

4 Star Property Management

LEASING CRITERIA

PLEASE READ THE ENTIRE REQUIREMENTS CAREFULLY.

Pursuant to Property Code 92.3515, the Tenant Selection Criteria are being provided to you. The following constitute grounds upon which Landlord will be basing the decision to lease the Property to you. Once submitted the application fee is non-refundable. Each tenant must submit an application separately. Any occupant 18 years of age and older must also submit an application. If you have any questions, please notify our office.

Rental History:

- Landlord will verify previous rental history on each applicant. (Living in a property that is owned by a relative does not constitute a tenant/landlord relationship for rental verification purposes).
- At least 6 months current rental history is required.
- An eviction is an automatic rejection unless it has been satisfied with landlord.
- If you have broken a past lease agreement or owe monies to a previous landlord that must also be satisfied or it is also an automatic rejection.
- Owning a home may also be a reference.

Credit History:

- A credit report is run on each applicant and anyone over 18 years of age.
- Medical and bankruptcy delinquencies can usually be waived.
- Excessive charge offs and collections will not pass our requirements.
- Default of Federal Tax Liens, Student Loans or Child Support.

Income:

- We require that applicant's gross income be 3 times the amount of rent.
- You will need to provide at least **2 current pay stubs** from your employer.
- Self-employed applicants will need to provide at least 2 years of tax returns and 6 months of current bank statements.
- Trust account applicants must provide a letter from the bank with proof of income.
- Income will be verified.

Criminal History:

- A criminal background check is run on each applicant and anyone 18 years of age.
- Felony's that are less than 10 years old – automatic rejection
- Sexual offenses – automatic rejection
- Conviction of a violent crime – automatic rejection

Pet Policy:

- All pets must be approved by owner and agent.
- No aggressive dogs, Pit Bulls, Rottweiler's, etc. are accepted due to insurance.
- There is a \$200.00 non refundable pet deposit for the 1st pet.
- More deposit may be required depending on the pet and the number of pets. This is determined on a pet by pet basis by the Owner.

Co-Signer Policy:

A lease may be guaranteed by someone only for the following two reasons:

- Student without housing assistance or income
- Income requirement shortage.

Each applicant must complete, sign, and date the:

1. Texas Association of REALTORS' Application and Authorization to Release Information
2. Leasing Criteria (this form) stating that you read and understand the requirements for leasing
3. Texas Association of REALTORS' Information about Brokerage Services
4. Submit all of the above with the application fee in the form of a **CASHIER'S CHECK OR MONEY ORDER** (no exceptions). Remember to include a fee for each applicant. Application fee is \$35.00 per person.
5. Current state photo driver's license or state photo ID
6. Upon approval of application Security Deposit must be in our office within 24 hours. It must be in the form of a **CASHIER'S CHECK OR MONEY ORDER** (no exceptions).
7. Leases must be executed by applicant within 48 hours or property will not be taken off the market.
8. First month's rent and Pet Deposits must be paid no later than the commencement date on the lease and must also be in the form of a **CASHIER'S CHECK OR MONEY ORDER**. Further rent payment may be made by personal check.

Automatic Rejections:

1. Falsifying information on application
2. Eviction or an outstanding balance to a past landlord
3. Back child support
4. Federal Tax Lien
5. Registered as a sex offender or have a felony of less than 10 years old.

Incomplete applications are not processed so please make sure all blanks are filled out correctly. Applications are processed in the order they are received. Failure to provide accurate information on your application or your provision of information that is unverifiable will be considered by Landlord when making the decision to lease the Property to you. If your application is denied due to information obtained from your credit report, you will be notified.

By signing below you are acknowledging that you have read, understand and agree to the leasing requirements of our company.

Applicant Date

Applicant Date