

Lease Application Checklist and Criteria

Please send the following information via email to: _____

1. Completed Residential Lease Application (TXR-2003) for every occupant over 18 years
2. Clear copies of a valid photo identification for all occupants over 18 on lease
3. Two months of most recent pay stubs/ proof of income for each occupant over 18
4. Any requested attached documents in MLS attachments
5. Pets- if applicable- Please provide photo and full details of pet(s) to include the following:
 - Type, breed, name, color, weight, age, gender, spayed/neutered, rabies shot current, assistance animal info.

Do Not Pay the Application Fee at this time.

Once complete application packets are received, they will be provided to the landlord in the order in which they are received. All applications will be presented to the landlord. Once the landlord confirms they would like to review further, we will send a response via email as well as email to the tenant to pay online application fee(s) for processing. The online service will pull credit reports and criminal background checks.

After the landlord has reviewed the background and credit, we will send final notice of denial or approval and next steps email with instructions as well as the final lease agreement and any additional documents for signature. 1st month rent will be due according to Paragraph 5 of the executed lease as well as Security Deposit according to Paragraph 10.

Thank you! We look forward to working with you!

Lease Application Criteria

Tenant Selection Criteria Notice to Applicant(s)

Pursuant to Property Code Section 92.3515

Landlord's Selection Criteria:

- Gross monthly Income must be 3X the monthly rental amount and verified by paystubs/bank statements.
- Debt to income ratio of _____% or less.
- Favorable employment history including a minimum of two years of consecutive employment
- Favorable rental history
- Minimum credit score of _____ credit score and consistent on-time payment History- *Will be verified once the landlord determines to send the applicant for screening.*
- Criminal history will be evaluated on a case-by-case basis. Please see below.
- Non-smokers only
- Pets on a case by case basis and must be approved by the landlord

GROUPS FOR DENIAL WILL RESULT FROM THE FOLLOWING ON ALL APPLICANTS:

- Invalid social security number, invalid driver's license, or false information on the application.
- Insufficient Income and/or negative employment History
- Negative Rental History including: eviction, late payments, returned/bounced checks, balance owed to Landlord, Lease violations, Landlord complaints, or property damage.
- Negative credit history including repossession, eviction, foreclosure.
- Criminal history: The application may be rejected if any applicant (resident or occupant) has been indicted, arraigned, or convicted of any of the following reported criminal related reasons.
 - Felony convictions
 - Any terrorist related conviction
 - Any illegal drug related conviction*
 - Theft or any crimes involving theft*
 - Any prosecution related conviction*
 - Any sex related conviction
 - Misdemeanor conviction involving crime against person or property*
 - Any crime involving a minor*
*** (within the last 10 years)**
- Pets that are not approved due to breed, size, or temperament.
- Rude, disrespectful, aggressive, unprofessional or unruly behavior during the application process.

Signing this acknowledgment indicates that you have had the opportunity to review the landlord's tenant selection criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income, and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.

Applicant: _____ Date: _____

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