

Checklist for Submitting Lease Application(s)

READ CAREFULLY AND USE THIS CHECKLIST TO ENSURE YOUR CLIENTS' COMPLETE APPLICATION IS CONSIDERED BY THE LANDLORD

Landlord requires applications to be in one complete submission and considers the following to be a complete application:

- Download this document. It contains the required lease application form and Tenant Selection Criteria. Applications **MUST** be submitted on the forms provided.
- Submit **FULLY COMPLETED** and signed Lease Application for each applicant over the age of 18. **LEAVE NO SPACES OR BLANKS UNFILLED. LANDLORD WILL ONLY CONSIDER FULLY COMPLETED APPLICATIONS.**
- Tenant Selection Criteria form signed by applicant(s) acknowledging receipt and understanding of criteria that will be considered by the landlord.
- Submit PDF copies of two **MOST RECENT** pay stubs (PDF) for each applicant(s) for whose income shall be considered for acceptance. **NO SCREEN SHOTS.** If applicant(s) is self-employed, be prepared to support income through business and personal bank statements (**FULL PDF ONLY**) AND filed tax returns, and / or other documentation as requested. **No SCREEN SHOTS.**
- For verification of identity, submit legible copies of Drivers Licenses for each applicant.
- Copy Broker's W9

**NOTE: LANDLORD WILL NOT ACCEPT PRIOR TENANT SCREENING REPORTS OR
PRIOR CREDIT REPORTS.**

Landlord Tenant Selection Criteria

Property Address: 4422 Pine Breeze Drive, Kingwood, TX 77345

Selection Criteria is provided to you pursuant to Property Code Section 92.3515. The following constitute grounds upon which Landlord, Landlord's agent or property manager will base the decision to lease the Property to you:

Criminal History: Landlord, Landlord's agent or property manager may perform a criminal history check on you to verify information provided by you on the Lease Application. Landlord's decision to lease the Property to you may be influenced by the information contained in the report. There may be an additional fee to check criminal history.

Previous Rental History: Landlord, Landlord's agent or property manager will verify your previous rental history using the information provided by you on the Lease Application. Failure to provide the requested information, provision of inaccurate information, or information learned upon contacting previous landlords may influence Landlord's decision to lease the Property to you. Note: If you have been evicted, had an eviction filed against you, or you have broken a lease, then we recommend that you do not submit an application.

Current Income: Landlord, Landlord's agent or property manager will verify your income as stated on your Lease Application. Depending upon the rental amount being asked for the Property, the sufficiency of your income along with the ability to verify the stated income, may influence Landlord/Agent or property manager's decision to lease the property to you. Note: All applicants combined take home income should be at least 3 times net the monthly rent amount.

Credit History: Landlord, Landlord's agent or property manager will obtain a Credit Reporting Agency (CRA) report, commonly referred to as a credit report, to verify your credit history. Landlord's decision to lease the Property to you may be based upon information obtained from this report. Delinquent accounts, charge offs, late payments, debt to income, broken leases, evictions, bankruptcies, judgments, monies owed to previous landlords are heavily considered.

Approval: If approved, and unless the Landlord, Landlord's agent or property manager and Applicant enter into a separate written agreement, the required security deposit must be submitted within 48 hours along with the signed Lease. The Property remains on the market and may continue to be shown to other prospective tenants and another offer accept until a lease is signed by all parties and the first month's rent and required deposit is received by the Landlord, Landlord's agent or property manager.

All occupants 18 or over must submit a FULLY COMPLETED application, a signed copy of this Landlord Tenant Selection Criteria form and the required application fee to the screening service when requested. Applications will not be processed without payment of the screening fee. Note: Landlord only accepts the current TXR-2003 application form provided.

Equal Housing: Property is available without regard to race, color, religion, sex, handicap, familial status or national origin on an equal opportunity basis.

Signing this acknowledgment indicates that you have had the opportunity to review the landlord's tenant selection criteria. Tenant selection criteria may include factors such as criminal history, credit history, current income, and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.

Printed Name: _____

Printed Name: _____

Applicant Signature

Date

Applicant Signature

Date