



## Guide for Tenant and Rental Criteria

*Disclaimer concerning the Use of this Guide:* This guide for tenant & rental criteria form is a suggested format with suggested text that Landlords may use as a guide to develop criteria. Keller Williams Realty 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.

### From Texas Association of Realtors®- 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 TAR Form 2212, "Adverse Action Notice and Credit Score Disclosure", or an equivalent form.

***ALWAYS have a conversation and document in writing your clients requirements for this particular property.***

## Tenant and Rental Criteria

This criteria is being provided by the Landlord only in reference to the Property located at the following address:

1135 E Second st

(Street Address)

Hempstead, TX 77455

(City,State,Zip).

**It must be signed by Landlord and Tenant before acceptance of application.**

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 requires tenant must document at least 3 times the rent as their monthly income. The tenant applicant must provide at least 2 month(s) of recent paystubs. If self-employed, Landlord will require 6 months of bank statements and 2 years of tax returns.
4. **Other Income:** Including Child Support, Social Security or other will require 3 months' worth of Bank statements showing deposits a letter from the court, Social Security or Financial Professional.
5. **Landlord requires a clear copy and readable Driver's License for each Applicant 18 years or older.**
6. **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.
7. **Applications must be received for all persons over 18 years or older that will occupy the property. The fee for each applicant is 45.00.**
8. **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.

9. **Other:**

**No evictions or felony convictions.  
Credit Score under 600 may require additional deposits. If approved, Tenant must carry rental insurance throughout the duration of the lease.**

Landlord also requires the following acceptance by prospective tenant prior to application:

A. Monthly Rent: Due on the  first day of the month  \_\_\_\_\_ **n/a**

B. Late Charges: Time at which late charges are incurred: 11:59 p.m. on the **3rd** day after the date on which rent is due.

(1) Initial Late Charge:  (a) \$ **50.00**  (b) **n/a** % of one month's rent.

(2) Additional Late Charges: \$ **25.00** per day thereafter.

C. Pets:  not permitted  permitted with the following restrictions (*size, weight, number, type*): \_\_\_\_\_

**case by case**

(1) If a pet is permitted, Landlord requires the tenant to sign a pet agreement and requires:

see attached PET PAGE

(2) Pet violation charges (whether pet is permitted or not permitted): (a) an initial charge of \$ **750.00** ;

and b) \$ **25.00** per day thereafter.

D. Security Deposit: \$ ; \_\_\_\_\_ **One Month's Rent**

E. Utilities: All utilities to be paid by Tenant except: \_\_\_\_\_ **none**

F. Guests: Number of days guests permitted on Property: \_\_\_\_\_ **14**

G. Vehicles: Number of vehicles permitted on Property: \_\_\_\_\_ **3**

H. Trip Charge: \$ \_\_\_\_\_ **100.00**

I. Key box: Authorized during last **30** Days of lease: Early Withdrawal Fee \$ \_\_\_\_\_ **One Month's Rent**

J. Inventory and Condition Form: To be delivered within **10** days

K. Yard: To be maintained by:  Landlord;  Tenant;  a contractor chosen and paid by Tenant; or  
 \_\_\_\_\_ **n/a** (contractor) paid by Tenant

L. Pool/Spa: To be maintained by:  Landlord;  Tenant;

M. Repairs: Emergency phone number for repairs: \_\_\_\_\_ **361-293-8759**

Appliances or items that will not be repaired: \_\_\_\_\_

N. Special Provisions: \_\_\_\_\_ **Tenant must keep renters insurance throughout the duration of the lease.e**

O. Assignment, Subletting and Replacement Tenant Fees:

(1) If procured by tenant:  (i) \$ \_\_\_\_ ; or  (ii) \_\_\_\_ % of one month's rent.

(2) If procured by landlord:  (i) \$ \_\_\_\_ ; or  (ii) \_\_\_\_ % of one month's rent.

P. Other: \_\_\_\_\_

Landlord(s) Signature and Date: \_\_\_\_\_

Tenant(s) Applicant Signature and Date: \_\_\_\_\_

## RENTAL CRITERIA

### GENERAL REQUIREMENTS

1. Applicant(s) must be a minimum of 18 years of age.
2. Positive identification with a picture will be required at the time application is submitted.
3. A complete and accurate application listing a current and at least one previous rental reference with phone numbers will be required.
4. Each applicant over 18 will be required to qualify individually.
5. Members of households that are 18 years of age or older and will be living with applicant(s) shall pass a public records screening. A public records screening will be conducted for any minor who, during residency, turns 18 years of age (see Public Records below).

### INCOME/EMPLOYMENT REQUIREMENTS

1. Gross monthly household income must equal three (3) times the stated monthly rent.
2. 2 recent paycheck stubs may be required.
3. Self-employed applicants will be required to show proof of income through copies of the previous year's tax return.
4. Students with no verifiable means of income may be accepted with a qualified co-signor.

### CREDIT REQUIREMENTS

1. Credit score must be 680 or above, if the score requirement is not met then additional deposit may be required
2. If the applicant is married, both spouses credit will be evaluated
3. Any Outstanding collections in the past 4 years being reported on the credit report may result in denial of the application.
4. Identifiable outstanding landlord debt will result in the denial of the application. Reconsideration will be made upon proof of payment of outstanding landlord debt.
5. Credit reports reflecting slow pay on three accounts will require an additional deposit amount equal to one month's rent.

### PUBLIC RECORDS

1. Upon receipt of the rental application deposit and screening fee, landlord shall conduct a search of public records to determine whether the applicant has been convicted of, or pled guilty or no-contest to, any crime within the previous seven years.

2. A conviction, guilty plea or no-contest plea for any felony, or any misdemeanor involving theft, assault, prostitution, drug-related or weapons charges, obscenity and related violations, sex crimes and/or child sex crimes shall be grounds for denial of the rental application.

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## RENTAL CRITERIA

### RENTAL REQUIREMENTS

1. Six months of positive verifiable housing history from a third-party landlord is required. In the event applicant does not have six months verifiable housing history, a qualified co-signor may be required.
2. Home ownership will be verified. Mortgage payments must reflect no more than four (4) late payments in the past two (2) years. Any additional late payments will result in a denial.
3. Seven years of eviction-free rental history will be required.
4. The application will be denied if rental history demonstrates three or more three-day notices or two or more NSF checks within a period of one year.

### CO-SIGNER QUALIFICATIONS

1. Verifiable monthly income must equal a minimum of four (3) times the applicant's rent. (Verifiable income may mean Bank Accounts and Trust Accounts.)
2. Outstanding bad debt, i.e., slow pay, collections, repossessions, liens, judgments, and wage garnishment programs, will result in denial of a co-signor.

**I have read and understand the Rental Criteria:**

\_\_\_\_\_ Date: \_\_\_\_\_ Applicant  
\_\_\_\_\_ Date: \_\_\_\_\_ Applicant

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# Pet Deposits:

Pets Under 50 lbs

Single Pet ..... \$350 NON-REFUNDABLE  
2+ Pets ..... \$150 additional (per pet) in addition to the single pet deposit (NON-REFUNDABLE)

35\$/month.....rent

Pets Over 50 lbs

Single Pet ..... \$500 (NON-REFUNDABLE)  
2+ Pets ..... \$200 additional (per pet) in addition to the single pet deposit (NON-REFUNDABLE)

50\$/month .....rent

**The following breeds or partial breeds, (but not limited to these breeds) are not permitted: Rottweiler, Pit**

**Bull, Akita, Doberman, Chow, any Wolf breed or breed that is deemed as a “vicious” or “dangerous”.**

**Support/Service animals are not considered pets and are allowed to reasonably accommodate a**

**handicapped leaseholder or occupant. Service Animals are accepted without a deposit. Verification that the**

**animal is a support/service animal will be required from a licensed physician.**