



RESIDENT SCREENING CRITERIA

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

109 Asbury 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*****

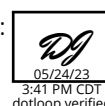
Applying for an available property: Before you apply for one of our properties, read the following information concerning the Approval Process. If you have any questions, contact our office during normal business hours Monday to Friday 9 AM to 5 PM Central Standard Time.

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) Electronic Bank Verification from bank to verify payroll deposits
- 7) Electronic Bank Verification from bank to verify rental payments
- 8) Criminal Background and Terrorist Database Search
- 9) Review of Animal Applications

Applicants:

& Landlord or Landlord's Representative:



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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.

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 Resident Move Out: Resident will conduct a Move-Out Walkthrough utilizing a FREE Mobile App provided to them by Property Manager or pay \$150 for a Move-Out Report. Any damage to the home above normal wear and tear will be billed to the Resident(s). The Move-In and Move-Out Reports will be compared for the purpose of the Itemization of Security Deposit. Outgoing Residents failing to pay in a timely manner will be turned over to a 3rd party collection agency.

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

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

- 1) Description of your Animal (Pet), 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.

				
1 Paw = \$100	2 Paw = \$80	3 Paw = \$60	4 Paw = \$50	5 Paw = \$40

Service Animals: Any requests to allow for service animals must apply for free, provide certifiable documentation, and complete an application into: 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 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) initial charge of \$500.00; and b) \$50.00 per day until the animal is removed.

RESIDENT BENEFIT PACKAGE: \$59.00 Per Month

Included with ALL Lease Agreements under Edinson Property Management is the Resident Benefit 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.

- **Renter's Insurance provided under Edinson Master Policy**
 - \$100,000 Resident Liability Insurance Coverage
 - \$10,000 Renter's Content Coverage per Claim
 - \$10,000 Renter's Bodily Injury Coverage
 - **In the event of a claim:** Residents are instructed to contact Edinson for claim submission.
 - **Deductible:** Resident pays \$500 deductible to be applied to any claims.

- **Online Tenant Portal:** Residents 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 to TransUnion:** Residents receive the benefit of positive credit reporting for all on-time rental payments to TransUnion.

- **Edinson Management Utility Concierge – (www.UtilityTransfer.net):** Our Utility Concierge will assist Resident in setting up utilities, cable, and internet services 4-5 days prior to move-in.

- **Resident Rewards**
 - **Benefit:** Residents receive rewards for paying rent on-time through our Resident Rewards.

- **\$1M Identity Protection:** Resident receives coverage through Aura's IdentityGuard. (www.IdentityGuard.com)

- **One Time Returned Payment Fee Forgiveness. (\$65.00):** Edinson will grant a one-time waiver of a returned ACH or Check payment fee.

- **One Time Initial Late Payment Fee Forgiveness. (\$100.00):** Resident will receive 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.

- **Free Lockbox Move In:** Go directly to your new home to move in! No need to come to our office!

- **On-Demand Pest Control (Up To 4 Claims Annually):** Fleas, Ticks, Mites, Bedbugs, Weevils, Ants, Roaches, Mice & Rats. Each claim lasts 30 days. Pest company can come out during that time under the same claim.

RESIDENT BENEFIT PACKAGE – FREQUENTLY ASKED QUESTIONS

- 1. Can I opt out of this Resident Benefit Package?** Yes – But only the Insurance Portion. Edinson is providing the Resident Benefit Package to all Residents. The included insurance coverage is under Edinson as a Master Policy and applied to each home under management. Residents receive the benefits of the coverage without applications, credit checks, or billing from a 3rd party.
- 2. What if I have my own Renters Insurance coverage?** The Resident Benefit Package will apply to all homes and Residents under the Edinson Master Policy. Residents 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, patio 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 concerns should be researched prior to applying. Applicants must verify their own school information with the school district because school boundaries may change.

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:

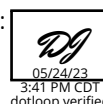
- <https://www.neighborhoodscout.com>
- <http://communitycrimemap.com>

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.
- 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 Credit Score.

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- 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 Resident to be flexible in some cases. We understand the burden this can create and strive to advertise a solid date so incoming Residents 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.

Rush Move-In: Any move-in requiring less than 5 days will incur a Rush Move-In Fee of \$100 to cover the cost of getting the property ready and putting a rush on the process.

PROPERTY CONDITION REPORT:

Residents will be provided a FREE Mobile App to document the condition of the property. Residents will be required to complete the property condition report and upload photos within 10 days of Move-In, Renewals, Move-Out and any time requested by the Landlord. The Move-Out Report will be compared to Move-In Report for the purpose of Security Deposit Itemization.

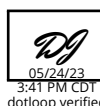
If the Resident does not complete or refuses to complete the report within 10 days, Resident will be charged a Property Condition Report Fee of \$150.00 for Management to send someone to perform an in-person report.

WE REQUIRE THE FOLLOWING ACCEPTANCE BY PROSPECTIVE RESIDENTS 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

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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.

- Resident 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 terms without exceptions. Residents will create a work order for any item in need of repair through their Tenant Portal.
- 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 the Resident a Lease Preparation Fee to prepare lease paperwork, offer the convenience of electronic signatures and create Tenant Portal.
- **Property Condition Report:** Resident will have 10 days to complete a FREE Property Condition Report. Edinson will charge Resident a Property Condition Report Fee of \$150 to send someone in person.
- **Resident Benefit 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 2nd 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. Resident can pay via electronic check payment via Tenant Portal.
- **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 3rd 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 5th of the Month
 - **Notice Terminating Right of Occupancy Admin Fee:** \$ \$65.00 for notice sent on the 10th of the Month due to non-payment of rent or when payment is returned from bank after the 10th.
 - **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>
 - **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, Resident will be responsible for any pest treatment to the property at move-out. If property has carpet, Resident 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 Resident 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 Resident's approval and they are unable to access the property to complete the repair within approved time.
- **Keybox/Lockbox:** Resident 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 Residents 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. Residents will have this time to report items in need of repair (no cosmetic items) to Landlord. No service fee will be charged to Resident during this time unless damage is caused by Residents, Occupants of Resident's Guests.
- **Yard:** To be maintained by: Landlord; Resident; a contractor chosen and paid by Resident; or _____ (contractor) paid by Resident.
- **Pool/Spa:** To be maintained by: Landlord or Resident or Not Applicable
- **Repairs:** Emergency phone number for repairs: 713-970-1038
- **Appliances that will **NOT** be repaired:** Resident-Owned Appliances
- **Resident Damages:** Resident will pay the cost to repair any item caused by Residents, Occupants or Resident's Guests.
- **Service Fees:** Resident will pay Landlord, or any contractor Landlord directs Resident to pay, the first \$100.00 of the cost to repair each condition in need of repair and Landlord will pay the remainder. Landlord will pay for (a) heating and air conditioning systems (b) water heaters; or (c) water penetration from structural defects unless damage is caused by Residents, Occupants or Guests.
- **Assignment or Subletting:** No Assignments Allowed and No Subletting Allowed.

ACKNOWLEDGEMENT:

Landlord Date

Resident Date

Landlord Date

Resident Date

Resident Date

Resident Date

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

By: *Diego Jaramillo* dotloop verified
05/24/23 3:41 PM CDT
SP3Q-QKUT-NAUS-3FJJ
Date

Edinson Property Management LLC 9013167

Broker's Printed Name License No.