

## RENTAL APPLICATION QUALIFICATIONS

### BEFORE SUBMITTING, PLEASE PREPARE FOR...

A welcoming environment is vital to all our residents. To help ensure ALL our residents understand our policies, we require the following.

- All inquiring residents over the age of 18 must complete an application.
- An application fee is collected prior to submission for each applicant and is not refundable whether the applicant gets approved or denied.
- When signing the application, tenant candidates acknowledge and agree to allow management to conduct the following background investigation, which includes but not limited to consideration of your credit report, credit score, past evictions, landlord references, local county public records, criminal background check, and any entries in the sex offender databases.
- Please understand that ALL property units are Smoke Free and if noticed will be an immediate violation of the lease contract.

### A BACKGROUND CHECK IS NEEDED ON EACH APPLICANT, WHICH REQUIRES...

- A copy of a valid form of identification. (i.e. State Driver's License)
- Proof of income (i.e. Pay Stubs, Bank Statement). Note: Combined gross income should be three times the monthly rent.
- Three years of residential history. (i.e. Contact Name, Address, Phone & Email)
- No bankruptcy within 7 years.
- No eviction allowed within the last 7 years.
- No criminal felony on record.
- Minimum required credit score 600 (599 and under may be considered at the owner's discretion and with a double deposit)
- Management reserves the right to request additional documentation as necessary to verify an applicant's identity, income, employment, assets, rental history, or other qualification requirements. Failure to provide requested documentation may result in application denial.
- If a Co-Signer is considered, they must also complete an application, meet the qualifications, be willing to share financial responsibility and able to guarantee the rent payments if the primary is unable.

### PETSCREENING IS PART OF THE APPLICATION PROCESS FOR ALL APPLICANTS...

- We love our fur babies! We do require ALL our residents to adhere to our pet and animal-related policies. We use a third-party screening service and require everyone to complete a pet, a "no-pet" profile, or request accommodation for an assistance animal. This process ensures that we have formalized pet and animal-related policy acknowledgements and more accurate records to create greater mutual accountability. If you are unable to complete a profile online and need help, please contact our team to assist. **Submit your profile by clicking on the following link:** <https://texaspropertymgmtpartners.petscreening.com>

### RENTERS INSURANCE...

- All Tenants are required to maintain property damage liability insurance on behalf of the Landlord and Property Manager. Coverage is required at a minimum in the amount of One Hundred Thousand Dollars (\$100,000) for damage to both the Landlord's and third parties' property. Additionally, tenants are responsible to Landlord for all costs of repair for damages due to tenant negligence as stated in the Lease regardless of existing Landlord insurance.

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### ONCE AN APPLICANT IS APPROVED...

- A Move-In Admin Fee must be paid within 24 hours in the form of electronic payment (i.e. automatic clearing house, ACH) Note: The Admin Fee is nonrefundable.
- If the Admin Fee is not collected, the property listing will continue to be active and other applicants will be able to apply.

### RESERVE YOUR HOME...

- A home may be reserved with an approved application and the applicant agrees to accept the home in as-is condition. In addition to an Admin Fee, A hold fee is charged in the amount of the advertised monthly rent and may be transferrable to a security deposit once a lease has been fully executed and upon moving into the property. Please note that if a home is then held from the open rental market and you change your mind, you will forfeit 100% of the hold fee and Admin Fee.
- It is recommended that all applicants view the property unit or have a trusted friend or relative(s) view the rental prior to occupancy. As stated in the lease, all rentals are accepted "AS-IS."

### UTILITY SET UP...

- Upon approval of your application, our complimentary concierge service Citizen Home Solutions will reach out via phone call, text message and email to facilitate the setup of your water, gas, electricity, internet, cable/satellite TV, security monitoring services, and any other applicable utilities. By submitting your application, you consent to be contacted by Citizen Home Solutions via email, text, and/or phone call.

### LEASE CONTRACT...

- If you decide to rent one of our listed properties, in addition to the move-in admin fee, a security deposit equal to one month's rent and first full month's rent may be charged prior to tenancy. Other deposits or fees may be determined if applicable. Any prorated rent will be charged on the second month according to the lease contract. Monthly recurring charges will then be charged thereafter for rent and admin fee or if applicable pet fee.
- The Lease must be signed by ALL residents within 24 hours, or if allotted up to 72 hours, from the date it was delivered.
- The contract is not fully executed until all upfront costs are collected (i.e. automatic clearing house, ACH).
- If the contract is not fully executed within the allotted timeframe, then the lease is void and the property goes back onto the market for rent. Any requirements not met on time will default into a backup application.
- In the event you enter into a lease agreement and change your mind prior to taking possession of the rental property, you shall forfeit all deposit funds as liquidated damages. In addition, you may be held responsible for the additional terms of the lease you signed.
- Please keep in mind any city/county and association restrictions in terms of maximum number of occupants, apart from children, and other prohibitions that could violate the lease contract.
- Keys are furnished upon the lease term start date and the resident must occupy the property within 5 calendar days from the lease commencement date.

**As a company, we do business in accordance with the Federal Fair Housing Law and welcome Persons of all Race, Color, Religion, Sex, Handicap, Familial Status or National Origin.**