



Residential Selection Criteria & Process

We DO NOT prescreen applicants. It is the Applicant's responsibility to prescreen themselves, so if you feel you meet our guidelines, please feel free to apply. Please read ALL of this information before applying.

- All adult applicants over the age of 18 must submit a fully completed, dated, and signed lease application and proof of identity. Each applicant must provide valid Federal, state, local or foreign government issued photo ID with application.
- All adult applicants who plan to occupy the rental property and any co-signer(s) must pay a non-refundable application fee of \$55 to Appfolio for credit, background, and eviction checks.
- Applicants must have a combined net income of at least three and a half (3.5) times the monthly rent.
- The applicant's credit history and/or civil court records must not contain slow pays, judgments, eviction filings, collections, liens, or bankruptcy within the past 5 years. We will not provide you with the credit report or tell you of its contents but will provide you with the name of the credit reporting agency so you may receive a free copy.
- Credit score(s) must be a minimum of 620. The debt to income ratio will also be reviewed.
- Self-employed applicants will be required to produce 2 years of tax returns.
- Non-employed individuals must provide proof of income along with award letters that outline the length of the payments along with the amounts.
- All sources of other income must be verifiable if needed to qualify for a rental unit.
- Criminal Conviction Criteria - We abide by principles of equal opportunity, and welcome all responsible renters into our homes. Upon receipt of the rental

applications and screening fee, landlord will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime.

Your application will be subject to denial if our search establishes the following:

- a) A conviction, guilty plea or no-contest plea, ever for child sex crimes; or
 - b) A conviction, guilty plea or no-contest plea, within the last seven years for: any felony involving serious injury, kidnapping, death, arson, rape, sex crimes, or drug-related offenses (sale, manufacture, delivery or possession with the intent to distribute) class A felony burglary or class A felony robbery; or
 - c) A conviction, guilty plea or no-contest plea within the last seven years for any other felony charges not addressed in b) above ; or
 - d) A conviction, guilty plea or no-contest plea, within the last seven years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, delivery or possession) property damage or weapons charges; or
 - e) A conviction, guilty plea or no-contest plea, within the last 2 years for: any class B or C misdemeanor in the above categories or any misdemeanors involving criminal trespass, theft, dishonesty or prostitution.
 - f) A multiple offender Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held waiting resolution of pending charges
- Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances, or illegal activities, no NSF checks, and no damage to the unit or failure to leave the property clean and without damage at time of lease termination.
 - Resident(s) will be required to pay a security deposit within 24 hours of being notified of application approval. The deposit will be a minimum of one month's rent unless otherwise stated or offered. We reserve the right to require a higher security deposit and or additional prepaid rent. Non-US citizens will be required to pay additional deposits.
 - Current occupancy standards are a maximum of 2 persons per bedroom except for infants under 2 years of age. No more than two occupants per bedroom and one child under the age of twenty-four months ("bedroom" as defined in Texas Property Code 92.010(d)(2). These occupancy standards do not

apply to anyone protected under the Federal Fair Housing Guidelines as they relate to familial status. Familial status is defined as “one or more individuals (who have not attained the age of 18 years) being domiciled with a parent or another person having legal custody of such individual or individuals; or the designee of such parent or other person having such custody, with the written permission of such parent or other person. The protections afforded against discrimination on the basis of familial status shall apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years”. We reserve the right to limit occupancy in unique situations due to physical limitations of the property.

- We may require a holding or good-faith deposit to be collected to hold a property off the market. In the event the application is approved and the applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit.
- Any exceptions to these criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security deposit, co-signers, and/or additional advance rent payments may be required.
- Our company policy is to report all non-compliance with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau.
- All tenants must acknowledge that the property is a NON-SMOKING home, this includes vaping or e-cigarettes. If any sign of smoke from cigar/cigarettes/e-cigarettes or any illegal substance is present, the tenant will be immediately evicted and forfeit all security deposits and advance rent payments.
- A Lease Guarantor Agreement from a qualified guarantor may be acceptable if you are: (a) classified as a student or (b) a first-time renter. The guarantor must meet all rental-qualifying criteria plus have 6 times the rent amount as verifiable monthly income. Only a relative that lives in this country may guarantee the lease. NOTE: Some property owners do not accept a guarantor; verify with the listing agent before turning in an application. Co-signers must complete the guarantor application, pay the application fees and meet our qualification criteria.
- All tenants must carry Renter's/Liability Insurance in the amount of \$100,000 per occurrence in which Landmark Property Management is listed as an Additional Interest. A declarations page is required 3 days prior to move-in or the move-in date will be pushed back.
- All forms, applications and documentation become the property of Landmark Property Management

- Applicant(s) acknowledge and consent that Landmark Property Management is not the owner of the property and only represents the owner of the property.
- Landmark Property Management routinely performs property visits, the results of which are reported to the property owner. This is not optional, if this is going to be a problem please DO NOT apply.
- The application process usually takes 2 – 3 days. This is contingent on how quickly we receive needed information.
- The property will remain on the market during the application process.
- The security deposit must be paid by the applicant within 24 hours after the application has been approved.
- Landmark Property Management will charge a **\$250 Administrative fee** once the application is approved. This fee is charged to offset the costs associated with the preparing lease documents, the convenience of electronic signatures, tenant portal set up and tenant orientation.
- Pet policies vary from one owner to another. Some owners do not allow pets, while others restrict size and type. **ALL applicants**, whether they have pets or not (this includes ESA and Service Animals) are required to utilize PetScreening.com and pay the \$25 pet fee. If you have already utilized this service, the fee may not be applicable.
- Tenants must make all rent payments due 7 business days prior to move in. If the deadline is not met, the occupancy date will be pushed back.

Check with your agent before you apply:

- a) Most insurance companies do not allow certain breeds of dogs. Some examples of dogs not allowed are: Pit Bulls, Staffordshire Terriers, Bull Terrier, Rottweiler, Dobermans, German Shepherds, Mastiffs, Huskies, Chows and mixed breeds with any of the above.
- b) All pets must be 50 lbs and under and be at least one year of age.
- c) Each pet is subject to a minimum individual pet deposit.
- d) A refundable Pet Acceptance Fee (will not apply to service animals) will be due before move in and vary per property.
- e) You must submit a recent veterinarian shot record showing breed, age and weight with the application.

f) Certain exceptions are made for special assistance animals that assist tenants with special needs.

g) All pets/animals will be required to be registered through our 3rd party vendor: PetScreening.com

Landmark Property Management does business in accordance with the federal, Texas, and local Fair Housing Guidelines and does not knowingly discriminate against and person because of race, color, national origin, religion, familial status, mental or physical disability, status as a student, marital status, sexual orientation, or age