



## APPLICATION PROCESS / SCREENING CRITERIA

Thank you for applying with Daytown Realty LLC. for your housing needs. To better serve you, we feel it is imperative that you are made aware of and fully understand our application process and screening criteria.

A copy of Rules and Regulations (Resident Handbook) are available on our website at [www.daytownrealty.com](http://www.daytownrealty.com) for your review before submitting your application.

Daytown Realty LLC is committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA) and the Fair Credit Reporting Act (FCRA). 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. We offer application forms to everyone who requests one.

**While we make every effort to describe our rental properties accurately, changes can and do take place. Applicants should verify schools, pets, features, etc. MLS advertisements do NOT constitute a written agreement or guarantee of the facts stated.**

### **NOTICE TO ALL APPLICANTS:**

- Applicants or an appointed representative named by letter must physically view and inspect the property before submitting the application for rental.
- Landlord makes no express or implied warranties as to the Property's condition.
- Please list in the application any applicant request for the landlord to consider regarding repairs or treatments should applicant and landlord enter into a lease.
- Quoted rents apply only to those who elect to use free online rent payment system a \$10 processing fee will be added for any other methods of payment.

### **Please have the following items ready before applying:**

- Last 2 addresses and Landlord Information
- Employer and Previous Employer: Names, Contact, Start Date, Salary
- Dependant Information
- Emergency Contact Information
- Government-issued photo I.D.(colored copy),and copy of SSN
- Two months of Pay Stubs or Income Verification
- Proof of Income - pay stubs, bank statements, etc
- Copy of Renters Insurance
- Picture of each pet that will occupy the property (if applicable)
- Current Vet Records (if applicable)

**You may also email your documents to [listing@daytownrealty.com](mailto:listing@daytownrealty.com)**



**MUST READ!!!** Before going any further in applying for this home there is a \$50

**NON-REFUNDABLE** application fee per adult to complete this application. Everyone occupying the property that is eighteen (18) years of age or older must fill out an application and submit a \$50 non-refundable application fee. The application fee (\$50) can be paid online.

**Notice: place the property address and tenant's name on all payments**

We do not pre-screen Applications. Applicants are required to pre-screen themselves with the following criteria and will need to meet the requirements below. If you feel you meet these minimum requirements, you are encouraged to apply.

### **\$40 Lease Administration Fee, will be due prior to move in**

**Approval is based on the following factors:**

- Identification
- Income Verification
- Employment Verification and History
- Rental Verification and History
- Credit History
- Criminal Background Check
- Terrorist Database Search
- Pet Criteria

**Identification:** Each applicant is required to provide a copy of a legible Government-issued colored photo I.D.

**Income Verification:** Income should be at least three (3) times the monthly rent and verifiable from an unbiased source.

**Employment Verification and History:** We require verifiable employment history for at least the past three (3) years.

**Rental Verification and History:** We require verifiable residence history for at least three (3) years whether you currently own or rent.

**Credit History:** We will obtain a copy of your credit report.

**Criminal Background Check:** We abide by principles of equal opportunity and welcome all responsible renters into our homes. We check Criminal, Sex Offense, and Terrorist databases for all occupants over 18.

**Pet Criteria:** We require with your application, a picture of each pet that will be on the property. \$300 Non-Refundable Pet Acceptance Fee Per Pet (if applicable)

If you have a pet(s) there is an additional per pet application charge which is administered by a third party pet screening tool [PetScreening.com](http://PetScreening.com). First pet is \$20 to register, additional pet \$15 (these fees are non-refundable). \*No fee applies for service animals.

**\*Occupancy will also be contingent on the results we receive back from the pet application(s).**

Most Property Insurance Companies do not allow certain particular breeds, either purebred or mixed. Therefore, dogs entirely or partially of the following breeds will be rejected: Akita, American Bulldog, Bullmastiff, Mastiff, Chow, Doberman, German shepherd, Husky, Presa Canario, Pit Bull, Siberian Husky, Staffordshire Terrier, "Wolf Dog", Bull Terrier, Pit Bull Terrier, Rottweiler and any combination of these.

**Additional Pet Restrictions :**

- No Aquariums larger than 20 Gallons allowed.
- No ferrets, reptiles or rodents of any kind are permitted as pets.
- All birds must be confined in cages and not allowed to reside outside their cage.

Tenants will be evicted for misrepresenting any of the above types of dogs, as well as for being in possession of any poisonous, dangerous, endangered species or otherwise illegal pet. Pet policies are strictly enforced, and any breach will be grounds for termination of your lease agreement at tenant's expense. Special consideration is given to "Service Animals" that assist a tenant with special medical needs. (Please provide proper documentation).

**Applications may be denied by the following reasons**

- If your credit score is below 640.
- If your income is less than 3 times the rent amount.
- If you failed to give proper notice when vacating a property.
- If the previous landlord would be unwilling to rent to you again for reasons about your behavior or that of any family member, guest (welcome or not), your pets, 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 outstanding collection filed against you.
- 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 had two (2) or more NSF checks within the last 12 months.
- If you have filed for bankruptcy or foreclosure within the past 4 years we may deny your application.
- Any bankruptcy must have been discharged at 4 years previous to the date of your application.
- 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 are licensed real estate agents in the state of Texas and we represent the Owner. The relationship between a landlord and tenant is a business relationship. A courteous and businesslike attitude is required from both parties. We reserve the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, is argumentative, or in general displays an attitude at the time of the showing or during the application process that causes management to believe we would not have a positive business relationship.