



Application Process & Screening Criteria

Thank you for considering our property. It is our policy that all applications must be complete and fees paid at the time of submission for consideration. All completed applications are processed daily, Monday thru Friday, in the order received; however, we rent to the first qualified person presenting a complete, legible application without any blank fields and meets the criteria listed.

Fair Housing Act: We are committed to the Fair Housing Act and Non-Discrimination. We provide equal opportunity housing to all persons and we do not discriminate based on race, color, creed, sex, age, marital status, familial status, handicap, sexual orientation, religion or national origin.

Qualifications

- All applicants must apply on-line through our website at [Texas Network Realty's property managment site](#) due to the background screening being connected to the application. **Each occupant 18 years or older must complete their own separate application and pay the application fee.**
- **Supporting Documentation:** All supporting documents must be uploaded to the application or emailed to shawn@texasnetworkrealty.com before we will process the application.
 - Application Process and Screening Criteria (this document) - Signed
 - Proof of Income:
 - Last two months paystubs/LES (minimum 6 months of employment)
 - Self Employed: Last 2 years tax returns signed by a CPA along with Form 4506-T (www.irs.gov/individuals/get-transcript) and last 2 months bank statements
 - Retirees: last six months of bank statements showing continuous income
 - Job Relocation: provide an offer of employment letter with salary on company's letterhead signed by supervisor or HR department. Military must provide PCS orders.
 - A signed and verified offer letter reflecting proof of income is acceptable for new employment
 - Valid Driver's license and Social Security Card for each applicant
 - Color photo of pet(s) if applicable
 - Authorization to Release Applicant Information (signed by each applicant)
- A non-refundable application fee of \$69.00 per applicant age 18 years or older.
- **Sufficient Income-to-Rent Ratio:** Must provide verifiable net monthly income that is 3 times the amount of the rent to qualify. Income may not be combined unless married. Over-time pay, spousal or child support are not acceptable as income. Income must be consistent and stable.

- Credit Rating: A credit report will be processed for all applicants. A credit score of 640 or better is preferred. Credit below 640 will be subject to an increase in rent and security deposit per the below:
 - 620-639: 1.15%
 - 560-619: 2.43%
 - 500-559: 3.19%
- Please ensure all phone numbers are accurate and working. If we have difficulty obtaining verifications the application will be considered incomplete.
- Rental History: Current and previous residence history will be verified and require prompt payments, sufficient notice to vacate given, and free from outstanding balances. Relatives are not accepted as a landlord reference. No rental history, or gap in rental history that doesn't include homeownership, will require an additional security deposit if accepted for the property.
- Criminal: Eviction and criminal are verified as well. Applicants and occupants will be automatically declined if convicted or charged with a felony or a misdemeanor involving a person or property, sex offender, history of drug use or named on a terrorist list.
- **All tenants must have renters insurance** and provide a copy of the insurance to our office at the time the lease is signed.
- While there are various reasons an application can be disapproved, the following adverse actions will be an automatic denial of the application:
 - Active Collection from a Previous Landlord

CRITERIA NOTES

- Lease Guarantors or Co-Signers will not be accepted. Applicant must qualify on their own.
- No more than ONE unrelated roommate allowed. Unfavorable information for an individual applicant may result in denial of all applications for that group.
- Verify that the owner has approved pets for this property (no pets > 25 lbs)
- Maximum occupancy is 2 occupants per bedroom (ie: 3 bed house = 6 occupants max)
- Property will be "as is" condition unless otherwise indicated in writing at time of application.
- The application process could take 3-5 business days
- Once a decision is made, the applicant will be notified of an approval or denial. The applicant will have 48 hours from approval to sign the lease agreement.
- The security deposit and cleaning fee (see below) will be required when signing the lease. All funds must be in cashier's check, money order, or paid through and preferably tenant portal.
- The first month's rent (or pro-rated rent) and pet fees must be paid prior to receiving keys.
- A **cleaning fee of \$400** will be required for all tenants when the lease is signed. This fee will be used by the property manager to clean the home after your lease expires and you depart. Your security deposit can be held if the condition of the home requires cleaning in excess of \$400.
- The security deposit and monthly rent can be higher than indicated in the MLS should the applicant pose a higher risk such as low credit score or any other indicator deemed by the property manager. The applicant will be made aware of this increase prior to approval of the applicant.

- The property manager has the right to withdraw approval if the lease is not executed within 48 hours of approval.
- Smoking Policy – Smoking is not permitted inside the residence, including the garage

CRITERIA FOR PETS

Policies on pets vary from property to property. Each property owner determines whether to allow or not to allow pets. General rules regarding owners who allow pets are as follows:

- No more than two pets are permitted without specific owner approval.
- Breeding of pets for sale is not permitted.
- Male cats must be neutered.
- All birds must be confined in cages and are not allowed to reside outside of their cage.
- Aggressive or mixed-aggressive breed dogs are not allowed, including the following breeds: Pit-Bull, Rottweiler, German or Russian Shepherd, Husky, Alaskan Malamute, Doberman Pinscher, Chow-Chow, or Presa Canario.
- No pet of any kind that has a history of dangerous, vicious, or aggressive behavior.
- Tenants will be evicted for misrepresenting the breed of pet, withholding information about past dangerous, vicious or aggressive pet behavior, or for possession of poisonous, dangerous, or illegal pets, or endangered species.
- A minimum \$400.00 pet fee is required, along with a signed Pet Agreement. The required amount may increase and is dependent upon the number of pets, type of pet, and size.
- Applicants are advised to check with leasing agent, specific property pet policies before applying, all application fees are non-refundable,

Acknowledgement of Application Process & Screening Criteria

Signing this acknowledgement indicates that you have had the opportunity to review the rental application process and screening criteria. Any application with incomplete or inaccurate information will not be approved. The screening criteria include factors such as: criminal background, credit history, income, and rental history.

Tenant 1: _____
 Print Name, Sign and Date

Tenant 2: _____
 Print Name, Sign and Date