



108 S Jackson Ave STE 201 Wylie, TX 75098  
P.O. Box 277 Emory, TX 75440

### Tenant Selection Criteria

The Texas Property Code Section 92.3515 requires the following information to be provided to lease applicants concerning conditions for lease application approval or denial. State and Federal Fair Housing Laws applicable to landlords prohibit discrimination based on race, color, national origin, sex, familial status, or handicapped status. Certain municipalities prohibit discrimination based on sexual orientation. Other State or locality classifications may apply. For an application to be considered and subject to our rental criteria, the following must apply: All Persons aged 18 or over must fill out a separate lease application. Any omissions, errors, unverifiable information, or falsifications may result in denial of the application and possible termination of occupancy rights if previously approved for occupancy. Payment of the application fee(s) is required when submitting the application thru the online application process via our company website. Applications are not accepted in any other manner.

#### **INCOME:**

Applicant(s) gross income or combined gross incomes for multiple applicants who are 18+, must equal or greater than (3) three times the monthly rental rate. If income qualifications are not met, a qualified cosigner (see guidelines below) can guarantee the rental payments, or the entire rental tenure may be paid in advance. Income must be verifiable by verification procedures of Management's/Landlord's choice.

Commission/Overtime income is only considered if it's a fixed income benefit.

#### **RESIDENT HISTORY:**

We will verify your former or current resident history. If leasing, at least two years of satisfactory history is required. Applicants with no rental history will be required to have 24 consecutive months of employment or a qualified co-signer. An extra deposit may apply. If applicant owns/is selling/sold a home, mortgage information must be provided. Landlord debt will result in automatic denial. Previous Landlord debt could disqualify an applicant.

#### **CREDIT HISTORY:**

We will obtain a Credit Reporting Agency Report to review your credit history. We may base our decision to lease to you on information provided in your credit report. Utility and Landlord debt will automatically decline your application unless these debts are satisfied prior to our leasing decision. Credit scores below 600 may be declined for factors listed on the report other than medical, student debt or no credit. Negative accounts that outnumber positive accounts may require an additional security deposit to approve your application. This decision is discretionary, considering all categories and information. Applicants with no credit history must show proof of employment for the previous 24 months and/or have a qualified co-signer. An additional deposit may apply.

**Foreign Citizen Applicants:** Must show proof of foreign citizenship, written verification of employment, recent paystubs, visa, and proof of income.

#### **CRIMINAL HISTORY:**

Our decision to lease the property to you may be influenced by the information obtained in the report. Applicants with Felonies/Adjudications in the last 10 years, against persons or property will be denied. Older convictions may be dependent on the factors of the case. Misdemeanors against persons or property must be older than 10 years. Drug related convictions or adjudications within the last 5 years can be grounds for application denial. Sex offender convictions regardless of date of conviction may be denied.

**BRG 10/25 Applicant Initials:** \_\_\_\_\_

**OCCUPANCY LIMITS: OCCUPANTS/GUESTS:**

2 persons, 6 months or older per bedroom. During a renewal period if a person has become over 6 months of age and if the occupancy limits would be exceeded, a renewal will not be offered. Every Adult, age 18 or older who establishes residency and/or applies for tenancy must be a lease holder in accordance with Texas Statue. Exceptions are those deemed mentally and/or physically challenged to be unable to enter into contractual agreements, Age 17 and under, or persons who do not receive mail, pay utilities, and/or move in personal belongings. Guests over 18, that stay longer than the days afforded in the lease, will be considered lease holders if the original lease holder does not get an extension of guest tenure. Residency is implied if guests receive mail, make requests/negotiations of the landlord, move in possessions such as clothes, furnishings, and/or verbally, or in writing conveying the home is their primary residence. Violations of guest policies is a lease violation subjecting the lease holders, and/or guests, to eviction proceedings.

**CO-SIGNER REQUIREMENTS:**

Co-signers must have excellent credit history, mortgage or rental history, and their income must exceed 5 times the monthly rental rate. Co-signers are for applicants with no credit or rental history only.

**Renters Insurance:**

We require tenants to carry Rental Insurance effective at the move-in date, a policy that protects tenant’s possessions & provides liability for the tenant, landlord and/or Owner(s). Anytime during the lease tenure, the policy cancels/expires for any reason, you authorize us, through the lease agreement, that we will purchase a policy for you at your cost. Owner & Landlord must be named as additional insured/interest.

**PET REQUIREMENTS:**

If a landlord allows pets/animals on a property, they must be current on vaccinations. Individual landlords retain the right to limit the number of pets, weight limits and breed types. Pet deposit is \$400.00 per animal and a non-refundable Pet fee of \$150.00 is also required. Maximum number of pets is two. Pet Rent may apply instead of a pet deposit on some properties.

**Service Animals & Emotional Support Animals:**

Under the ADA, a service animal is defined as an animal that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the animal must be directly related to the person's disability. Documentation from a physician, psychiatrist, social worker, or other mental health professional from the State of Texas that the animal provides Service support that alleviates one or more of the symptoms or effects of an existing disability must be provided.

**PROPERTY HOLDS/PROPERTY VIEWINGS:**

We cannot hold properties off the market. An application does not put the property in an off-market status. Properties will only be removed from an active, or pending status once an applicant has been approved, paid the security deposit, and signed the lease. We require the applicant to view the property or by the applicant’s representative prior to a lease being signed.

**Lease applicants MUST acknowledge receipt of this information at time of application. If an applicant cannot, or we cannot verify all application information within 7 days of application date, the application will be declined/cancelled as incomplete. This form is provided to you, for an opportunity to review the rental criteria.**

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Applicant	Date
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Applicant	Date
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Applicant	Date
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Applicant	Date