

Tenant Qualification Criteria

Application

- All persons (18 years of age & older) occupying the property must complete a Texas Real Estate (TAR) lease application. No application will be accepted if it is not completed and accompanied by required documentation (see below).
- Along with submitting the completed TAR application, Applicant must provide the most recent three months of income (see Income sections below) and a copy of Tenant Qualification Criteria signed by Applicant—no application fee is required at this time.

The Landlord will review the TAR application and proof of income documents. If approved, the Applicant will be directed to apply online and pay a non-refundable application fee of \$43 via MySmartMove.

***Please note that failure to provide complete and accurate information on your application will result in delayed processing*.**

Upon receipt of your paid rental application, the following will take place:

1. Check credit report.
2. Conduct a criminal background check.
3. Check public records for any past evictions/broken leases.
4. Verify employment.
5. Verify monthly income.
6. Verify landlord references and/or employer reference checks.

*Applicant will be contacted regarding any additional information needed, which may include photo ID

- All adults who will be living in the home must provide a unique and active email address.
- No smokers will be permitted on the premises (including vaping, hookah use, or use of any illegal substances).

Tenant Qualification Criteria

Credit Score

- The credit score of all applicants must be at least 625.

Income and Employment

- Applicants who are employed are subject to employment verification.
- Combination of all applicants' Gross monthly income must equal at least 2.5X's monthly rent for the desired property.

Employment

- Minimum of one-year steady employment: looking for stability in longer-term employment. (*If a new job, previous employment must have been at least three (3) years or recent graduate entering workforce.)
- Such Applicant(s) must provide pay stubs that are current and consecutive for the prior ninety (90) days.

Military

- Such Applicant(s) to provide their most recent Earnings Statement.

Social Security, Retirement

- Such Applicant(s) must provide the most recent statement from the source of income.
- Alternatively, Applicant(s) may provide:
(1) previous year's income tax return and the previous two months bank statements
OR
(2) twelve months of financial statements.

Self-Employment

- Such Applicant(s) must provide the previous year's income tax return and the last two month's bank statements OR twelve months of financial statements to be reviewed at Landlord's discretion.

Child Support, Alimony (if being used as a source of income)

- Such Applicant(s) must provide the most recent award letter. The award letter must indicate the dates and frequency of payment.

Undocumented Income

- Such Applicant(s) must provide documentation of the source of income.
- Landlord may deny any application that does not adequately substantiate the source of income.
- Landlord also may require further income source verification; however, it still may deny any application that, in the Landlord's view, has not adequately substantiated the source of income.

Renter's Insurance

- Minimum of \$100,000 Tenant Liability Insurance is required for the entire lease agreement term. Proof of insurance will be required prior to Landlord signing the Lease Agreement and landlord can request periodic verification at their discretion.

Rental History

- Landlord takes into consideration the Applicant's positive rental history (as defined below) for the prior two (2) years in approving or denying an application. Late payments, NSF's, collections, and write offs may negatively impact the Applicant's eligibility. Written

verification from the Applicant's current Landlord and/or previous Landlord may be required.

- REGARDLESS OF HOW LONG AGO, ANY RENTAL JUDGEMENT present on the Credit Report MAY be grounds for an automatic REJECTION of application.

Positive Rental History

- Applicant has a history of consistently paying their rent on time and has no documented reports of damage or destruction to prior residences. Favorable rental history includes, but is not limited to:

Maintaining a credit report with no major blemishes

- A. Consistently time payment of bills.
- B. No past evictions or broken leases within the last three years.
- C. There are no documented reports of damage or destruction to prior residences.

Criminal History

- Each Applicant is subject to a criminal background check.
- No felonies in background history.
- Misdemeanors will be reviewed on a case-by-case basis.

Pets

- Only small pets will be considered on a **case by case** basis

Application Does Not Create a Lease An application, even if accepted, shall under no circumstances be considered a lease agreement between Applicant and Landlord, or an offer to lease. No lease shall exist between Applicant and Landlord until the parties enter into a formal Lease Agreement and Applicant pays all required fees, deposits, and rent.

Landlord and listing broker adhere strictly to the provisions of the Fair Housing Act, which makes it unlawful to discriminate in rental services because of race, color, religion, sex, handicap (disability), familial status, or national origin.

Applicant Signature & Date

Applicant Signature & Date
