



## TENANT SELECTION CRITERIA AND APPLICANT REQUIREMENTS

Each applicant over the age of 18 must fill out an application (no exceptions) and submit a \$60 non-refundable application processing fee for each individual. The application fee must be received before we will complete the verification process. We accept payments online with a credit or debit card, cashiers check, money order or cash (delivered to our office). **NO PERSONAL CHECKS.** We THOROUGHLY verify all applications before presenting them to our clients. If you do not meet these minimum requirements, you should contact us before submitting your application in order to discuss your particular situation:

**INCOME:** On most of our properties, the gross monthly income for all tenants should be at least (3) times monthly rent amount. Some may require (4) times monthly rent amount as income.

**EMPLOYMENT:** We require verifiable employment history for at least the past three (3) years. If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), W-2's, bank statements (personal, not company/business), paycheck stubs (provide last three months), or any other documents that provide proof of applicant's ability to pay the rent.

**CREDIT HISTORY:** Credit score requirements will vary depending on the property. **ELDA Management Services/CRG** requires the running of our own credit and background reports. We will not accept any outside reports.

**RESIDENCY:** We require verifiable residence history for at least three (3) years whether you currently own or rent. No collections from apartment complexes, excessive late or NSF rent payments, property damages, broken leases, unpaid rent, etc.

**PETS:** Pet policies and deposits vary from home to home. Some of our Owners have a "No Pet" Policy, so please contact us to determine the pet policy for this home. Pets are approved on a case-by-case basis depending on the owner's independent requirements.

**Pet Application:** *If you have pets, you will be required to complete pet registration before your rental application can be **approved**. All pets must be registered. The cost to register is \$30 per pet. An **ELDA Management Services** associate will contact you (via email) with more details once your application is selected **for** approval. Final Approval will be contingent upon registering pets with the link we provide. None of our homes permit dog types that may have violent tendencies, including but not limited to: Pit Bulls, Dobermans, Rottweilers, Chows, nor any other similar breeds and cross breeds. All Pet deposits are Non-Refundable.*

**APPLICANTS WILL BE DECLINED** for the following or similar reasons: False, inaccurate, or incomplete applications; Evictions, judgments related to rental residency.

**APPLICANTS MAY BE DECLINED** for the following: Criminal history, appearance on any terrorist database and pending cases.

7324 Southwest Freeway Suite 1088 Houston, TX 77074



**ACCEPTANCE AND MOVE-IN PROCEDURES:** Once application is approved, the Applicant has until 5:00 PM the following BUSINESS day to deliver the Deposit to our office (if not already done) and return the signed lease. ALL funds must be in money order or certified funds (first months, security deposit, and pet fee) made out to Elda Management Services. We will not accept CASH for any reason. You also CAN NOT pay this online. During this time, we will not remove the Property from the market; however, we will not process any further applications or present any other offers.

**Keys are to be given out between 9:00 AM and 5:00 PM M-F (NO EXCEPTIONS)** as we do not give keys out on weekends

#### **Resident Benefits Package Requirements**

The ELDA Management Services, Inc. Resident Benefits Package (RBP) delivers savings and convenient, professional services that make taking care of your home second nature. By applying, Applicant agrees to be enrolled and to pay the applicable cost of \$54.00/month, payable with rent.

Your RBP may include, subject to property mechanicals or other limitations:

- HVAC air filter delivery directly to your door approximately every 30 days
- Liability Insurance that meets all lease requirements from an A-rated carrier
- A resident rewards program that helps you earn rewards for paying your rent on time - Credit building to help boost your credit score with timely rent payments
- \$1M Identity Protection for all adult leaseholders
- 24/7 online maintenance reporting
- Home buying assistance for when the time is right to buy your "forever" home
- Online portal that includes access to your account, documents, communication and payment options - Vetted vendor network: we find the technicians who are reputable, licensed, and insured

#### **Liability Insurance requirements and options:**

The Landlord requires Tenant to obtain liability coverage of at least \$100,000 in property damage and legal liability from an A-rated carrier and to maintain such coverage throughout the entire term of the lease agreement. Tenant is required to furnish Landlord evidence of the required insurance prior to occupancy, at the time of each lease renewal period, and upon request.

To satisfy the insurance requirement, Tenant may either (1) be automatically enrolled into a policy that satisfies the coverage requirements as part of the Resident Benefits Package; or (2) obtain alternative liability coverage from an insurer of Tenant's choice. The option Tenant chooses will not affect whether Tenant's lease application is approved or

the terms of Tenant's Lease.

Option 1: Do nothing. The Tenant will be automatically enrolled into an insurance policy as part of the Resident Benefits Package. No further action is required. Coverage will begin on the effective date of Tenant's lease and continue throughout the lease term. Please refer to the evidence of insurance that is supplied by ELDA Management Services, Inc. for additional coverage details.

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Option 2: Buy a policy. If Tenant prefers, Tenant may find, purchase, and maintain another policy that satisfies the Landlord's requirements. The Resident Benefits Package monthly amount will be adjusted accordingly. Visit <http://insurance.residentforms.com/> and follow the instructions listed there to provide evidence of the required insurance coverage to your Landlord. The Resident Benefits Package monthly rate will be adjusted by the premium amount in the policy.

**Please be sure that your policy meets the following criteria prior to submitting:**

- **Policy is purchased from an A-rated carrier**
- **Policy meets or exceeds the required \$100,000 in property damage and personal liability**
- **ELDA Management Services, Inc. is listed as additional interest**
- **[InsuranceSupport@SecondNature.com](mailto:InsuranceSupport@SecondNature.com) is also listed as additional interest**
- **ELDA Management Services, Inc. address is listed as: PO Box 660121 Dallas, TX 75266**

It is Tenant's responsibility to pay premiums directly to your insurance provider. If the policy is terminated or lapses, Tenant will be subject to a **lease violation fee of \$25** and agrees to be subsequently enrolled into the policy referenced in Option 1 above.

**NOTE:** *The total monthly cost of the Resident Benefits Package is all-inclusive, and no discounts will be given if any element of the package is unavailable due to a lack of HVAC or another limitation at a specific property. All services are subject to the terms and conditions of the Resident Benefits Package Lease Addendum.*

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