

## Tenant Screening Criteria and Disclosure

\*All applicants will be charged a **\$75.00** application fee per adult (18 or older).  
**The application fee is NON-REFUNDABLE.**

**\*Each adult over 18 is required to complete a separate application.**

It would be in your best interest to confirm that. Your rental requirements are not outside of our screening criteria with multiple adult roommates, eviction history, foreclosures, bankruptcies, job loss, minimal income, low credit scores, unusual pets, multiple pets, multiple families, or anything that would cause your application to be rejected.

**\*Wanting to offer less than list price for the home may cause your application to be delayed or rejected.**

\*We do not prescreen applications. Applicants are required to prescreen themselves with the following criteria and will need to meet the requirements below. We encourage you to apply if you meet the below criteria.

\*When the online application is completed, we will process your application, charging the \$75 application fee.

\*This application, background information, credit scores, rental history, criminal history, and employment verification will be viewed by Realvest Property Management employees only.

**Application Process & Screening Criteria:** Realvest is committed to equal housing, and we fully comply with the Federal Fair Housing Act (FFHA). We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, or age. We also comply with all state and local fair housing laws. We offer application forms to everyone who requests one. Each occupant over the age of 18 must complete an application and pay the \$75.00 application fee. Approval is based on SEVEN factors:

1. Verification of Provided Information
2. Credit History Review and Verification
3. Review and Verification of Rental History
4. Review and Verification of Income for Each Applicant
5. Review and Verification of Employment History
6. Criminal Background and Terrorist Database Search
7. Review of Animal Applications



**Identification:** Each applicant is required to provide a copy of a legible government issued photo identification card. A photo of your identification card can be sent to [office@realvestpm.com](mailto:office@realvestpm.com).

**Income Verification:** Tenant should not spend more than 40% of their gross monthly incomes on rent. Income should be verifiable from an unbiased source: employer through pay stubs, tax returns, and/or bank statements. Self-employed income may also be verified with a CPA-prepared financial statement or tax returns. Your employment history should reflect at least 6 months with your current employer. Transfers or relocations must have correspondence showing an accepted job offer. Any verification fees required by the employer must be paid by the applicant.

**Employment:** We require verifiable employment history for at least the past three (3) years. You must be a permanent employee (not temporary or probationary). If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), bank statements, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES. If you are active-duty military, you must be on an assignment that, to the best of your knowledge, will allow you to complete an initial 12-month lease.

**Residence History:** We require verifiable residence history for at least three (3) years whether you currently own or rent. Applicants are responsible for providing information including the names, addresses, and phone numbers of Landlords with dates of tenancy for the previous 3 years. Rental history must be verified from unbiased sources. Home ownership will be verified from a current credit report. We can accept base housing as rental history. Any evictions within the previous 3 years will be automatic grounds for denial. Broken leases will be considered on a case-by-case basis and an additional security deposit may be required.

**Credit History:** We will obtain a copy of your credit score from EquiFax. You cannot provide this to us, we will obtain this ourselves. Credit history should show that the applicant has paid bill on time and does not have a history of debt "write-offs" or accounts that have gone into collection. Money owed to a previous landlord or utility company is cause for denial.

**Errors & Omissions:** Every effort has been made to provide applicants with reliable and accurate information regarding the home you are applying for. However, changes can and do take place to cause inaccurate information to be accidentally presented. We encourage all applicants to verify schools, allowable pets, expected features, or any HOA concerns prior to signing a lease agreement. Any information posted in the MLS advertisement does NOT constitute a written agreement or guarantee of the facts stated.

**Criminal, Sex Offense, and Terrorist Database Check:** We will check these databases for all occupants over 18. We do not rent to any person required to register as a sex offender. Criminal backgrounds involving violent crimes, sex offenses, domestic violence, and/or the possession/distribution of weapons or illegal substances are all grounds for denial of an application. An exception may be made for type and/or age of offense. Please provide details to the Property Manager.



**Six (6) Month Lease Agreement Option = Rent + 20%**

Should an applicant request a 6-month initial lease agreement, Realvest charges an additional 20% on top of the advertised rental rate.

Example: Advertised Rent = \$1,500; 6 Month Lease Option =  $\$1,500(20\%) = \$300$ ;  
Total Monthly Rent for 6 Month Lease Option = \$1,800

## Information on Animals

**Rental Criteria for Animals (Pets):** Animal policies vary from one property to another. Some properties do not permit animals (other than approved service animals), while others restrict type and/or size of allowable animals. No more than two animals per household are permitted without specific owner approval.

**ALL Applicants are required to create a profile with PetScreening.com.**

**Applicants with NO animals:** Complete a FREE application at <https://realvestpm.petscreening.com>

**Applicants with animals:** Submit a complete application at <https://realvestpm.petscreening.com>

Inside of that application portal for PetScreening.com you will be required to provide the following information:

1. Full description of your animal (pet), including type of pet, gender, breed, age, color, weight, neutered/spayed
2. Up to date veterinarian contact information to include most recent annual vaccination records
3. Most recent photos of each animal (pet)

Once all information is received and verified, your animal (pet) will be assigned a paw score from 1 to 5 paws.

**\*Monthly pet fees and deposit amounts are determined by PetScreening.com based on the pet's FIDO score. Monthly pet fees and deposits are charged per pet. \***



**1 paw**  
\$40/month  
\$500 deposit

**2 paws**  
\$35/month  
\$400 deposit

**3 paws**  
\$30/month  
\$300 deposit

**4 paws**  
\$25/month  
\$200 deposit

**5 paws**  
\$20/month  
\$100 deposit

**\*IF YOUR PET RECEIVES A SCORE OF 0 PAWS, YOU WILL BE CHARGED A PET DEPOSIT OF \$1,000 PLUS PET RENT OF \$100 PER MONTH. THIS SCORE WILL ONLY BE ACHIEVED IF YOUR PET IS LESS THAN 12 MONTHS, MORE THAN 100 LBS, OR IS NOT NEUTERED/SPAYED. IF THIS CONDITION CHANGES, A CHANGE IN PRICING CAN BE CONSIDERED. \***

**Applicants with Service Animals:** To allow service animals, we request applicants to apply for free, providing certifiable documentation at <https://realvestpm.petscreening.com>

## Resident Benefits Package

Included with **ALL** lease agreements with Realvest Property Management is the ***Resident Benefits Package***. Residents will receive the benefits listed below, which are automatically included for **\$50.00 per month**.

1. **Utility Concierge:** Transferring the required utilities into your name is easy with our friends at Citizen Home Solutions. Simply schedule a convenient time with the Utility Concierge directly.
2. **Resident Rewards:** You'll be rewarded for paying your rent on-time with our Resident Rewards program. Earn gift cards for simply completing your profile!
3. **Credit Building:** With each on-time rent payment you can track your Credit Building through the same Piñata App as described with your Resident Rewards.
4. **ID Protection:** We will set up your \$1M Identity Protection account for you with Aura's IdentityGuard.
5. **Renters Insurance:** You're covered! By enrolling into our Resident Benefits Package, you meet the insurance requirements of the lease agreement.
6. **Filter Delivery:** Changing the HVAC air filter is a tenant responsibility per our lease agreement. If your home has HVAC, your air filter(s) will begin arriving on your doorstep shortly after you move-in. All you need to do is change it upon arrival and continue to do so each time a new one arrives approximately every 90 days.
7. **Resident Portal:** Watch from a welcome email from Buildium to set up your resident portal. This is where you can pay rent, submit maintenance requests, and communicate with us.
8. **Home-Buying Assistance:** At the end of your lease, if the time is right, we can help you find your "forever" home. As a "thank you" from us for your on-time rent payments and for buying with us, we will give you a credit in the amount of your monthly RBP payment for each timely rent payment made during your lease.
9. **24-Hour Maintenance Coordination Service:** You will have access to a 24-hour online maintenance portal to submit issues as soon as they arise.
10. **Vetted Vendors:** All of our vendors are fully vetted, licensed, bonded, and insured. We trust them and so should you!

### Frequently Asked Questions:

**Can I opt out of this Resident Benefits Package?** No. Realvest provides the Resident Benefits Package to all Residents.

**Can I obtain my own Renter's Insurance?** Yes. Upon submittal and approval of Resident-obtained insurance, your monthly Resident Benefits Package cost will be reduced by \$10.95 per month.

**NOTICE TO ALL APPLICANTS: NO SMOKING is permitted on the property.**

**Disabled Accessibility:** Any concerns should be submitted in writing to the property manager. We must obtain Owner approval to allow modification of the premises. All modifications are at the expense of the disabled person. The disabled person must also agree to restore the premises, at their own expense to the pre-modified condition (provided the modification would affect the use and enjoyment of the premises for future residents). We require written proposals detailing the extent of the work to be done, approval from the Owner before modifications are made, appropriate building permits with required licenses made available for the Owner's inspection, and a restoration deposit may be required per Fair Housing guidelines.

**School Boundaries:** School enrollment concerns should be investigated prior to submitting your application. Applicants must verify their own school information with the school district. We highly recommend you contact the local school district should any of the school boundaries be a concern for the home you would like to rent.

**Sex Offenders:** Applicants should satisfy their concerns regarding crime statistics or the presence of any sex offenders in the area, before submitting an application. This information is available free of charge on the internet at the below sites. **\*\*\*WE DO NOT RENT HOMES TO REGISTERED SEX OFFENDERS\*\*\***

- Sex Offenders: [www.txdps.state.tx.us](http://www.txdps.state.tx.us)
- Houston Crime Stats: <https://www.neighborhoodscout.com/tx/houston/crime>
- Pearland Crime Stats: <https://www.neighborhoodscout.com/tx/pearland/crime>

**REASONS FOR DENIAL OF APPLICATIONS:**

- If you failed to give proper notice when vacating a property.
- If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to your behavior or that of any family member, guest (welcome or not), 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 unpaid collection filed against you by a Property Management Company.
- 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 less than a 620 average applicant credit score and refuse to abide by the additional security deposit request.
- If you have had two (2) or more NSF checks within the last 12 months.
- 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 must deny the application.
- No businesses operated from the property. If you have a home-based business that you think we might approve, please let the Property Manager know.
- If you violate any of our terms of service during this application process.
- Applicant requests re-wording or removing any paragraphs in the Realvest Property Management Lease Agreement.

## Application Approval

All approved applicants will receive further instructions via email.

**\*At approval, the advertised security deposit amount will be required within 48 hours.**

### **Start of Lease**

- *Vacant Homes* – Realvest Property Management has a policy that all leases on vacant homes must begin within 14 days of application approval. We are unable to hold the home rent-free without a lease agreement longer than that time.
- *Occupied Homes* – Realvest Property Management will typically advertise a first available date with all of the homes we manage. In some cases, those dates will need to change due to circumstances beyond our control. We ask the approved incoming Resident be flexible in some cases. We understand the burden this can create and strive to advertise a solid date so incoming Residents can plan accordingly.
- *Leases starting within 5 days of the end of the month* – We will require the next full month's rental amount with the pro-rated amount.

### **Move-In Orientation**

All new Residents will be required, prior to obtaining keys and moving in, to complete a new tenant orientation. This orientation will be conducted in person at the Realvest Property Management office at 2404 S Grand Blvd Ste 100, Pearland, TX. The Property Manager will provide the Resident with a brief orientation and instruct them on basic home maintenance and responsibilities, go over the Landlord Rules and Regulations, and ensure they have access to all necessary websites and portals.

## **What Our Residents Want You to Know:**

1. Realvest Property Management conducts periodic bi-annual walkthroughs of the home you will live in. We take pictures of the interior and exterior of the home during that walkthrough. This information is kept on record and shared with the owner. Any Resident caused damage identified in this walkthrough will be required to be repaired prior to a lease renewal being granted. **If this standard bi-annual walkthrough procedure is going to cause you a problem – we recommend you stop now and do not apply for one of our homes.**
2. Realvest Property Management is a **ZERO TOLERANCE** company regarding rent collection. Rent is due the 1<sup>st</sup> of each month, late the 4<sup>th</sup> of each month. Late fees begin on the 4<sup>th</sup> of the month. Late fees will be applied with no exceptions in accordance with all Federal Fair Housing laws.
3. Resident Benefits Package: \$50 per month – See the paragraphs above.
4. Residents are required to present Realvest Property Management with proof of Renter's Insurance prior to move-in naming Realvest as "Additionally Insured". If you choose to go with the insurance included in the Resident Benefits Package, you are already covered.
5. Residents are required to present Realvest with proof of utilities being transferred into the Lease Signer's name prior to move-in. This includes power, water, and gas services.