



TENANT SCREENING CRITERIA

*****APPLICATION FEE OF \$75.00 PER ADULT IS NON-REFUNDABLE*****

Applications must be received for each person over 18 years of age or older that will occupy the property. The \$75 Application Fee is non-refundable per Adult/Applicant and paid to Edinson Property Management LLC via Money Order or PayPal. PayPal payment will incur a \$3.50 transaction fee.

It would be in your best interest to confirm that your rental requirements are not outside of our Screening Criteria, evictions, foreclosures, bankruptcies, job loss, minimal income, low credit scores (below 540), unusual pets, large pets, multiple pets, multiple families, or anything that would cause your application to be rejected.

* Applications with offers less than the listing price will cause your application to be delayed or rejected.

* We do not pre-screen applications. Applicants are required to pre-screen themselves with the provided criteria and need to meet the requirements. We encourage you to apply if you meet the below criteria.

*****MULTIPLE APPLICATIONS MAY BE REVIEWED IN CHOOSING AN APPLICANT*****

Applying for an Available Property: Before you apply for one of our properties, read the following information concerning the Approval Process. If you have any questions, contact our office during normal business hours Monday to Friday 9 AM to 5 PM Central Standard Time.

Application Process & Screening Criteria: We are committed to Equal Housing, and we fully comply with the Federal Fair Housing Act (FFHA). We do not discriminate against persons because of race, color, religion, sex, sexual orientation, handicap, familial status, national origin, or age. We also comply with all state and local fair housing laws. We offer application forms to everyone who requests one. Each occupant over the age of 18 must complete an application and pay an Application Fee. Approval Factors:

- Identification & Background Verification
- Review and Verification of Rental History
- Review and Verification of Employment History
- Criminal Background and Terrorist Database Search
- Credit History Review and Verification
- Verification of Income for Each Applicant
- Electronic Bank Verification (Payroll & Rents)
- Review of Animal Application

Identification: Each Applicant is required to provide a copy of a legible Government issued photo identification card. A photo of your identification card must be included with the application.

Income Verification: The **NET INCOME** (after deductions on paystub) should be at least **THREE** (3) times the monthly rent. **W2 Applicants** will need to provide three (3) months of pay stubs and three (3) months of bank statements. **Other Income or Self Employed Applicants** will need to provide their last year of tax returns and six (6) months of bank statements. Transfers or relocations must have correspondence showing an accepted job offer. Any fees for third-party employment verification required by the employer must be paid by the Applicant. An Electronic Bank Verification will be sent to the Applicant to verify payroll bank deposits and payment of rent from bank account.

Employment: We require verifiable employment history for at least the past **THREE** (3) years. You must be a permanent employee (not temporary or probationary). If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), bank statements, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES. If you are active-duty military, you must be on an assignment that will allow you to complete an initial 12-month lease.

Rental History: We require a verifiable Rental History of at least **TWO** (2) years. Applicants must provide names, addresses and phone numbers of Landlords with the dates of tenancy for the previous 2 years. Rental history must be verified from unbiased sources. Any evictions within the previous 2 years will be automatic grounds for denial. Broken leases will be considered on a case-by-case basis and an additional Security Deposit may be required. Home ownership will be verified by tax records and from current credit report.

Credit History: Landlord will obtain a Credit Report from TransUnion. Credit history should 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. Money owed to a previous Landlord or utility company is cause for denial. If Applicant is denied based upon information obtained from credit report, Applicant will be notified, and an Adverse Letter will be sent to Applicant so that Applicant can request a copy of their credit report from the Credit Reporting Agency.

Errors & Omissions: Every effort has been made to provide applicants with reliable and accurate information regarding the home you are applying for – however, changes can and do take place to cause inaccurate information to be accidentally presented. We encourage all Applicants to verify schools, allowable pets, room measurements, expected features, or any HOA concerns prior to signing a lease agreement. Any information posted in the MLS advertisement does NOT constitute a written agreement or guarantee of the facts stated.

Criminal, Sex Offense, and Terrorist Database Check: We will check these databases for all Adults over the age of 18. We do not rent to any person required to register as a sex offender. Criminal backgrounds involving violent crimes, sex offenses, domestic violence and/or involving the possession/distribution of weapons or illegal substances are all grounds for denial of an application. An exception may be made for the type and or age of offense, please provide details to the Property Manager.

Disabled Accessibility: Any concerns should be submitted in writing to the Property Manager. We must obtain Owner approval to allow modification of the premises. All modifications are at the expense of the disabled person, and the disabled person must agree to restore the premises, at their own expense to the pre-modified condition (provided the modification would affect the use and enjoyment of the premises for future residents). We require written proposals detailing the extent of the work to be done, approval from the Landlord before modifications are made, appropriate building permits with required licenses made available for the Landlord's inspection, and a restoration deposit may be required per Fair Housing guidelines.

SCHOOL BOUNDARIES: School concerns should be researched prior to applying. Applicants must verify their own school information with the school district because school boundaries may change.

CRIME & SEX OFFENDERS: Applicants should satisfy their concerns regarding crime statistics or the presence of any sex offenders in the area, before applying. We do not rent to registered sex offenders.

Crime Statistics:

- <https://www.neighborhoodscout.com>
- <http://communitycrimemap.com>

Sex Offenders:

- <https://www.txdps.state.tx.us>
- <https://publicsite.dps.texas.gov/SexOffenderRegistry>

INFORMATION ON ANIMALS AND PETS

Rental Criteria for Animals (Pets): Animal policies vary from one Owner to another. Some Owners do not permit animals (other than Assistance Animals) on the property, while others restrict type and/or size.

ALL APPLICANTS MUST CREATE A PROFILE AND SELECT ONE OF THE FOLLOWING OPTIONS:

OPTION 1: Applicants with no animal must Complete a “No Pet Affidavit” through Edinson.PetScreening.com to confirm that that NO Animals will be allowed during the term of the lease. There is no cost to you to complete the pet application process.





- No Pet Sitting Allowed Anytime During the Short-Term or Long-Term Lease
- No Short-Term or Long-Term Pet Visitation Allowed During Lease
- No Unauthorized Animals or Pets on the Property at any time
- Pet violation charges: (a) initial charge of \$500.00; and b) \$50.00 per day until the animal is removed.

OPTION 2: Submit the Animal (Pet) Application through: Edinson.PetScreening.com

- Description of Animal (Pet), type of pet, gender, breed, age, color, weight, neutered / non-neutered.
- Up to date veterinarian contact information to include most recent annual vaccination records.
- Most recent photos of each Animal (Pet).
- Supporting documentation for any Emotional Support Animal (ESA) or Service Animal such as a verifiable doctor’s letter from a local physician.

Once information is verified, your Animal (Pet) will be assigned a Paw Score from 1 to 5 Paws.

*** Monthly Pet Fee is determined by PetScreening.com ranging from \$40 per month to \$100 per month.**

				
1 Paw = \$100	2 Paws = \$80	3 Paws = \$60	4 Paws = \$50	5 Paws = \$40

Service Animals: Any requests to allow for service animals must apply for free, provide certifiable documentation, and complete an application at: Edinson.PetScreening.com

Animal (Pet) Processing Fee: A \$100 fee will be charged at lease signing per Animal (Pet) allowed on the lease. There is no fee for approved Emotional Support Animal (ESA) or Service Animal.

Animal (Pet) Monthly Fee: The Monthly Animal (Pet) Fee is determined by PetScreening.com Paw Score ranging from \$40 per month to \$100 per month.

RESIDENT BENEFIT PACKAGE: \$59.00 Per Month

Included with ALL Lease Agreements under Edinson Property Management is the Resident Benefit Package. **These features are automatically included for \$59.00 per month.**

- **Air Filter Delivery:** Date-stamped air filter delivered to the property every 60 days for Resident to install. Residents must install air filters within 2 days of receiving them via mail.
- **Renter's Insurance provided under Edinson Master Policy**
 - \$10,000 Renter's Content Coverage per occurrence.
 - \$100,000 Resident Liability Insurance Coverage.
 - \$25,000 Approved Animal Sublimit of Liability per occurrence.
 - \$1,500 Renter's Bodily Injury Coverage per occurrence.

Deductible: Resident pays deductible to be applied to any claims.

- **Online Tenant Portal:** Residents will have access to our Tenant Portal to submit maintenance requests, access statement, pay online via ACH option (Free) or pay via credit card, debit card or PaySlip for a fee.
- **Credit Reporting to TransUnion:** Residents receive the benefit of positive credit reporting for all on-time rental payments to TransUnion.
- **Edinson Management Utility Concierge – (www.UtilityTransfer.net):** Our Utility Concierge will assist Resident in setting up utilities, cable, and internet services 4-5 days prior to move-in.
- **Resident Rewards:** Residents receive rewards for paying rent on time through our Resident Rewards.
- **\$1M Identity Protection:** Resident coverage through Aura's IdentityGuard. (www.IdentityGuard.com)
- **One Time Returned Payment Fee Forgiveness. (\$85.00):** Edinson will grant a one-time waiver of a returned ACH or Check payment fee upon written request.
- **One Time Initial Late Payment Fee Forgiveness. (\$100.00):** Receive a one-time waiver upon written request of your initial late fee of \$100 if paid the same day that the late fee is applied to your account. (Once every 12 months)
- **Free Lockbox Move In:** Go directly to your new home to move in! No need to come to our office!
- **On-Demand Pest Control (Up To 4 Claims Annually):** Fleas, Ticks, Mites, Bedbugs, Weevils, Ants, Roaches, Mice & Rats. Pest company can come out again within 30 days of the same claim.

RESIDENT BENEFIT PACKAGE – FREQUENTLY ASKED QUESTIONS

1. **Can I opt out of this Resident Benefit Package?** Yes – But only the Insurance Portion. The included insurance is under Edinson as a Master Policy and applied to each home under management. Residents receive the benefits of the coverage without applications, credit checks, or billing from a 3rd party.
2. **I have my own Renters Insurance coverage.** Residents may opt-out of the insurance portion by showing proof of Renter's Insurance with coverage of at least \$10,000, a liability coverage of \$100,000 and naming Edinson Property Management LLC as ADDITIONALLY INSURED for a cost savings of \$10.95 per month. Resident Benefit Package becomes \$48.05 upon verification of existing coverage with liability protection.

REASONS FOR DENIAL OF APPLICATIONS:

- If you failed to give proper notice when vacating a property.
- If previous Landlord(s) would be unwilling to rent to you again for reasons pertaining to your behavior or that of any family member, guest (welcome or not), or any animal on the property during your tenancy.
- If you have had three or more late rent payments within the last 12 months.
- If you have an unpaid collection filed against you by a Landlord or Property Management Company.
- If an unlawful detainer action or eviction has occurred within the past three (3) years.
- If you have recently received a 3-day Notice to Vacate.
- If you have less than a 540 Combined TransUnion Score.
- If you have had two (2) or more NSF checks within the last 12 months.
- If you have allowed any person(s), not on the lease, to reside on the premises.
- If we are unable to verify your information, we must deny the application.
- No Businesses operated from property. If you have a home-based Business that you think we might approve, please let the Property Manager know.
- If you violate any of our terms of service during this application process.
- Applicant requests re-wording or removing any paragraphs in the Lease Agreement.

SECURITY DEPOSIT REQUIREMENTS:

Security Deposit will be considered based on the combined TransUnion Score of Applicants.

- Combined TransUnion Score 650 to 850 = **Security Deposit of 1X Rent Amount**
- Combined TransUnion Score 550 to 649 = **Security Deposit of 1.5X Rent Amount**
- Combined TransUnion Score 549 and Below = **Security Deposit of 2X Rent Amount**

Calculating the Combined TransUnion Score of Multiple Applicants: Add the two TransUnion Scores together for both (or more) Applicants and divide by the number of Applicants in the home. Here is an example:

- Applicant **ONE** has a TU Score of 600
- Applicant **TWO** has a TU Score of 550
- Gross Score = 1,150. Divide by Two = $(1,150/2) = 575$ Combined TU Score = 1.5 Times Security Deposit

Lease Agreement with Security Deposit: At approval, the Security Deposit amount will be required within 48 hours in certified funds. If move-in is scheduled in 10 days or more, Security Deposit can be paid electronically.

Security Deposit Insurance: Residents may elect to pay Security Deposit Insurance through Lighthouse to lower Move-In Expenses or pay Security Deposit based on the Combined TransUnion Score. Security Deposit Insurance is Optional to Residents and applies to the covered term based on deductible paid to Lighthouse.

- Lighthouse will perform a soft pull to approve Resident.
- Lighthouse will submit an offer to Resident via email for Resident to Accept or Decline.
- Once Resident Accepts, Lighthouse will notify Edinson Property Management.
- Security Deposit Insurance will apply to the initial term of the lease.
- A One-Time Deposit Administrative Fee of \$50 is charged to Approved Applicants.
- The Resident may elect to not pay Security Deposit Insurance at renewal and instead pay Security Deposit based on the Combined TransUnion Score.

START OF LEASE:

Vacant Homes: Leases on vacant homes must begin within 14 days of application approval unless the Owner agrees in writing. We are unable to hold the home rent free without a Lease Agreement longer than that time.

Occupied Homes: Edinson will typically advertise a first available date with all of the homes we manage. In some cases, those dates will need to change due to circumstances beyond our control. We ask the approved incoming Resident to be flexible in some cases. We understand the burden this can create and strive to advertise a solid date so incoming Residents can plan accordingly.

Leases starting within 5 days of the end of the month: We will require the next full month's rental amount with the pro-rated amount.

Rush Move-In: Any move-in requiring less than 5 days will incur a Rush Move-In Fee of \$100 to cover the cost of getting the property ready, expediting paperwork, and putting a rush on the process.

APPLICANT MUST ACCEPT THE FOLLOWING PRIOR TO SUBMITTING AN APPLICATION

- **Resident Property Reports (Move-In, Periodic and Move Out Reports:** Resident will conduct a Move-In Walkthrough Report, a Periodic Walkthrough Report and a Move-Out Walkthrough Report utilizing a FREE Mobile App provided by the Property Manager at Move-In. The Resident will be required to take pictures of the interior and exterior of the home during that inspection via the FREE App.
 - **Move-In Report** - Residents will have 10 days to complete the Move-In Report.
 - **Periodic Report** - Resident will have 10 days to complete the Periodic Report.
 - **Move-Out Report** - Residents will have 1 day to complete the Move-Out Report at move-out.

Resident's failure to perform each report using the FREE App within the time allowed will be assessed \$150 for Each Report that needs to be performed in-person by Management Company. Any damage to the home above normal wear and tear will be billed to the Resident(s). The Move-In and Move-Out Reports will be compared for the purpose of itemizing the Security Deposit. Outgoing Residents failing to pay in a timely manner will be turned over to a 3rd party collection agency. **Edinson Property Management requires these reports from the Resident. If this standard procedure is going to cause you a problem, we recommend you stop now and do not apply for one of our homes.**

- Resident agrees to not post negative or disparaging remarks online against Owner or Property Management Company at any time during or after the lease ends. Disputes and inquiries will be handled directly with the Property Manager. Any item in need of repair is subject to the Lease terms without exceptions. Residents will create a work order for any item in need of repair through their Tenant Portal.
- Edinson is a **ZERO TOLERANCE** company regarding rent collection. Rent is due on the 1st of each month and late the 3rd of each month. Late fees begin at midnight on the 2nd of the month. Late fees will be applied with no exceptions in accordance with all Federal Fair Housing laws.
- **Lease Preparation Fee: \$195.** Edinson will charge the Resident a Lease Preparation Fee to prepare lease paperwork, offer the convenience of electronic signatures and create Tenant Portal.
- **Resident Benefit Package: \$59 Per Month (See the Paragraphs Above)**

- **Monthly Rent:** Due on the 1st DAY of the month. Payment must be delivered to our office during business hours by the 2nd day of each month to avoid late fee. Address: 4265 San Felipe St. #800, Houston, TX 77027. Business Hours: Mon-Fri 9:00 AM to 5:00 PM. We do NOT have a drop-off box.
- **Payment Method:** Acceptable rent payments are money order, cashier check or electronic payment. Residents can pay via ACH (electronic check) payment via Tenant Portal for free.
- **Late Charges:** Late fees are incurred if Landlord does not actually receive a full rent payment by 11:59 p.m. on the 2nd day of each month.
 - **Initial Late Charge:** \$100.00 (on 3rd of the month)
 - **Additional Late Charges:** \$ \$25.00 per day thereafter until rent and late fees are paid.
 - **Late Notice Admin Fee:** \$ \$25.00 for notice sent on the 5th of the Month.
 - **Notice Terminating Right of Occupancy Admin Fee:** \$ \$65.00 for notice sent on the 10th of the Month due to non-payment of rent or when payment is returned from bank after the 10th.
 - **Returned Payment Fee:** \$ \$85.00 for rent payment is returned from your bank.
 - **Eviction Fees:** Tenant will be responsible for the full cost of eviction fees paid by Landlord.
- **Pets:** Permitted on a Case-By-Case Basis.
 - **Animal (Pet) Processing Fee:** \$100 fee will be charged at lease signing per Animal (Pet) allowed on lease.
 - **Required:**
 - **Pet Screening:** Submit an Animal (Pet) application: Edinson.PetScreening.com
 - **Monthly Pet Fee:** *The Monthly Pet Fee is determined by PetScreening.com ranging from \$40 per month to \$100 per month*
 - If an animal (pet or service animal) is permitted, Resident will be responsible for any pest treatment to the property at move-out. If property has carpet, Resident will be required to have carpets steam cleaned and a pet enzyme treatment to carpet at move out.
 - If pet is **NOT** permitted, pet violation charges: (a) an initial charge of \$500.00; and b) \$50.00 per day thereafter until animal / pet is removed.
 - **Service Animals:** Any requests to allow for service animals must apply for free, provide certifiable documentation, and complete a pet application: Edinson.PetScreening.com
- **Security Deposit:** ONE – TWO MONTH'S RENT DEPENDING ON APPROVAL
- **Utilities:** All utilities to be paid by Resident except: NONE
- **Guests:** Number of days guests permitted on Property: 0
- **Vehicles:** Number of vehicles permitted on Property: 2
- **Trip Charge:** \$ 85.00 is charged if a repair person is scheduled with Resident's approval and they are unable to access the property to complete the repair within approved time.
- **Keybox/Lockbox:** Resident must authorize during last 45 Days of Lease.
- **Early Keybox/Lockbox Withdrawal Fee:** During the last 45 Days of the Lease or anytime an Owner places the property for sale, a sign and lockbox may be placed on the property, and you may be required to allow showings of the property to prospective New Residents and their Agents. Residents may opt out of

