

# APPLICATION INSTRUCTIONS AND TENANT SELECTION CRITERIA

These criteria are being provided in reference to the Property you are inquiring about.

## APPLICATION INSTRUCTIONS

**TO APPLY:** Create an account at [www.go4rent.com](http://www.go4rent.com) to fill out the Texas Association of Realtors Lease Application, upload supporting documents, and pay the \$55 nonrefundable application fee online (NO Checks will be accepted) to run the "Full Check" including:

- Credit Report with Score
- Criminal background check with sex offender
- Eviction check
- Verification of Employment\*
- Verification of Rental History\*

## **Acknowledgements**


- Applicant(s) or an appointed representative named in writing must physically view the property prior to submitting the application for rental.
- Completing the application indicates that applicant has had the opportunity to review landlord's tenant selection criteria below.

## **Information to prepare before applying:**

- Last 2 addresses and Landlord Information
- Employer and Previous Employer: Name, Contact, Start Date, Salary
- Dependent Information
- Emergency Contact Information

## **Documents to upload when applying:**

- Valid copy of a legible U. S. Government issued photo I.D.  
*\*If you do not have this we cannot process your application.*
- 2 months of Pay stubs or Income Verification
- Pet Picture (if applicable)
- Current Vet Records and Vaccinations (if applicable)

 **Everyone who will occupy the property who is eighteen (18) years of age or older must fill out an application. No Exceptions!**

Processing may take 3-5 days and incomplete application packets will not be processed. In the event multiple applications are received, all applications will be processed, presented to Landlord, and accepted based on below mentioned criteria.

**If/When Approved:** Once you are approved you will be notified. Applicants have 48 hours to pay the Deposit in order to secure the home. If we do not receive your Deposit within 48 hours of approval we will consider all other applications. Applicant will return a signed Residential Lease (TAR 2001), a Pet Agreement (TAR 2004) if applicable, and the deposit in the form of a cashier's check or money order made payable to the Landlord is due within 7 days. **Personal checks and cash are not accepted.**

## **The following will be required before receiving keys:**

- The tenant will be required to provide new utility account numbers.
- If applicable, any additional or pet fees will be due in separate certified funds made out to the Landlord.

## **TENANT CRITERIA, REQUIREMENTS, AND GROUNDS FOR DENIAL**

*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. Based on the information you provide, Landlord may deny your application or may take other adverse actions against you (including, but not limited to, requiring a co-signer on the lease, requiring an additional deposit, or raising rent to a higher amount than for another applicant). If your application is denied or another adverse action is taken based upon information obtained from your credit report or credit score, you will be notified.*

*We are committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA) and the Fair Credit Reporting Act (FCRA). We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, age, sexual orientation, or gender identity. We also comply with all state and local fair housing laws.*

## **Approval is based on the following factors**

- **Identification-** Each applicant is required to provide a copy of a legible government issued photo I.D.
  - U.S. citizens and residents - Valid U.S. Government issued photo I.D. with an associated number that enables us to check your credit and criminal history.
  - Non-U.S. citizens - Valid passport or government issued ID along with a visa that is valid for the length of your proposed lease agreement.
  - If we are unable to obtain a credit history you will be considered the highest acceptable credit risk and all associated rules will apply.
- **Income Verification** - We will verify employment and pay rate with your current employer. We also require you to upload any supporting documents (i.e. - employer pay stubs, tax returns, and/or bank statements). Sufficient income to rent ratio. Rent should equal no more than 30% of the applicant's gross monthly income. Roommates must have gross income greater than or equal to 5x the rent when combined.
  - **Self-employed income** may also be verified with a CPA-prepared financial statement or tax returns. We require 2 years tax returns if self-employed.
  - **Other income** - Grants and scholarships are considered income. Student loans or any other type of loan is not considered income. For accounting purposes these are liabilities not income.
- **Employment Verification and History** - should reflect at least 6 months with your current employer in Austin area. Transfers or relocations must have correspondence showing an accepted job offer. Any verification fees required by the employer must be paid by applicant.
  - **Military Members-** Please provide 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.
- **Rental Verification and History-** Applicants are responsible for providing information including the names, addresses and phone numbers, of Landlords with the dates of residence for the previous 3-5 years. History should not include evictions, foreclosures or bankruptcies in past 5 years, or judgements for landlords regarding rent or property damage. Your failure to provide the requested information, provision of inaccurate information, or information learned upon contacting previous landlords may influence the decision to lease the property to you. Home ownership will be verified from a current credit report. Broken leases will be considered on a case-by-case basis and an additional security deposit may be required.
- **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. Credit history should show that the resident has paid bills 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. Residency may also be denied due to poor credit history. We do not accept co-signers. If your application is denied based upon information obtained from your credit report, you will be notified.

- **Criminal and Sex Offender 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 convictions involving violent crimes, prostitution, domestic violence and/or involving the possession of weapons or illegal substances are all possible grounds for denial of an application.
- **Pet Criteria** - Please refer to the MLS for specifics on criteria for this property and see below for more info on criteria and fees.
- **Insurance:** Tenant agrees to carry renters insurance

## CREDIT SCORES

Credit scores of 620 or higher are usually approved with normal deposits as listed in the MLS.

### Dealing with Multiple Applicants:

Deposits will be assessed based on the **average** credit score of all adults should all applicants meet minimum requirements.

- To determine the number for the approval or disapproval add the two credit scores together and divide by 2 to arrive at the average.
- If there are 3 or more roommates double deposit is required along with the increased deposit based on the average credit score.

## PET CRITERIA AND FEES

Please refer to the MLS for specifics regarding pets on the property.

Property Insurance Companies do not allow certain Breeds, either purebred or mixed. Therefore, dogs fully or partially of the following breeds will be rejected: Akita, American Bulldog, Bullmastiff, Mastiff, Chow, Doberman, German shepherd, Husky, Presa Canario, Pit Bull, Siberian Husky, Staffordshire Terrier, "Wolf Dog", Bull Terrier, Pit Bull Terrier, Rottweiler and any combination of these.

### Other pet restrictions:

- No Aquariums larger than 10 Gallons allowed.
- No ferrets, reptiles or rodents of any kind are permitted as pets. All birds must be confined in cages and not allowed to reside outside their cage.

Tenants will be evicted for misrepresenting any of the above type of dog, as well as for being in possession of any poisonous, dangerous, endangered species or otherwise illegal pet. Pet policies are strictly enforced, and any breach will be grounds for termination of your lease agreement at tenant's expense.

**A nonrefundable administrative pet fee of \$250.00 will be required.** The pet fee is not a deposit & not refundable.

**Service Animals:** Special consideration is given to "Service Animals" that assist with special medical needs. (Please provide proper documentation). The person seeking to use and live with the animal must have a disability -related need for an assistance animal.

We require with your application, pet records with a picture of each pet that will be on the property. Please have pictures of pets ready to upload when applying.

## RENTERS INSURANCE

Tenant understands and agrees that they are required to maintain a personal renter's liability insurance policy as long as the tenant occupies this home.

## GROUND FOR DENIAL

- failed to give proper notice when vacating a property.
- 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), your pets, or any animal on the property during your tenancy.
- three or more late payments of rent within the last 12 months.
- unpaid collection filed against you by a Property Management Company.
- unlawful detainer action or eviction has occurred within the past five (5) years.
- you have recently received 3-day notice to vacate.
- you have had two (2) or more NSF checks within the last 12 months
- have filed for bankruptcy or foreclosure within the past 24 months
  - bankruptcy must have been discharged at least one year previous to the date of your application.
- 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 may be operated from the property.

*\*\*If misrepresentations are found after the lease agreement is signed, the lease agreement will be terminated.*