiling fans, light fixtures, etc.)
- Tenant may walk the property with technician and/or review contents of report
- Tenant and technician signature will be acquired to appear on PDF report
- A copy of the report will be sent to the Owner, and Edinson Property Management for record.

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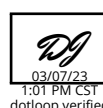
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**WE REQUIRE THE FOLLOWING ACCEPTANCE BY PROSPECTIVE TENANTS PRIOR TO APPLICATION**

- Edinson conducts periodic annual inspections of the home you will live in. We take pictures of the interior and exterior of the home during that inspection. This information is kept on record and shared with the owner. If this standard annual inspection procedure is going to cause you a problem – we recommend you stop now and do not apply for one of our properties.
- Tenant agrees to not post negative or disparaging remarks online against Owner or Property Management Company at any time during or after the lease ends. Disputes and inquiries will be handled directly with Property Manager. Any item in need of repair is subject to the Lease Agreement terms without exceptions. Tenants will create a work order for any item in need of repair. Work order history will reside in Tenant Portal. Tenants will direct any inquiry relating to a work order or progress made via their Tenant Portal or via text.
- Edinson is a **ZERO TOLERANCE** company regarding rent collection. Rent is due the 1st of each month, late the 3rd of each month. Late fees begin midnight on the 2nd of the month. Late fees will be applied with no exceptions in accordance with all Federal Fair Housing laws.
- **Lease Preparation Fee: \$175.** Edinson will charge Tenant a Lease Preparation Fee to prepare lease paperwork, offer the convenience of electronic signatures and create Tenant Portal.
- **Tenant Move-In Walkthrough Fee: \$195** - This fee covers the Tenant Move-In Walkthrough which will be coordinated with Tenant upon their move-in. Tenant will sign off on report with Technician.
- **Resident Benefits Package: \$59 Per Month** (See the Paragraphs Above)
- **Monthly Rent:** Due on the FIRST DAY of the month. Payment must be delivered to our office during business hours by the 2<sup>nd</sup> day of each month to avoid late fee. Our Office is located at 5050 Westheimer Rd., Ste. 200, Houston, TX. 77056. Our Business Hours are Mon-Fri 9:00 AM to 5:00 PM; Saturday 10:00 AM to 4:00 PM. We do NOT have a drop-off box.
- **Payment Method:** Acceptable rent payments are cashier check or money order. Tenant can pay via electronic check payment via Tenant Portal. There is a \$3.50 transaction fee on electronic payments.
- **Late Charges:** Late fees are incurred if Landlord does not actually receive a full rent payment by 11:59 p.m. on the 2nd day of each month.
  - **Initial Late Charge:** \$100.00 (on 3<sup>rd</sup> of the month)
  - **Additional Late Charges:** \$ \$25.00 per day thereafter until rent and late fees are paid.
  - **Late Notice Admin Fee:** \$ \$25.00 for notice sent on the 5<sup>th</sup> of the Month
  - **Notice Terminating Right of Occupancy Admin Fee:** \$ \$65.00 for notice sent on the 10<sup>th</sup> of the Month due to non-payment of rent or when payment is returned from bank after the 10<sup>th</sup>.
  - **Returned Payment Fee:** \$ \$65.00 for rent payment is returned from your bank.
- **Pets:** Permitted on a Case-By-Case Basis.
  - **Animal (Pet) Processing Fee:** \$100 fee will be charged at lease signing per Animal (Pet) allowed on lease.
  - **Required:**
    - **Pet Screening:** Submit an animal (pet) application: <https://Edinson.PetScreening.com>

Applicants:

& Landlord or Landlord’s Representative:



- **Monthly Pet Fee:** \*The Monthly Pet Fee is determined by PetScreening.com ranging from \$40 per month to \$100 per month\*
    - If an animal (pet or service animal) is permitted, Tenant will be responsible for any pest treatment to the property at move-out. If property has carpet, Tenant will be required to have carpets steam cleaned and a pet enzyme treatment to carpet at move out.
    - If pet is NOT permitted, pet violation charges: (a) an initial charge of \$500.00; and b) \$50.00 per day thereafter until animal / pet is removed.
    - **Service Animals:** Any requests to allow for service animals must apply for free, provide certifiable documentation, and complete a pet application: <https://Edinson.PetScreening.com>
- **Security Deposit:** ONE MONTH'S RENT
- **Utilities:** All utilities to be paid by Tenant except: NONE
- **Guests:** Number of days guests permitted on Property: 7
- **Vehicles:** Number of vehicles permitted on Property: 2
- **Trip Charge:** \$ 75.00 is charged if a repair person is scheduled with Tenant's approval and they are unable to access the property to complete the repair within approved time.
- **Keybox/Lockbox:** Tenant must authorize during last 45 Days of lease.
- **Early Keybox/Lockbox Withdrawal Fee:** During the last 45 days of your lease agreement – a sign and lockbox may be placed on the property, and you may be required to allow showings of the property to prospective new tenants and their Agents. You may opt out of this arrangement, but it will cost an additional fee of One Month's Rent to do so.
- **Inventory and Condition Form:** To be delivered within 10 days. Tenants will have this time to report items in need of repair (no cosmetic items) to Landlord. No service fee will be charged to Tenant during this time unless damage is caused by Tenants, Occupants of Tenant's Guests.
- **Yard:** To be maintained by:  Landlord;  Tenant;  a contractor chosen and paid by Tenant; or  \_\_\_\_\_ (contractor) paid by Tenant.
- **Pool/Spa:** To be maintained by:  Landlord or  Tenant or  Not Applicable
- **Repairs:** Emergency phone number for repairs: 713-970-1038
- **Appliances that will NOT be repaired:** Tenant-Owned Appliances
- **Tenant Damages:** Tenant will pay the cost to repair any item caused by Tenants, Occupants or Tenant's Guests.
- **Service Fees:** Tenant will pay Landlord, or any contractor Landlord directs Tenant to pay, the first \$100.00 of the cost to repair each condition in need of repair and Landlord will pay the remainder except for (a) heating and air conditioning systems (b) water heaters; or (c) water penetration from structural defects.
- **Assignment or Subletting:** No Assignments Allowed and No Subletting Allowed.

Applicants:

& Landlord or Landlord's Representative:





**ACKNOWLEDGEMENT:**

\_\_\_\_\_  
Landlord Date

\_\_\_\_\_  
Landlord Date

\_\_\_\_\_

\_\_\_\_\_  
Tenant Date

\_\_\_\_\_

\_\_\_\_\_  
Tenant Date

\_\_\_\_\_  
Tenant Date

\_\_\_\_\_  
Tenant Date

Or signed for Landlord under written property management agreement or power of attorney:

By: Diego Jaramillo dotloop verified  
03/07/23 1:01 PM CST  
VYGZ-VMT9-OX9V-43KE  
Date

Diego Jaramillo 0550299  
Broker's Printed Name License No.

Applicants:

& Landlord or Landlord's Representative: 