



## Tenant Selection Criteria Notice

In compliance with local, state, and federal fair-housing laws, this notice outlines the landlord's selection criteria for accepting, denying, or requiring additional deposits based on information obtained from tenant's application, credit report, and/or background check.

**Applications:** One completed application for each adult over the age of 18, who plans to occupy the property. This applies to any applicant, whether married, related in some other way, or unrelated. Incomplete applications **will not** be processed. If Realty Texas is unable to verify any of the applicant's information within 4 business days from the date of the application submission, the application may be rejected.

**Application Fees:** One application fee per applicant. Fees are non-refundable. Fees must be received with money order or cashier's check (certified funds) prior to applications being processed.

**Application Processing Timeline:** Once all required fees and documents have been received, the processing time is usually 2 to 4 business days.

**Identification:** A clear and legible copy of a current government issued photo ID (e.g., driver's license) is required with each application. The I.D. may be verified through public data.

**Income Qualifications:** We do not accept combined income unless married or related. Monthly income must be 3 times the amount of the monthly rent per applicant unless married. Less income may be considered with exemplary credit and rental history at owner's discretion. The prior three month's pay stubs should be submitted with the application. Self-employed applicants should provide their most recent tax return and three months of bank statements to show their reserves and the first page of the previous year's income tax return may be required. Unverifiable income will not be considered.

**Debt to Income:** If an applicant's debt to income ratio exceeds 43%, higher than three times their income may be required for acceptance.

**Credit rating:** Applicants with scores in the low 600's may require additional security deposit. Scores below 600 will be declined. Discharged bankruptcies or foreclosures may be acceptable if payments have been made on time for at least two years and no active collections have been placed within the past 24 months. Bankruptcy in the past five years will require additional security deposit. Landlord may consider approving applicants with less than three times rent ratio with credit scores 750 or above if applicants' debt to income ratio is less than 38%.

**References:** Current and past landlord's names and contact information must be provided.

**Rental History:** Applicant must have a current rental history or verifiable mortgage history for a minimum of one year and paid on time. Rental history must be from a management company or unbiased landlord and not relatives. Applicants must also have acceptable payment history with no evictions, lease violations, or any past due balances. If a private individual is listed as the previous or current landlord, we may review tax records to verify ownership. The condition of the rental at move-out is also strongly considered.

**Lease Guarantor:** The same requirements for income, debt to income, and credit will apply.

**Multiple Applications:** Approval is not on a first come basis. Landlord will select the most qualified applicant based on the criteria. If two applications are equally qualified, the determination will be based on the first to deliver a deposit.





**Pets:** Will be considered on a case-by-case scenario. Application must include a complete and signed Pet Agreement. Pets are subject to separate deposits, fees and/or rent.

**Service Animals:** The Federal Fair Housing Act states that no housing facility can deny a person with an emotional support animal.

**Assistance Animals:** The Americans with Disabilities Act and Federal Fair Housing Act grants rights to persons with disabilities. To ensure equal treatment and opportunity, people with mental or emotional disability, who have Assistance Animals, will not be declined by the Landlord. No Pet Agreement or Pet Deposit will be required. Applicants should include the Animal's information as an additional occupant in the application. Applications may be declined for Service Animals under the following conditions:

- If the landlord has reliable, objective evidence that an Assistance Animal poses a direct threat to others, the landlord can deny the request.
- If there is no disability-related need for the accommodation, the Assistance Animal will be considered a pet and approval will be based on "pet".
- If landlord determines that providing the accommodation is not reasonable and imposes an undue financial hardship on landlord.

**Tenant Denial:** Applicant may be denied occupancy for the following reasons:

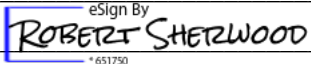
- Recent criminal history.
- History of evictions, and/or collections from previous landlords.
- Incomplete, inaccurate, or unverifiable information.
- Unpaid child support.
- Unsatisfactory credit history obtained from Credit Report.

**Occupancy:** Occupancy is limited to two adults per bedroom.

**PLEASE READ AND SIGN:** Signing this acknowledgment indicates that you have had the opportunity to review the Landlord's Tenant Selection Criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income, and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected, and your application fee will not be refunded.

**LANDLORD Signature:**

Name: Robert Sherwood

Signature: 

Date: 11/27/2023

**TENANT Signature:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**TENANT Signature:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

