



## TENANT SELECTION CRITERIA and APPLICANT REQUIREMENTS

**Thank you for applying with RentLife® Property Management, for your housing needs. To best serve you, we feel you must be aware of and fully understand our application policies and procedures. We are committed to equal housing, and we fully comply with the Federal Fair Housing Act and the Fair Credit Reporting Act.**

**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.**

Pursuant to Property Code Section 92.3515, these Tenant Selection Criteria are being provided to you. Anyone occupying the Property that is eighteen (18) years of age or older must fill out an application and submit a \$75 non-refundable application fee. This form MUST be signed and submitted before ANY processing will begin. The following constitute grounds upon which Landlord will be basing the decision to lease the Property to you. If your application is denied based upon information obtained from your credit report, you will be notified. Once approved, you must take possession and establish utilities within 30 days. The minimum lease terms for all rental properties are one year. We THOROUGHLY verify all applications before presenting them to our clients. While each client we represent may have slightly different criteria, our standard, acceptable Applicant will need to meet the requirements below. If you do not meet these minimum requirements, you should contact us before submitting your application in order to discuss your particular situation.

**Current Income:** On most of our properties, the gross verifiable monthly income for all tenants should be at least three (3) times the monthly rental rate. Monthly income must be verified by check stubs or tax returns.

**Employment:** We require stable verifiable employment history for at least the past three (3) years. If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2-years minimum), W-2's, bank statements, paycheck stubs, etc. that provide proof of Applicant's ability to pay the rent. If in the military, we need a current copy of your LES.

**Residency:** We require verifiable residence history for at least three (3) years, whether you currently own or rent.

**Credit History:** We will obtain a copy of your credit report. You cannot provide this to us. We will obtain this ourselves. A credit score of 600 or higher is necessary for a standard security deposit. Applicants with credit scores of less than 600 may be asked to pay a higher deposit if they are approved.

**Criminal, Sex Offense, and Terrorist Database History:** We will check for inclusion in these databases.

**Occupancy:** The total number of tenants and occupants may not exceed two (2) persons per bedroom. All single-family homes are leased for residential use only. Commercial use is prohibited.

**Pets:** Pet policies and deposits vary from home to home, so please contact us to determine the pet policy for this home. Most homes are limited to the number and size of pets. None of our homes permit dog types that may have violent tendencies, including but not limited to Pit Bulls, Pit Bull Terriers, Bull Terriers, Presa Canarios, Staffordshire terriers, Wolf Dogs, Korean Jindos, Siberian Husky, Huskys, Dobermans, Rottweilers, Chows, German Shepherds, or any similar breed, mixed breed or combination of these. All pets must be registered at <https://rentlife.petscreening.com/>

No ferrets, reptiles, or rodents of any kind are permitted as pets.

**Applicants will be denied** for the following or similar reason: False, inaccurate, or incomplete applications; credit scores, evictions, unpaid judgments or unpaid rent balances owed to previous landlords related to rental residency, tax liens, unpaid child support, current bankruptcy proceedings, felony convictions and out of prison or jail less than 5-years, multiple felonies, physical or violent crimes, domestic violence, sex offenses, or appearance on any sexual offense or terrorist database.

**Applicants may be denied** or required to pay additional deposit or rent for the following or similar reasons: insufficient verifiable income, excessive late or NSF rent payments, broken leases, property damages, mortgage not current, foreclosures, credit scores or no credit score, excessive credit collection balances, slow pays, drug-related offenses, etc. If one Applicant is denied for any reason, then all of the Applicants could be subject to denial.

A resident amenity fee of \$4 per month will be charged and must be included with the monthly rent payment. Click the following link to view resident amenities <https://www.rentlifepm.com/tenants/resident-benefits/>

Signature/Date: \_\_\_\_\_



## ACCEPTANCE AND MOVE-IN PROCEDURES

- 1. Acceptance Window:** We can typically verify and make an acceptance decision within two (2) business days of receipt PROVIDED ALL DOCUMENTATION IS RECEIVED beforehand, and VERIFICATIONS CAN BE COMPLETED.
- 2. Security Deposit:** Once an application has been accepted, the Applicant has until 5:00 p.m. the following BUSINESS day to deliver the Security Deposit, Pet Deposit, Pet Fee, and the \$150.00 Non-Refundable Lease Administration Fee to our office (if not already done). This Deposits and Fees must be in Certified Funds or Money Orders made payable to RentLife Property Management. We will not accept CASH for any reason. You also cannot pay online. During this time, we will not remove the Property from the market; however, we will not process any further applications or present any other offers. The \$150 Lease Administration Fee must be a separate check-in Certified Funds.
- 3. Lease Signing:** Unless otherwise agreed upon, we will prepare and send Applicant a digital lease that the tenant can review and sign electronically. Applicants are highly encouraged to READ THE LEASE before signing, as there are many responsibilities that you agree to perform and live under in this lease. Once signed, the lease will be routed back to us for execution. Please be aware that we will not execute any lease until the Security Deposit, Pet Deposit, Pet Fees, and Lease Administration Fee is received.
- 4. Keys:** Because of federal privacy and identity theft laws, each Applicant will be REQUIRED to provide copies of identification (at least one with a photo) such a Driver's License, License to Carry Handgun, Passport, etc. This also means that at least one of the named tenants on the lease MUST come to our office to be verified in person with a photo ID before we are allowed to turn over keys.
- 5. Errors & Omissions:** Every effort is made to provide applicants with reliable and accurate information regarding the home you are applying for – however, changes can and do take place to schools, allowable pets, expected features, or any HOA concerns before signing a lease agreement. Any information posted in the MLS advertisement does NOT constitute a written agreement or guarantee of the facts stated.
- 6. NO SMOKING:** Smoking is not permitted inside the home or garage.
- 7. NOTICE REGARDING SCHOOL BOUNDARIES:** School boundaries are subject to change. Concerns should be investigated before submitting your application.

Signature/Date: \_\_\_\_\_

