

Criteria For Residency

All properties will remain on the market during our approval process. We do not take the property off the market until the deposit is paid and the lease is signed. In the case of multiple applications, Eanes Properties accepts the best qualified. All Rental Applications, supporting documentation and forms become the property of Eanes Properties. All completed applications are processed on a daily basis (Monday-Friday) during regular business hours.

- ❖ **All applicants 18 and over must complete an application.**
You can complete the lease application online at our website: <http://eanesproperties.com/eanes-properties/> or use the TAR lease application form. **A \$50.00 NON-REFUNDABLE Application Processing Fee must be submitted per applicant.** The Application Fees and Application Deposits must be paid separately and be in certified funds (cashier's check or money order) made out to Eanes Properties. There is an option to pay the application fee online if you are completing the online application. Payment of the application fee does not guarantee that your Application will be accepted. **If approved Eanes Properties has a \$100 Admin/Lease Preparation fee which is to be paid at the time of lease signing.**
- ❖ A Rental Application is not considered complete until we have the signed Rental Application, the Application Fee and it is completely filled out. Each applicant must provide a valid state issued photo identification. Ex. Driver's license, passport or government ID.
- ❖ **An application deposit is due within 48 hours of approval.** In addition to any application fees, you agree to pay to our representative an application deposit. The application deposit is not a security deposit. The application deposit will be credited toward the required security deposit when the Lease has been signed by all parties; OR, it will be retained by us as liquidated damages if you or a co-applicant fails to sign the lease, changes your mind or withdraws the application after approval.
- ❖ **Applicant acknowledges and accepts that Eanes Properties represents the owner of the property for which applicant is applying.**
- ❖ Gross income should be at least three times the monthly rent. Roommates must qualify separately with income of at least 2x rent for each. A current pay stub should be submitted with applications. Any other income sources you want considered must be verifiable with bank statements or a copy of the first page of a recent tax return. Unverifiable income will not be accepted. If you are self-employed or retired you need to provide copies of your last 3 months bank statements and the first page of your last year's income tax return.
- ❖ We must be able to verify a minimum of three years of positive mortgage or rental history. If a current or previous landlord is not a property management firm or apartment complex proof of payment for the last 6 months rent is required. A lease guarantor may be considered. The guarantor needs to live in the area and will need to complete a lease application and submit a non-refundable \$50 application fee. Some property owners will not accept guarantors. For any

income, credit issues or previous bankruptcies those applicants may still be considered with an increased deposit and/or a Guarantor.

- ❖ A minimum credit score of 620 will be considered for processing. Detailed credit reports are obtained. Additional deposits may be required based on credit rating. Any outstanding debt to a prior landlord or past due child support may result in the denial of your application. Credit history needs to show the applicant has paid bills on time and not a history of late pays, charge off or collection accounts. Poor credit history can cause the application to be denied. All bankruptcies must be discharges. Active or open bankruptcy filings will not be accepted. Documentation is required.
- ❖ We will perform a local and national criminal background check on all applications. Applicants with criminal backgrounds including misdemeanors related to any sexual related offense, domestic violence, burglary, property damage, arson, theft by check, drugs, child abuse or weapons charge are all grounds for denial of an application. An exception may be for type and or age of offense, please provide details on your application and to your leasing coordinator. Failure to disclose any criminal history will be grounds for denial. We do not rent to any person required to register as a sex offender. Pending charges or outstanding warrants for any of the above will result in suspension of the application process until the charges are resolved. Upon resolution, the processing of the application can be completed if the unit is still available. No unit will be held waiting for a resolution of pending charges.
- ❖ The following factors will be considered in denying an application or changing offering terms: (1) incomplete, inaccurate, false information or unverifiable information on the Application, (2) insufficient or unverifiable income, (3) unsatisfactory credit history as determined by Eanes Properties (Eanes Properties will run a credit report, credit reports supplied by Applicant will not be accepted), (4) unpaid child support, (5) criminal history of applicant (6) previous eviction, broken Lease Agreement, property damages, unpaid balance owed to a former Landlord/Owner, failure to have given a proper 30 day notice or judgments/collection accounts, late payments or returned checks (7) lack of full security deposit (8) Previous or present rude, intimidating or disruptive behavior.
- ❖ **Tenant Benefits Program Required.** Eanes Properties Management includes in all lease agreements a tenant benefit program. **\$20 per month will be added to the advertised Rent and due monthly to participate in the Utility & Maintenance Program.** New A/C filters will be shipped to your doorstep with instructions for changing your filters monthly. You agree to change the filters within 3 days of receipt of them.
- ❖ **Smoking is NOT allowed inside** (including garages) in any of the properties. No Exceptions.
- ❖ Tenants understands and agrees that they are required to maintain a renters general liability insurance policy with minimum limits of \$100,000 per occurrence in which Eanes Properties is listed as an Additional Interest. **A copy of the insurance policy's declaration page must be supplied to Eanes Properties within 7 days of move in.** This insurance policy must stay in effect as long as the tenant occupies the property.

- ❖ Residents are to comply with all City Ordinances and if the property is located in an area managed by a Home Owner's Association (HOA) applicant should review the HOA rules and regulations and abide by them. Tenants can obtain the HOA documents from the HOA manager for the neighborhood. They may have a small charge for copies of these if they do not have them accessible online.
- ❖ If you have a pet or animal, there is a per pet registration charge which is completed by a third party pet screening company. The **first pet is \$20 to register, additional pets are \$15. These fees are NON-REFUNDABLE.** Support and service animal status must be verified free of charge. This is the link to complete this registration: <https://eanes-properties.petscreening.com> If you do not have a pet you still need to complete the registration process at <http://eanes-properties.petscreening.com> and click on No Pets or Animals to confirm your no pet status.

If a pet is allowed at this property it must be at least a year old. We also restrict certain breeds of dogs. Some of the breeds that are not allowed are: Pit Bull, American Bull Dog, Staffordshire Terrier, Rottweiler, Bull Terrier, Chow Chow, Doberman, Wolf Hybrid, Mastiff, English Bull Terrier, Akita, Presa Canario, Bernese, Malamute, Anatolian Shepherds, German Shepherds, Husky, any dog with a biting history and any mixed breed with any of the above. No ferrets, reptiles or rodents are permitted. The owner reserves the right to deny any pet. Check with the Property manager prior to submitting an application. All pets will be subject to an additional deposit per pet. Unauthorized pets on premises even temporarily will be subject to a \$500 one-time fee and a \$20 per day fine until removed. If no pets are disclosed on the application, the Landlord has the right to refuse acceptance of future or undisclosed pets. All pets must be current on vaccinations at the time of application.

- ❖ **The property is leased in the as viewed condition.** You should personally view the property before applying for the property. The landlord makes no express or implied warranties as to the property's condition. If the applicant wants something to be considered discuss this with the property manager prior to submitting an application. Any specific repairs, treatments or cosmetic maintenance requests need to be presented and approved by the Property manager in writing.
- ❖ Our privacy policy is available on our website, online application and by request for you to review.
- ❖ The application process normally takes 48-96 hours. If we are unable to verify any part of the above qualifications within 4 business days from the date of the application, the applicant may be denied and the application fee will not be refunded.
- ❖ **If your Rental Application is approved, you will be contacted and asked to deliver the security deposit to our office within 48 hours of this approval.** Deposits need to be paid by secured funds (money order or cashier's check) made out to Eanes Properties. **We do not accept cash under any circumstance. The property will remain on the rental market until the deposit is paid and the lease is signed.**
- ❖ We will email you the Lease Contract to sign through DocuSign shortly after getting the deposit. You will be given a copy of everything you sign. You will pay a full month's rent when you get

keys and pay the current months pro-rated rent (if any, based on when you take possession) the first of the following month. **All utilities need to be transferred into your name for your move-in date. We will need you to send us verification you have renter's insurance in place within 7 days of your move-in date.**

Eanes Properties does business in accordance with all fair housing regulations as well as federal, state, and local guidelines and does not discriminate against any person because of race, national origin, color, religion, familial status, marital status, sex, handicap, status as a student, sexual orientation or age.

Eanes Properties

PO Box 150513

Austin, TX 78715

512-263-7333

eanesproperties@gmail.com

I/We, the undersigned, have read, fully understand and agree to the above rental qualification criteria.

Signature

Signature

Signature

Signature
