



TENANT SELECTION CRITERIA and APPLICATION REQUIREMENTS

Anyone occupying the property that is eighteen (18) years of age or older must fill out an application and submit a \$50 non-refundable application fee. All applications are filled out and submitted online at www.greatplaceproperties.com. The following Tenant Selection Criteria information is the first part of that process and MUST be read and agreed to before ANY processing will begin. Payments are collected online as part of the application process. While each client we represent may have slightly different criteria, our normal acceptable applicant will need to meet the requirements below. If you feel that you meet these requirements, we encourage you to apply.

- 1) **Identification:** Each applicant must submit a clear copy of a government-issued photo identification card. Additional identification documentation may be requested for verification purposes, including but not limited to: Texas Driver's License, Texas Identification Card, Social Security Card, Passport.
- 2) **Income:** The gross verifiable monthly income must be at least three (3) times the monthly rent amount.
- 3) **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, paycheck stubs, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES.
- 4) **Residency:** We require verifiable residence history for at least three (3) years whether you currently own or rent.
- 5) **Credit History:** We will obtain a copy of your credit report. You are not allowed to provide this to us, we must obtain this ourselves.
- 6) **Criminal, Sex Offense, and Terrorist Database History:** We will check for inclusion in these databases.
- 7) **Occupancy:** The total number of tenants and occupants may not exceed two (2) persons per bedroom.
- 8) **Pets and Animals:** Policies on domestic pets vary from property to property. Certain owners do not permit pets, while other owners may permit pets. Service animals and ESA's are not classified as pets and are exempt from certain requirements. It is the applicant's responsibility to contact the property manager to determine the pet policy for the specific home you are applying for prior to submitting an application. As part of our rental application process, we require all applicants submit an animal/pet/no pet profile through our third-party screening vendor. You can complete this requirement by following this registration link at <https://greatplacetexas.petscreening.com>.
- 9) **Applicants may be denied** or required to pay additional deposit or rent for the following or similar reasons: insufficient verifiable income, too high debt to income ratio, excessive late or NSF rent payments, broken leases, unresolved property damages, unpaid rent, mortgage not current, foreclosures, low credit scores or no credit score, excessive credit collection balances, slow pays, drug related offenses, etc.
- 10) **Applicants will be denied** for the following or similar reasons: false, inaccurate, or incomplete applications; low credit scores, unresolved evictions, judgments related to rental residency, tax liens, unpaid child support; current bankruptcy proceedings; felony convictions and out of prison or jail less than 5 years, multiple felonies, physical or violent crimes, domestic violence, sex offenses; and/or appearance on any sexual offense or terrorist database.

ACCEPTANCE AND MOVE-IN PROCEDURES

- 1) **Acceptance Window:** We can normally verify and make an acceptance decision within three (3) business days of receipt PROVIDED ALL DOCUMENTATION IS RECEIVED beforehand and VERIFICATIONS CAN BE COMPLETED.
- 2) **Property Condition:** Applicant is strongly encouraged to view the Property prior to submitting any application. An application will not be approved unless the Applicant has seen the property. Landlord makes no express or implied warranties as to the Property's condition.
- 3) **Security Deposit:** Once an application has been accepted, the Applicant has until 5:00 P.M. of the second BUSINESS day to deliver the Security Deposit to our office. This Security Deposit must be made in certified funds and in the form of a cashier's check or money order made payable to Great Place Properties. We will not accept CASH for any reason. You are not allowed to 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.
- 4) **Lease Signing:** Unless otherwise agreed upon, we will prepare and send to all approved Applicants a digital lease that the tenant can review and sign electronically. Applicants are highly encouraged to READ THE LEASE before signing, as there are many responsibilities that you are agreeing to perform and comply with under the lease. Leases must be signed by all Applicants within 48 hours of their provision. Once signed, the lease will be routed back to us for execution. Please be aware that we will not execute any lease until the Security Deposit is received.
- 5) **Keys:** Because of federal privacy and identity theft laws, each Applicant will be REQUIRED to provide copies of positive identification (at least one with a photo) such as Driver's License, Passport, Visa, etc. This also means that at least one of the named tenants on the lease MUST come to our office to be verified in person before we are allowed to turn over keys.

I have read and fully understand the above tenant application, selection criteria, and requirements.

Signature/Date _____

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