



Rental Criteria, Application Process,
Animal Screening Process and Privacy Notice

Thank you for applying with CSW Property Management LLC, (CSW) You must fully understand our application policies and procedures to serve you best. Before you apply for the home, read the following information carefully concerning the approval process. If you have any questions, contact: Info@CSWProperty.com during business hours. Monday to Friday, 9:00 am to 5:00 pm CST. This management company's policy is that applications must be complete and all fees paid at the time of submission for consideration. All completed applications are processed daily (Mon-Fri, excluding Holidays). All approved applications for the same Property may be submitted for final decision.

CSW fully complies with the Federal Fair Housing Act and the Fair Credit Reporting Act. We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, age, sexual orientation, or gender identity. We also comply with all state and local fair housing laws.

The application fee is \$75 per adult and is non-refundable.

All CSW residents are enrolled in the Tenant Benefits Package (TBP).

Tenant Benefits Package that includes HVAC Filter & Delivery, Tenant Portal, OnTime Rent Reporting, Tenant Mobile App and Utility Concierge Service that's paid in addition to the rent. Prices vary depending on the number and type of HVAC units.

Application Approval is based on the following factors.

- Identification Verification
- Credit & Rental History & Verification
- Income & Employment History & Verification
- Criminal Background & Terrorist Database Search
- Animal Criteria from Petscreening.com Pet, Animal & No-Pet Profile"

An application must contain the following:

- Signed CSW General Rental Criteria and Procedures, Criminal Criteria, Pet Policy and CSW Privacy Notice.
- Signed Authorization to Release Information
- CSW On-Line Residential Lease Application (One for each individual 18 years or older)
- \$75 Application fee for each CSW Residential Lease Application submitted.



Required Supportive Documentation:

- Valid Driver's License or other Government Issued Photo ID for each Application submitted
- Verifiable Proof of Income: Last 3 months of pay stubs, and last 2 years W-2's or 2 years of tax returns if self-employed/1099
- Proof of Funds: Last 2 Months' Bank Statements
- Completed Pet Screening Profile (Required by all Applicants):
<https://cswproperty.petscreening.com>

General Rental Criteria & Procedures

Three Years of Good Rental History:

No Forcible Entry & Detainer (Evictions) unless you have verifiable documentation of landlord irresponsibility. However, an eviction due to property damage by the resident will not be accepted under any circumstances. No history of any damage to the residence or an outstanding balance due to a previous landlord. If you have no prior rental history, then you will possibly have to pay a higher Security Deposit or have a qualified cosigner – the cosigner must be a resident of Texas, owns Property in Houston or the surrounding area, and meets the general rental criteria and is willing to sign the lease.

Verifiable Gross Income:

Minimum of three (3) times the monthly rental rate charged on the residence. Check stubs and bank statements, W2s and/or Tax Returns must verify the monthly income.

Criminal Background:

Verification of local and national criminal databases for all occupants 18 years of age and older will be performed. Criminal backgrounds involving sex offenses, violent crimes, prostitution, domestic violence, or possession of weapons or illegal substances may be grounds for denying an application. An exception may be made for the type or the offense's age, and please provide details to your Application and Leasing Coordinator.

Disqualification From Residency

(Convictions ONLY)

- First or Second-Degree Murder
- First Through Third Degree Assault
- Kidnapping



- First through Fourth Degree Criminal Sexual Conduct
 - Arson
 - Harassment and Stalking
 - An attempt to commit one of the above crimes
- A conviction in another jurisdiction that would be a violation of the above crimes

Credit History:

Applicants with credit scores of less than a **FICO score of 620** will be required to pay a higher security deposit if they are approved. Credit history must show that the resident has paid bills on time and does not have a history of debt write-offs or accounts that have gone into collection. Residency may be denied due to poor credit history.

Maximum Occupancy:

Please note that these are the maximum number of occupants who may occupy homes with the number of bedrooms noted:

1 Bedroom – 3 Occupants	2 Bedrooms – 5 occupants	
3 Bedrooms – 7 Occupants	4 Bedrooms – 9 occupants	5 Bedrooms – 11 Occupants

PET POLICY

CSW Property Management is a Pet Friendly company! We love our Pets!

Rental Criteria for Pets: Pet policies vary from one homeowner to another. Some owners do not permit pets on the Property, while others restrict the type and/or size of allowable pets. No more than two pets per household are permitted without specific owner approval.

***PLEASE VERIFY individual pet policy per Property via the property listing or with your showing agent before applying.**

STEP 1: Create a pet profile by going to our Pet Screenings & Affirmations page via:

<https://cswproperty.petscreening.com>

STEP 2: Pay the Profile app fee of \$25 for each pet per year.

Pet screening profiles are required for every Applicant applying for one of our properties. Pet screening provides a risk level assessment for each pet profile based on the overall risk of the pet.

Pet fees are charged monthly per pet based on the Paw Score Risk Levels for Cats and Dogs below. For non-traditional pets, see additional fees below as well.

Pet Move-In & Administrative Processing Fee \$50 per pet (one-time fee)



0 Paw -Not Allowed	1 Paw - \$90	2 Paw -\$75	3 Paw - \$60	4 Paw - \$40	5 Paw - \$30
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Breed Restrictions

Breeds that automatically receive Zero Paws: Please consider the following dog breeds "Unacceptable": Akita, Alaskan Husky, American Staffordshire Terrier, American Wolf Dog, Belgian Malinois, Belgian Tervuren, Bull Terrier, Cane Corso, Chow Chow, Doberman Pinscher, German Shepherd Dog, Husky, Jindo, Pit Bull, Pit Mix, Presa Canario, Rottweiler, Siberian Husky, Staffordshire Bull Terrier, Wolf, Wolf Dog Mix and any combination of these.

Please note that this is not a list CSWProperty Management created. Our Property Owner's Homeowner's Insurance Companies will not allow this. If they inspect a property and find that a tenant has one of the above-listed dogs, the Home Owner's Insurance will drop them immediately from coverage.

Pet Fee (Paid Monthly with Property Rent)

Dogs and Cats	Based on Paw Score
Birds (Per Cage) Small Birds (ex.Budgies & Finches) Large Birds (Parrots & Cockatoos)	Small - \$10 Large - \$25
Caged Pets (Per Pet) Hamsters, Gerbils, Guinea Pigs, ferrets, reptiles, or snakes	\$10
Water-Filled Tanks "Fish Tanks" (Per Tank Over 10 Gal) Max of 50 gal	\$10 per 10 gallons



Exotic Pets & Fish Tanks over 50 Gal	Case by Case
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*Regardless of prior consent, CSW Property Management reserves the right to have any pet removed from the Property if it is determined that the pet poses a threat to the safety or condition of the Property or any people in the Property or community.

If you meet the above criteria and would like to start the application process, please follow the steps below:

Step 1: Complete and Create a Pet Screening Profile whether you have a pet or not.

PET SCREENING IS A PART OF THE APPLICATION PROCESS FOR ALL APPLICANTS.

A welcoming environment is paramount to all our residents. To help ensure ALL of our residents understand our pet and animal related policies, we use a third-party screening service and require everyone to complete a Pet Profile, a “No Pet” Profile, or request an accommodation for an assistance animal. This process ensures we have formalized pet and animal related policy acknowledgements and more accurate records to create a greater mutual accountability.

Please get started by selecting a profile category on our landing page:

<https://cswproperty.petscreening.com>

Step 2: Each person 18 years of age and older is required to apply, and it must be done online only at:

[CSWOnlineRentalApplication](#)

Upon Approval (once you have been notified of Approval):

Once your application has been approved, the following items MUST be received back in our office within 24 hours to secure the home and take it off the market:

1. The lease contract must be signed by all leaseholders
2. The security deposit, pet processing fee (if applicable), \$25.50 Benefit Package and a \$100 Non-Refundable Lease Administration Fee. All security deposits, pet processing



fees, and administrative fees must be paid online or in certified funds (cashier's check) made out to CSW Property Management, LLC

3. If you have not done the above items within 24 hours, CSW Property Management may withdraw the Approval and proceed with other applicants.

Property Condition: Applicant is strongly encouraged to view the Property before signing any lease. Landlord makes no express or implied warranties as to the Property's condition. Should Applicant and Landlord enter into a lease, Applicant can request repairs or treatments.

Sight Unseen Addendum: If any leaseholders have not physically seen the Property before a lease is signed, a "Sight Unseen Addendum" must be signed by all leaseholders.

DISCLOSURE OF AGENCY

CSW Property Management agents act as agents for the landlord and do not represent prospective tenants. Although CSW Property Management agents show "For Lease" properties to prospective tenants, they are not acting as tenant representatives but working as landlord agents.

TENANT/LANDLORD RELATIONSHIP

The relationship between a landlord and tenant is a business relationship, and a courteous and business-like attitude is required. We reserve the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, is under the influence of drugs or alcohol, is argumentative, or in general displays an attitude at the time of the showing or during the application process that causes management to believe we would not have a positive relationship.

ERRORS & OMISSIONS

While we try to describe our rental properties accurately, changes can and do occur. Therefore, our descriptions are subject to errors and omissions. Tenants should verify schools, pets, features, etc. Listings do not constitute a guarantee of the facts stated.

CSW Property Management is an Equal Opportunity Housing Company, and adheres to the National Association of REALTORS®, and the Houston Association of Realtors® guidelines. Our staff members adhere to a strict Code of Ethics and the Federal Fair Housing Law.



Privacy Notice

You have chosen to do business with CSW Property Management. We are obligated to honor the relationship with great care, beginning with the confidential information that may come into our possession during your transaction. We believe that your privacy should not be compromised and are committed to maintaining the confidentiality of that information.

You can be assured that we respect your privacy and safeguard your "nonpublic personal information." Nonpublic personal information is information about you that we collect in connection with providing a financial product or service to you. Nonpublic personal information does not include information from public sources, such as telephone directories or governmental records.

We collect personal information about you from the following sources:

- Information we receive from you on the application or other forms.
- Information about your transactions with us.
- Information about your transactions with nonaffiliated third parties
- Information we receive from a consumer-reporting agency

We respect the privacy of our customers, and we will not disclose nonpublic personal information about our customers or former customers to anyone except as permitted by law.

We restrict access to nonpublic personal information about you to those employees who need that information to provide products to you.

We maintain physical, electronic, and procedural safeguards that comply with federal standards to guard your nonpublic personal information.

We will not disclose nonpublic personal information about our customers or former customers to nonaffiliated third parties except permitted by law.

CSW Property Management recognizes and respects the privacy expectations of our customers. We want our customers to understand our commitment to privacy in using customer information. Customers who have any questions about the Privacy Policy or have any questions about the privacy of their customer information should call CSW Property Management.