



Tenant Selection Criteria

Property Address: 3411 Providence St, Houston, TX 77020

This document outlines the criteria and procedures used by the Landlord or Management to evaluate applicants. Submission of an application does not guarantee approval or reserve the property. All approvals are subject to verification and final discretion of the Landlord or Management.

1. Identity Verification

All applicants 18 years of age or older must submit a separate application and pay a **\$55 non-refundable application fee**. Applicants must provide valid, non-expired government-issued photo identification and a Social Security Number (SSN) card or alternative legal identification for background verification.

2. Previous Rental History

- **Requirement:** Minimum of two (2) years of prior rental history verified using information provided on the Lease Application.
- **Verification:** If the applicant rented from an individual, proof of rental payments (such as canceled checks or bank statements) is required. *Handwritten receipts are not acceptable.*
- **Denial Grounds:** Management reserves the right to decline an application based on unfavorable reports from previous landlords, including late payments, lease violations, property damage, or failure to fulfill lease obligations. If prior rental history cannot be verified, the application may be denied or require an additional deposit or a qualified guarantor.

3. Income Verification

Applicants must demonstrate gross monthly income equal to at least **3 times the monthly rent**, unless otherwise approved by Landlord. Verification may include:

- Pay stubs from the previous minimum of two (2) months.
- Bank statements showing recurring payroll deposits.
- Previous year's income tax returns prepared by a professional accountant.
- An official letter from the employer on company letterhead verifying current employment and income.

 **Unemployed or Corporate/Insurance Applicants:** Must provide proof of liquid bank balances or housing placement/allocation vouchers equal to or greater than three (3) times the total rent for the entire lease term and may be required to post an additional refundable deposit. If employment verification requires a third-party service that charges a fee, the applicant may be required to cover the cost.



4. Credit & Criminal History

- **Credit History:** A consumer credit report will be obtained to verify credit history, payment reliability, outstanding debt, or prior rental-related collections/judgments. Applicants denied based on credit report information will receive notifications as required by law.
- **Criminal History:** A criminal background check will be performed. Landlord considers criminal history consistently across all applicants in strict adherence to federal, state, and Fair Housing regulations.

5. Automatic Denial Thresholds

Applications will be automatically denied if any applicant has:

- A conviction for a felony or misdemeanor involving violent crime, property damage, manufacturing/distribution of illegal substances, or identity fraud.
- A registered sex offender status.
- An open bankruptcy within the last six (6) months.
- Falsification or omission of any information on the application, including masking unfavorable rental history.
- Been evicted or owes money to a landlord within the past two (2) years.
- More than one rental collection or eviction, regardless of the timeframe.

6. Pets

Pets of any kind are **strictly prohibited** at this property. Documented, qualified Service Animals or Emotional Support Animals (ESAs) are accepted in strict compliance with federal Fair Housing Act regulations, provided the required valid documentation is submitted during the application process.

7. Acceptance, Holding Deposit, and Move-In Procedures

- **Reservation:** Approval of an application does not reserve the property. The property will only be reserved once the signed Lease Agreement and Holding Deposit are received by the Landlord.
- **Timeline:** Applicants must deliver the Holding Deposit and return the fully executed Lease Agreement no later than **5:00 PM on the next business day** after approval, unless otherwise agreed in writing.
- **Move-In Funds:** All move-in funds, including the first month's rent and security deposit, must be paid via money order or certified funds. *Cash is not accepted.* Any prorated rent may be paid by personal check. Possession will not be granted until all required funds are received and cleared.
- **Default:** If the applicant fails to sign the lease, fails to provide required funds, cancels after signing, or fails to take possession by the agreed move-in date, the deposit may be forfeited as liquidated damages, and the property may be offered to other applicants. The applicant may also be responsible for lost rent, costs to re-lease, advertising, and other reasonable expenses, subject to the Landlord's duty to mitigate damages under Texas law.



8. Renter's Insurance Requirement

Tenants must provide proof of a renter's insurance policy with a minimum of **\$100,000 in personal liability coverage** prior to move-in, naming the Landlord or Management as an additional interested party or certificate holder. For mid-term or corporate stays, this policy must remain active for the entirety of the lease term.

(Note: The flat monthly base rent includes the landlord's operational overhead for specialized commercial property and short-term rental liability protections; however, this corporate coverage protects the physical premises only and does not cover the tenant's personal belongings or personal liability defaults).

9. Final Approval

Final approval or denial of any application is at the sole discretion of the Landlord or Management, applied uniformly and consistent with all federal, state, and local Fair Housing laws.

Acknowledgment & Signatures

Pursuant to Texas Property Code Section 92.3515, by signing below you acknowledge that you have been provided with the landlord's written tenant selection criteria. 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.

Acknowledgment

I have read, understand, and agree to comply with the Rental Application Policy:

Applicant Name: _____ Date: _____
Applicant Signature: _____

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Applicant Signature: _____

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Applicant Signature: _____

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Applicant Signature: _____