



Rental Criteria and Application Screening Disclosure

Read this document thoroughly before applying

*Real Property Management Heritage 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 applications to everyone who requests one.*

We do not pre-approve applicant details provided to us over the phone, text, or email without a submitted application and application fee. If you are interested in one of our properties, we recommend pre-screening yourself with the criteria below.

Application Process

1 APPLY	Submit a separate application for each occupant eighteen (18) years of age or older and pay the application fee. Submit an animal application for each animal living in the home, both pets and assistance animals.
2 SIGN & PAY	After your application is approved, secure the property by signing the Lease Agreement and submitting payment for the Security Deposit. You may qualify to live Deposit-Free , see below for more information.
3 MOVE IN	Schedule a time to pick up keys from our office starting on the day your lease begins. Proof of Utilities set up and full payment of the First Month's Rent to pick up keys.

Turnaround time

It can take **up to 3 business days*** to purchase and review credit history reports, background checks, and criminal history, contact your previous landlords, verify employment, and thoroughly review all submitted documents.

**In some cases, the approval of common interest associations, homeowners, or unforeseen circumstances may require a longer processing period.*

Call Us

If you have any questions about the application process, want to know the status of your application, or this is your first time renting a house from an apartment, give us a call at **(832) 701-0766** and a team member will help guide you.

Expedited Move-In

If your move-in date is within 1 week, a **\$250 rush fee** will be required.

30 day Move-In

No rental property will be held vacant for more than 30 days without approval.

Deposit-Free Option

Deposit-Free Technology Is Finally Here:

There is no need to tie up your funds. The days of your security deposit money being locked away, collecting dust, are over. Residents who qualify are not required to pay a security deposit at some of our homes. Instead, you can give a pre-authorization, allowing your property manager to bill you up to a limited amount, just like a security deposit.

How You Qualify: We will securely test your bank account and available credit to see if you qualify for the deposit-free option. There is no additional credit check since we ran one for your application. If you don't qualify, or if you prefer to pay a conventional cash deposit, you can do so using the same online process.

You're Still Accountable: If your property manager makes a charge against your pre-authorization, you will be able to pay the balance in installments using the payment method of your choice.

Deposit-Free Living Starts Here: When it's time to pay your security deposit you'll receive more details about this service.

Pet Policy

Case by case for acceptance. For each pet, \$20-25 Pet Application Fee, \$100-450 non-refundable Pet Acceptance Fee, and \$25 Pet Admin Fee per month. 2 pet maximum per property. We cannot pre-approve pets without a fully submitted pet application.

[Click HERE for the Pet Application](#)

1 First Come, First Serve

We review each application that is submitted in the order we receive them. Missing information or the inability to contact a previous landlord or current employer for verification can delay your application.

Resident Benefits Package

The Real Property Management Heritage [Resident Benefits Package](#) delivers savings and convenient, professional services that make taking care of your home easy. This is a requirement for all homes under our management and the exact terms and conditions are in the lease agreement. This includes air filter delivery, building your credit with on-time payment reporting to all 3 credit bureaus, move-in utilities concierge service, resident rewards, \$1M Identity Protection, and more.

Rental Criteria

Identification

Each applicant is required to provide a copy of a legible government issued photo identification card. We may request additional identification documentation as needed to verify. This can include, but not limited to:

- Texas Driver's License
- Texas Identification Card
- Social Security Card
- Passport

Credit Score

Combined Credit Scores of 650 or higher are usually approved with normal rents, as advertised admin fees, and the advertised security deposit. Applicants with no credit, slow credit, or marginal credit may be approved with an additional security deposit. We will obtain a copy of your credit history, applicant supplied credit history reports will not be accepted.

How to Calculate Combined Experian Credit Score for Multiple Applicants:

Add the Experian Credit Scores together with applicants and divide by the number of applicants in the home.

Credit History

We will obtain a copy of your credit history, applicant supplied credit history reports will not be accepted. We will take into consideration if the applicant has paid all bills on time and if the applicant has 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.

Income

Your monthly income must be at least three (3) times the monthly rent and verifiable from an unbiased source: employer through pay stubs, tax returns.

Last two (2) pay stubs from your employer.

Self-employed income must verified through two (2) years of personal tax returns.

Bank statements will not be accepted as proof of income.

Transfers or re-locations must have correspondence showing an accepted job offer.

Any verification fees required by the employer must be paid by the applicant.

If military, we need a current copy of your leave and earnings statement. If you are active-duty military, you must be on an assignment that, to best of your knowledge, will allow you to complete an initial twelve (12) month lease.

Residential History

We verify residential history for at least two years whether you currently own, rent, lived on base or lived with someone else.

Rental history must be verified from unbiased sources.

Applicants are responsible for providing contact information of previous landlords with the dates of residency for the previous year. We will contact them.

We can accept military base housing as rental history.

Evictions, broken leases, late payments, or any issues with previous residencies will be considered on a case-by-case basis and an additional security deposit or risk mitigation fee may be required.

Background Check

We will check these databases for all occupants over eighteen (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 or distribution of weapons or illegal substances are all grounds for denial of an application. Exceptions may be made for type and or age of offense, please provide details in advance of the review.

Animals

As part of the application process, all applicants (with or without animals) will go through pet screening via <http://rpmheritage.petscreening.com/>

We abide by The Fair Housing Act, allowing a reasonable accommodation involving an assistance animal in situations that meet the conditions outlined here:

https://www.hud.gov/program_offices/fair_housing_equal_opp/assistance_animals

For pets, typically up to two animals are allowed per property. You'll see in the listing if the rental permits animals. We do not allow any possession of poisonous, dangerous, endangered species or otherwise unauthorized animal. On a case-by-case basis, Real Property Management Heritage will allow for Restricted Breed dogs that are all or any portion of mixed with the following breeds:

- Alaskan Malamute
- Akita
- American Bulldog
- Bull Terrier
- Bullmastiff
- Cane Corso
- Chow
- Doberman Pinschers
- German Shepherd
- Great Dane
- Husky or Siberian Husky
- Mastiff
- Pit Bull
- Presa Canario
- Rottweiler
- Terrier
- Wolf Hybrid

If a restricted breed is allowed, a dog liability insurance policy may be required with a minimum coverage of \$100,000 per incident and name "Real Property Management Heritage" as an additionally insured on this policy.

Resident Benefits Package

The Real Property Management Heritage Resident Benefits Package (RBP) delivers savings and convenient, professional services that make taking care of your home easy. This is a \$60.95 per month requirement for all homes under our management and the exact terms and conditions are in the lease agreement.

 **HVAC Filter Delivery every 60 days**

 **Move-in Utilities Concierge Service**

 **Resident Rewards Program**

 **Credit Building for On-Time Payments**

 **\$1M Identity Protection**

 **24-Hour Maintenance Coordination Service**

 **Vetted Vendors**

 **Online Portal Access**

 **Multiple Payment Methods**

 **Renters Insurance with Liability Coverage up to \$100,000**

Tenant and Landlord mutually agree that the Resident Benefits Package is defined as follows and variations of inclusions may exist due to property specifications. The total monthly cost of the Resident Benefits Package is all-inclusive, and no discounts will be given if any element(s) of the package are unavailable due to a lack of HVAC or other property-specific limitations, unless otherwise specified.