GUARDIAN
PROPERTY MANAGEMENT

TENANT CRITERIA AND APPLICATION INSTRUCTIONS

Guardian Property Management (GPM) adheres to all rules and regulations associated with the Fair Housing Act, American Disabilities Act and all local, state, and federal regulations.

All occupants eighteen (18) years of age or older **MUST** fill out an application and submit a **NON-REFUNDABLE** application fee.

Please review the Tenant Selection Criteria and ensure you meet **ALL** criteria before submitting an application. **There will be no refunds of application fees.**

TENANT SELECTION CRITERIA

1) **Income**: Gross monthly income of **at least 3 ½ times** the monthly rent amount.
2) **Employment**: Verifiable employment history for at least the past three (3) months.
3) **Residency**: Verifiable residence history for at least the past three (3) years.
4) **Credit History**: Minimum credit score of 600 is required for most properties.
5) **Occupancy**: Total number of occupants eighteen (18) years of age or older may not exceed two (2) persons per bedroom.
6) **Pets**: Pet policies vary from home to home so please contact us to determine the pet policy for this home. Dog types that may have violent tendencies as well as some exotic animals may not be accepted at pet friendly homes. Call us prior to applying to discuss any questions you may have about your pet. **ALL DOGS WILL BE SCREENED BY A THIRD-PARTY SCREENING COMPANY AT A COST OF $20 FOR THE FIRST PET AND $15 FOR EACH ADDITIONAL PET TO THE APPLICANT**.
7) **Applicants WILL be denied for the following or similar reasons:** False, inaccurate, or incomplete applications, Evictions or judgments related to rental residency, tax liens, unpaid child support, and/or current bankruptcy proceedings.
8) **Applicants MAY be denied for the following reasons:** Felony convictions and out of prison or jail less than 7 years, multiple felonies, physical or violent crimes, domestic violence, convictions related to illegal drug manufacturing and/or distribution as well as sex offenses; and/or appearance on any sexual offense or terrorist database
9) **Applicants MAY be denied or required to pay additional deposit or rent for the following or similar reasons:** Credit scores under 600 or no credit score, excessive credit collection balances, slow pays, etc.

If you meet these criteria and wish to apply, please review the fee information and application Instructions.

PRIOR TO APPLYING

- All properties are being rented **AS IS. No changes** will be made to the property after applying unless approved by GPM in writing.
- If you are applying for a pet friendly property, screening your pet prior to applying may save you money. Contact us directly at vera@guardianpropertymanager.com and put "Pet application assistance" in the subject line of the email.
- Tenants are responsible for obtaining mailbox keys, pool passes etc if not available.
- Applicants must independently verify property information and room dimensions, school zones, HOA Deed Restrictions, community amenities, and flood zone information.
- A **Mandatory $20 monthly tenant services fee** will be added to monthly rental statements. This fee pays for HVAC filters provided by GPM and inspections by GPM staff every 6 months in addition to other technology services provided to the tenant via the Tenant Portal.
- For move-in dates more than two weeks away, Guardian Property Management (GPM) reserves the right to assess a non-refundable holding fee if owner agrees to terms.
- Some properties may have flooded. It is the applicant's responsibility to confirm with GPM prior to applying if it will influence the applicant's interest in a property.
- Tenants are <u>required</u> to have Renters Insurance prior to keys being handed over.
- If leases are renewed, a $50 renewal fee will be charged to the tenant.

APPLICATION PROCESS

1. *Go to www.guardianpropertymanager.com and click "LEASE APPLICATION" to begin the application process.*
2. *All necessary documents and information for **ALL** occupants eighteen (18) years of age or older **must be received before** the application packet will be processed. Ensure the information in the application is accurate. Incomplete or inaccurate information will likely result in your application being delayed, denied, or not processed.*
3. *Completed application packets will be processed the in the order in which they are received complete. Allow up to three **business** days for processing applications.*
4. *Each applicant will be notified in writing via email of their application acceptance or denial **if** their application was processed.*
5. *Once an application has been accepted, the applicant has two (2) business days to deliver the security deposit **in the form of a cashier's check** made out to:*

Guardian Property Management
8344 Spring Cypress Rd, Ste B
Spring, TX 77379.

6. *For online application technical support or questions: email support@acutraq.com or call 479-409-6785*

*For all other questions, please **email** vera@guardianpropertymanager.com*