

Submit Your Application Online

Equal Housing

We are committed to complying with all applicable laws, including Fair Housing laws, and prohibit discrimination based on color, race, religion, gender, marital status, national origin, or ancestry, physical or mental disability, medical conditions, sexual orientation, age or any other consideration made unlawful by federal, state or local laws. We are an Equal Opportunity Housing Company.

We do not lease to:

- Applicants that falsify information on their rental application nor Applicants that cannot prove their legal residence status

Occupancy

Each residency shall house a maximum household composition of 2 persons per room with no more than 2 adults (adults defined as 18 years of age or older).

Applications

All prospective tenants 18 years old or older (including spouse if married) must provide a signed and completed application. A background check and rent and employment history will be run on each individual adult applicant. A copy of a government picture ID and a non-refundable application fee of \$60 (money order, or cashier's check) must accompany each application. A Social Security number is required to apply (for credit verification).

All information in the rental application(s) regarding employment, criminal, credit, and landlord history must be verified before a decision on the application can be made. A decision on an application may be withheld due to delays in the verification process. This could result in the home being offered to another applicant who submitted their application later but the information was readily verifiable, and a decision has been made to accept the completed application.

Information to be verified for each adult applicant 18 years of age or older:

Income*

- Monthly rent shall not exceed 33% of gross monthly income of all applicants and prospective tenants must have a minimum of one-year stable, verifiable employment.
- The applicant must be: (a) currently employed full time and must have been employed for at least 12 months out of the 24 months preceding the date of the application(s); or (b) elderly or disabled. Full-time employment shall mean at least 30 hours of paid employment per week.
- Employers who refuse to verify Applicant(s) income or length of employment may cause rejection.
- Self-employed applicant(s) whose income is necessary to qualify to rent must provide copies of three months of bank statements and the last two years of complete IRS tax filings to show stable income.
- Other income shall be verified by third party documentation or by documentation submitted by the applicant who in management's sole determination is deemed necessary.

Residence History *

The applicant(s) should have verifiable third-party rental history with non-related family/friends for at least 2 years preceding the date of application(s). Applicants may be disapproved if landlord references, credit report, or court records indicate, but not limited to, any of the following:

- Failure to pay rent, damages or other sums when due
- Repeated late payment of rent
- Disturbances, loud noise, fighting, physical violence and/or threats of physical violence against persons and/or property, drug related activity, gang related activity, and/or other conduct, which violates the right of quiet enjoyment by applicant, occupants, household members, guests, visitors or invitees.
- Allowing unauthorized persons to live/stay in the unit in violation of the lease
- Poor housekeeping habits or unauthorized pets
- Lease termination by the landlord; request to move by landlord; eviction actions or proceedings filed on the applicant(s); and/or non-renewal of lease for non-payment of rent, damages, or other sums due, substantial or material violation of lease agreement, material non-compliance of the lease agreement, other good cause or for a violation of a lease.
- Damages to the current or previous place of residence, common areas, or other units beyond normal wear and tear
- Lease violations or unwillingness or inability to abide by lease provisions and/or house rules
- Eviction within the last three (3) years from the date of the application

Credit*

A complete investigation of the credit history of each applicant will be made and will require a satisfactory rating.

- Cannot have any recent re-possession.

The applicant(s) credit history must show the ability to pay rent on time. The applicant(s) may be disapproved if an applicant(s) credit report, landlord references, or court records show that the applicant or the co-applicant(s), if any, owe outstanding collections, judgments or contain evidence that a debt or sum of money is owed to any of the following:

- Current or prior landlord
- Utility provider
- A provider of telephone, cable, gas, or other service is generally provided to a residence.

Criminal

The following offenses are cause for automatic rejection: arson or destruction of property, indecency with a child, lewd behavior, murder, rape, organized crime, sale/manufacture of drugs, stalking, kidnapping, burglary, manslaughter, molestation, prostitution, robbery, sex crimes, and terrorism.

We will not rent to anyone who has a history of drug abuse or anyone required registering as a sex offender. All other offenses will be considered on a case-by-case basis. Final decision will be at the landlord and property manager's discretion.

Pets

Pets may be accepted or declined at the owners' discretion. A nonrefundable pet fee of \$300 plus \$25 per month pet rent is required per pet (maximum of two) and to be paid in full prior to move-in. Policy on pets will vary for each property based on the property owner's requirements. When pets are permitted there may be restrictions on the size and breed of the animal. Domestic animals only.

1. Pet policies are strictly enforced; any breach of this policy will be grounds for immediate termination of your lease.
2. All vaccinations must be current in accordance with all cities guidelines.
3. All pets and service animals must complete the online registration process for their pets and service animals. An additional charge of \$20 for the first pet and \$15 for the second pet (if applicable). There is no charge for service animal registration. Pet and service animal registration is required for each applicant to be considered. Registration does not guarantee acceptance or approval. Please enter the following link exactly to register your pet or service animal - <https://www.texasleaseup.petscreening.com>

Exceptions

At the property owner's sole discretion, the requirements followed by (*) may be waived if the prospective tenant pays a significantly higher security deposit and/or a special situation exists regarding a requirement that is not met. The amount and/or final determination will be made by the owner and will depend on each individual situation.

Procedures for Notifying Applicant(s) of Approval or Disapproval

Applicant(s) shall be disapproved if we are unable to verify income, rental, credit, or criminal history. False, incomplete, or misleading statements or omissions on the application(s) will result in disapproval of the rental applications(s). Falsifying information to obtain property or credit is a Class A misdemeanor.

We will notify you by email or phone listed in your application whether you have been approved within seven (7) days after we have received a completed application. Your application will be considered "disapproved" if we fail to notify you of your approval within seven (7) days after we have received a completed application. **You must not assume approval until you received actual notice of approval.**

The first Applicant who: 1) meets all the requirements above, 2) agrees to the deposit and rental terms within two business days of notification, 3) provides the appropriate deposit, plus applicable pet deposit, plus first month's rent, all paid in cash, money order, or cashier's check within 2 days of agreement, and 4) signs the lease agreement will be accepted as the Renter. Upon move-in, Renter will sign the one blank Inventory and Condition form and have 3 days to complete, sign and return a second Inventory and Condition Form to Lessor. If the second form is not returned within 5 days, the first signed blank form will go into the Renter file. Renter pays for any maintenance and/or damage to the property. Refundable deposit(s) will be refunded at the end of the lease, minus expenses for damaged or missing items. Early termination of the lease may cause loss of deposit(s).

Acknowledgement

You declare that you have read and had explained to you the information in this RESIDENT SELECTION CRITERIA document. You acknowledge that our PRIVACY POLICY is available to you.

Applicant's Signature: _____

Date: _____

Applicant's Signature: _____

Date: _____

Applicant's Signature: _____

Date: _____

