



## INFORMATION REGARDING THE MODEL TENANT SELECTION CRITERIA FORM

*Disclaimer concerning the Use of this Model Policy: This model tenant selection criteria form is a suggested format with suggested text that Texas REALTORS® may use as a guide to develop an office policy related to the selection of tenants. Texas REALTORS® does not represent or warrant that this model document addresses all items that should be addressed in a tenant selection criteria form or that compliance with this model document will eliminate any potential responsibility or liability by the company or its agents.*

### Summary of Applicable Law

*When adopting tenant selection criteria one should consider the following statutes:*

- (a) Section 92.3515 of the Property Code; and*
- (b) The Fair Credit Reporting Act, 15 U.S.C.A, Section 1681, Chapter 41.*

*Texas Property Code Section 92.3515 requires you to make available to a residential tenancy applicant a copy of your printed tenant selection criteria and the grounds for which a rental application may be denied. While you do not have to provide a copy of the policy every time you receive an application, you are required to have a copy of your selection criteria available in the event an applicant requests it. Failure to make a copy of the tenant selection criteria available to an applicant who is rejected could result in the landlord's forfeiture of any application fee and application deposit.*

*The Federal Fair Credit Reporting Act requires a landlord to provide certain information to an applicant who is rejected based upon information the landlord obtained from the applicant's Credit Reporting Agency (CRA) report, commonly referred to as a credit report. That information includes the agency from which the information was obtained and that agency's contact information. In order to comply with that requirement, you should use TXR Form 2212, "Adverse Action Notice and Credit Score Disclosure", or an equivalent form.*

*Additionally, you should be aware of the U.S. Department of Housing and Urban Development's guidance on the use of criminal history. Any policy in which an applicant would be denied as a result of his or her criminal history must be tailored to serve a substantial, legitimate, and nondiscriminatory interest of the landlord (like resident safety or the protection of the property) and should take into account factors such as the type of crime and the length of time since conviction. You should not have a blanket policy or practice that denies housing to an applicant with (i) one or more prior arrests without any conviction; or (ii) any kind of criminal conviction, regardless of type, elapsed time, or other mitigating factors.*

### Property Management

*REALTORS® who are managing rental property on behalf of property owners should consider that owners may have specific selection criteria that will need to be added to or deleted from this model document. Be sure to have a conversation with your client prior to adopting this form for any particular property.*

## Tenant Selection Criteria

Keller Williams Realty Northeast \_\_\_\_\_ (Company Name)

These criteria are being provided in reference to the Property located at the following address:  
2652 Westgate Street \_\_\_\_\_ (Street Address)  
Houston, TX 77098 \_\_\_\_\_ (City,State,Zip).

Pursuant to Property Code Section 92.3515, these Tenant Selection Criteria are being provided to you. The following constitute grounds upon which Landlord will be basing the decision to lease the Property to you. Based on the information you provide, Landlord may deny your application or may take other adverse actions against you (including, but not limited to, requiring a co-signer on the lease, requiring an additional deposit, or raising rent to a higher amount than for another applicant). If your application is denied or another adverse action is taken based upon information obtained from your credit report or credit score, you will be notified.

1. **Criminal History:** Landlord will perform a criminal history check on you to verify the information provided by you on the Lease Application. Landlord's decision to lease the Property to you may be influenced by the information contained in the report.
2. **Previous Rental History:** Landlord will verify your previous rental history using the information provided by you on the Lease Application. Your failure to provide the requested information, provision of inaccurate information, or information learned upon contacting previous landlords may influence Landlord's decision to lease the Property to you.
3. **Current Income:** Landlord may ask you to verify your income as stated on your Lease Application. Depending upon the rental amount being asked for the Property, the sufficiency of your income along with the ability to verify the stated income, may influence Landlord's decision to lease the Property to you.
4. **Credit History:** Landlord will obtain a Credit Reporting Agency (CRA) report, commonly referred to as a credit report, in order to verify your credit history. Landlord's decision to lease the Property to you may be based upon information obtained from this report. If your application is denied based upon information obtained from your credit report, you will be notified.
5. **Failure to Provide Accurate Information in Application:** Your failure to provide accurate information in your application or your provision of information that is unverifiable will be considered by Landlord when making the decision to lease the Property to you.
6. **Other:** \_\_\_\_\_