



**KCG PROPERTY MANAGEMENT**  
**5610 5<sup>th</sup> Street Katy, TX 77493**  
**Ph. 832-437-0471 Fax 832-437-0472**

**Qualifying Rental Criteria**

KCG PROPERTY MANAGEMENT, complies with all federal, state, and local regulations regarding fair housing for all applicants and residents regardless of race, color, religion, sex, national origin, familial status, or handicap.

**Items Needed to Process an Application (complete application for each occupant age 18 and over) These items must be sent to our office (5610 5<sup>th</sup> Street. Katy, TX. 77493) along with the application fee.**

- > Application Fee - \$50/ per person (18+ Yrs. Old)  
Cashier's Check or Money Order Payable to

**KCG PROPERTY MANAGEMENT**

> Completed/signed application and signed Qualifying rental Criteria.

- > Deposit: One full month of rent is required as a deposit to remove ANY HOME from the market.
- > Driver's License & Social Security Card for Each Applicant (legible copies)
- > 12 Months Rental Verification may be requested
- > Current Pay Stubs (reflecting YTD earnings of at least 30 days)

- **All application fees are non-refundable**

**International Applicants**

A valid passport or any form of government identification with a supporting photo will be required at time of application. Two months' rent will be required as a holding deposit; of which a **\$175.00 non-refundable administrative fee will be charged.**

***All Applicant(s) are REQUIRED to keep Renters Insurance for the duration of the lease term.***

**Pet Deposits**

The maximum pet occupancy is 2 per home. A minimum \$350.00 non-refundable fee per pet. For a pet over 50lbs., the fee is \$500. The pet weight limit is not to exceed 100 lbs. Call for exceptions. Unless there are specific Landlord requirements that do not allow pets for the residence you are applying.

Pets will be subject to visual inspection. Resident(s) agree to comply with all community policies and will be required to sign a separate Pet Addendum. The following breed and or mixed breeds are prohibited: Akita, all Bull Dog breeds, all Pit Bull breeds, all Bull Terrier breeds, and all Mastiff breeds, Chow, Doberman Pincher, German Shepherd, Great Dane, Husky, Irish Wolf Hound, Rottweiler, St. Bernard and Wolf-Dog Hybrid among others on a case-by-case basis. Renter's Insurance will be required if there are pets.

**In some properties, pets are not allowed.** Failure to disclose could result in application denial You must verify that with Management company prior to applying.

**Age Requirements**

Lease holders must be at least 18 years of age. **All lease holders and occupants age 18 years or older are required to submit an application for approval.** All persons under the age of 18 years will be considered an occupant until they reach the age of 18.

**Credit**

Credit FICO score must be 550 or above. Bankruptcy history is acceptable if good credit history is reflected for the most recent 12 months. Unpaid collections/debt to no more than one landlord, not exceeding \$2000.00, may be acceptable with **additional deposit.** All applications are considered on a case-by-case basis. Meeting the above criteria ***does not guarantee approval.***

**Application and Security Deposits: *Must be in the form of a Cashier's Check, wire, or Money Order only. NO CASH will be accepted. NO EXCEPTIONS!***

### **Criminal**

Applicants and Occupants will be required to answer all questions on the application truthfully stating whether they have been convicted or arrested for a crime; and if so, what the crime was, when and where it occurred and the disposition of that charge. An unsatisfactory criminal background or a check that results in pending charges will result in denial of the application. However, not all crimes disqualify applicants from living in the community. Crimes that result in denial of residency are those which pose a serious threat to the health, safety and welfare of persons living and working in our community. The applicant will be denied for any of the following reported criminal related reasons that have occurred at any time prior to the application date include but not limited to felony conviction, any terrorist related conviction, prostitution related conviction, any sex related conviction or listing on the sex offender registry, and any cruelty to animals related convictions. Applicants will be denied for any following reported criminal related reasons that have occurred within the past (5) years prior to the applications date include but not limited to: misdemeanor or conviction involving crime against persons property, theft of \$200 and above, and any illegal drug substance abuse related convictions.

### **Income**

**The income requirement for tenant's must be two and a half (2.5) times the monthly rent.** This is the Gross Monthly Income. Allowances, third party support and other income require verification. Paycheck stubs or W-2's is acceptable verification of both income and employment. If a Guarantor is required, monthly rental amount cannot equal more than 14% of the Guarantor's monthly income.

**Income: Individual (single applicants combining income) Each applicant must make at least 2.5 times the rental amount and all parties will acknowledge they each would be responsible for the entire monthly rent stated on Lease regardless of if the other party defaults or moves out.**

### **Previous Residences**

No evictions within the past two years or Foreclosures will be acceptable unless extenuating circumstances are documented and additional deposits will be required.

### **Employment**

Lease Holder(s) must present evidence of stable work history for a minimum of one year. If not employed, must present evidence of regular income. If self-employed, must present income tax return from the previous year and bank statements from the previous 6 months. Persons who hold commission-only or base plus commission, tips and bonuses jobs are considered self-employed. A letter of intent to hire from the employer should be provided if employment has not yet begun.

### **Additional Deposit**

If prospective lease holder(s) does/do not satisfy the credit criteria (but not to the point of disqualification), an additional deposit in the amount of the standard application deposit will be required.

### **Cosigner/Guarantor**

If prospective Lease Holder(s) does/do not satisfy the income criteria, a cosigner or guarantor will be required in addition to the above additional deposit and in all cases will be required to pay an application fee. The guarantor's income requirement **must be equal to or above four times** the leased rental amount. If the prospective Lease Holder(s) is/are also fulltime students, only the guarantor will be required to be a lease holder.

### **Declined or Cancelled Applications**

**If an applicant is approved and chooses to cancel application, all deposits are non-refundable.**

If an applicant is declined or approved with conditions and the applicant chooses to cancel, all deposits, less application fee will be refunded no later than 30 days after notification of application status.

**Maintenance Requests**

All maintenance requests must be called in or in writing. Please allow 48 - 72 hours to be contacted for non-emergency repairs (refer to your lease). **We do NOT cover repairs for any type of stoppage on sinks, toilets, showers, tubs, or pipes...this is your responsibility.** Repairs – (832-437-0471- Office)

If you have a true **after-hours EMERGENCY (you will be billed for the call if it is not deemed an emergency)** please contact the following number and let them know you are a KCG PROPERTY MANAGMENT tenant with an emergency at **832-216-8524.**

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Signature of Applicant                  Date

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Signature of Applicant (2)                  Date

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Agent / Company – Representing Tenant

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Signature of Agent                  Date