

Lease Application Instructions & Tenant Selection Criteria
(address)

No Smokers. Pet policy – see HAR-MLS posting, also Tenant Selection Criteria.

We will order credit, criminal background, & rental history. Tenant gets a copy of their report on request.

APPLICATION CHECKLIST:

- ✓ APPLICATIONS for each adult: Let me know if you want to fill it out on line. Or else typed or legibly printed, and COMPLETELY filled out.
 - Include price, requested start & end dates, and any special tenant requests.
 - Sign page 3 of Lease Application AND page 4 “Authorization to Release Information”
- ✓ APPLICATION FEE is \$40 each for credit-background-eviction report
- ✓ PAY STATEMENTS for last 2 months.
- ✓ INCOME DOCUMENTATION. See INCOME paragraph below. Call if you have questions.
- ✓ RENTAL HISTORY VERIFICATION FORM(s) (TAR 2214) for the last 2 years minimum. Agents Please FILL OUT ONLY the top portion– NOT #1 thru 11. I’ll send it to landlord to fill out).
- ✓ REQUEST FOR EMPLOYMENT VERIFICATION (TAR 2219)
- ✓ PHOTO of pet.

AFTER WE HAVE YOUR CREDIT REPORT & OWNER HAS GIVEN “PROVISIONAL” ACCEPTANCE, I’LL NEED:

- ✓ Valid PHOTO ID and SS CARD.
- ✓ Veterinary record that your pet (if any) is on prescribed flea preventive treatment.

APPLICATION FORM. Each adult over 18 fills out a separate Lease Application, even if not employed outside the home. Please follow the instructions below.

- PLEASE fill out COMPLETELY. And TYPE or PRINT LEGIBLY... to avoid delays in verifying your employment and rental history, or getting a “no match” on your credit report and having to pay another fee for a re-order.
- Please SIGN page 3 AND page 4 of the application. (Page 4 is the authorization to verify your credit, rental, income, employment, etc.)
- ADDRESS HISTORY. Please provide FULL details, including unit numbers, dates, and landlord contact information. This will be compared with the addresses & dates on your credit report. Attach an extra list if needed.
*** IF YOU OWN: Instead of "landlord" fill in “OWN” and instead of rental amount, fill in your total mortgage payment, including principle, interest, taxes, & insurance.

INCOME. Minimum last 2 jobs and 2 year history.

- Submit last 2 months’ pay stubs & last year’s W-2. OR if you aren’t on salary, call to find out what we need. This will save time waiting for a formal employer response.
- IF YOU’RE ABOUT TO START A NEW JOB, list it as the CURRENT employment and provide a copy of your employment letter.
- IF YOU’RE ON COMMISSION or SELF EMPLOYED, usually you should quote your Adjusted Gross Income, from line 37 of your Form 1040 tax return. Call me to find out the documents we need.
- IF YOU’VE HAD CREDIT PROBLEMS, please attach an explanation with dates & current status.

SECURITY & PET DEPOSIT(S). Due upon signing the lease, CASHIER’S CHECK, payable as directed.

FIRST FULL MONTH RENT. CASHIER’S CHECK payable to **Alliance Properties**. Due on or before the Commencement Date of the lease. If there’s a **PARTIAL MONTH RENT**, it’s due as specified in the lease.

Tenant Selection Criteria
Alliance Properties

These criteria are being provided in reference to the property listed above on the Application Instructions.

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. If your application is denied based upon information obtained from your credit report, 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 may ask you to verify your income as stated on your Lease Application. Depending upon the rental amount being asked for the Property, the sufficiency of your income along with the ability to verify the stated income, may influence Landlord’s decision to lease the Property to you.

4. **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.

5. **Failure to Provide Complete and Accurate Information in Application:** Your failure to provide complete and 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.

6. **Other:** NO Smokers please. Pets – see HAR-MLS posting.

If pets are considered on a case basis, the following are some but not necessarily all of the restrictions: Puppies under one year. Dogs over 50 pounds or the posted weight limit. Animals or breeds (including mixes) that are excluded by the landlord’s insurance. Dogs or cats that aren’t neutered. Aquariums and reptiles. Dobermans, Rottweilers, Boxers, Great Danes, pit bulls, or Staffordshire terriers (either pure bred or mixes). A photo of the pet will be required. Dogs and cats must be on flea preventive medication. Veterinary verification is required.

I have read and understand the tenant screening criteria. I understand that the criteria is set by the property owner and can change at any time with notice.

Applicant Signature

Date

Applicant Signature

Date