



512-263-7333 Office [www.EanesProperties.com](http://www.EanesProperties.com)

## Tenant Selection Criteria and Application Requirements

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

- ❖ A separate Rental Application must be completed, dated and signed by each applicant 18 years old or older. You can complete the lease application online at our website [www.EanesProperties.com](http://www.EanesProperties.com) or use the TAR lease application form. A \$40.00 non-refundable Application Processing Fee must be submitted per applicant. The Security deposit must accompany the Application. 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. The Security deposit will be returned if the Application is not approved. A Rental Application is not considered complete until we have the signed Rental Application, the Application Fee and Security deposit. Each applicant must provide a valid government issued photo ID.
- ❖ Applicant's income must be verifiable. 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. If you are self-employed or retired you need to provide copies of 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 \$40 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.
- ❖ We will perform a criminal background check to verify the information provided on your application. The Landlords decision to lease the property may be influenced by any felony convictions involving the manufacture or distribution of a controlled substance, weapons charges, theft by check, violence, bodily harm or sexual related offences.
- ❖ Applicants may be denied approval for, but not limited to, the following reasons: (1) incomplete, inaccurate, false information or unverifiable information on the Application, (2) insufficient or unverifiable income, (3) unsatisfactory credit history (Eanes Properties will run a credit report, credit reports supplied by Applicant will not be accepted), (4) unpaid child support, (5) felony convictions (6) previous eviction, broken Lease Agreement, property damages, unpaid balance owed to a former landlord/Owner or judgments (7) lack of full security deposit (8) dangerous/intimidating behavior.

- ❖ Smoking is NOT allowed inside (including garages) any of the properties.
- ❖ 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.
- ❖ 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, 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. 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.
- ❖ If your application is approved and you then decide you no longer want to lease the property you will forfeit your Security Deposit. Our privacy policy is available on our website and with this application packet 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 only the application deposit will be refunded.
- ❖ If your Rental Application is approved, you will be contacted and asked to set up a time to come to our office to sign the Lease Contract. 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.

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.

Signing this acknowledgment indicates that you have had the opportunity to review the landlord's tenant selection criteria. The 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.

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Applicant                      Date

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Applicant                      Date

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Applicant                      Date