

Tenant Selection Criteria & Application Instructions

All properties will remain on the market during our approval process. All Rental Applications, supporting documentation and forms become the property of Eanes Properties.

- ❖ All applicants 18 and over must complete an application. You can complete the lease application online at our website www.EanesProperties.com 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. A Rental Application is not considered complete until we have the signed Rental Application completely filled out and the Application Fee. Each applicant must provide a copy of a valid and legible photo ID (Driver's license, passport, government issued ID) for identification purposes.
- ❖ **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 discharged. 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 offence, 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 rent payments (7) lack of full security deposit (8) Previous or present rude, intimidating or disruptive behavior.
- ❖ **Smoking is NOT allowed inside** (including garages) any of the properties.
- ❖ Tenant understands and agrees that they are required to maintain a renter's liability insurance policy with minimum limits of \$100,000 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 a pet is allowed at this property it must be at least a year old. We also restrict certain breeds of dogs and have weight restrictions depending on the property. We do not allow more than 2 pets per property and some owners may only allow 1. Some of the breeds that are not allowed are: Pit Bull, Staffordshire Terrier, Rottweiler, Chow Chow, Doberman, Wolf Hybrid, Mastiff, English Bull Terrier, Akita, Husky or a mixed breed with any of the above. No ferrets, reptiles or rodents are permitted. No large fish tanks 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. Each pet requires a photo of the pet to be submitted with the 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 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 24 hours of this approval.** Deposits need to be paid by secured funds (money order or cashier's check) made out to Eanes Properties. 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.

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