

SCREENING CRITERIA AND DISCLOSURE

(Please review entire document)

Monte Davis Property Management Service LLC (MDPM) is committed to equal housing, and we welcome anyone to apply. We can NOT prescreen Applicants. It is the Applicant's responsibility to review this document and prescreen themselves. If you feel you meet our guidelines, please apply. NOTE: Any incomplete, unverifiable or falsified information on your application may result in denial of your application.

All applications are screened based on the following factors:

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|-----------------------|---------------------------|----------------------|
| - Bankruptcy Check | - Credit Check | - Criminal Check |
| - Collections History | - Employment Verification | - Eviction Check |
| - Income Verification | - Landlord Verification | - Pet Verification |
| - Pre-qualifications | - Public Records | - Sex Offender Check |

APPLICATION REQUIREMENTS

A separate application must be completed by each Applicant age 18 and over. Each Applicant must submit a \$65.00 non-refundable application fee at the time of applying which is paid via the online application process. This fee covers the cost to generate the required reports.

1. CREDIT

- Your credit score must be 600 or higher.
- We will obtain a copy of your FICO score which is comprised of information from TransUnion, Equifax and Experian. You cannot provide this information to us. You will receive a copy at the time we run your report.
- Non-discharged bankruptcy will result in denial. Discharged bankruptcy within the past 5 years will require an additional security deposit.
- Eviction, excessive late pays, NSFs, broken lease agreement, property damage or balance owed to an owner or property management company, and unpaid child support are some of the reasons an Applicant may be denied occupancy.

2. IDENTIFICATION

Each Applicant must provide a valid Federal, State, local, or foreign government-issued photo ID.

3. RENTAL HISTORY

- Verifiable mortgage or current rental history for one year minimum required.
- Rental history must be with a management company or unbiased property owner.
- Providing at least 2 years of rental history is strongly encouraged.

4. INCOME

- Gross income must be at least 3 times the monthly rent.
- Most recent paystub, offer/hired letter from a new employer, and most recent W-2 required.
- Other income sources must be legible and verifiable such as last 2 years tax returns, 1099s, or bank statements, and must contain the tenant's name and report date (no screenshots).

- Each roommate's income must be at least 2 times the monthly rent, and each roommate's application will be considered independent of any other Applicants.

5. EMPLOYMENT

Employment history should reflect at least 6 months with your current employer.

- A job transfer requires proof via correspondence showing a job offer and acceptance.
- Any employment verification fees must be paid by the Applicant.
- Applicant must be a permanent employee (not temporary, seasonal, or on probation.)
- If self-employed, we require a copy of the last 2 years' tax returns from you or a guarantor.
- If military, we need a current copy of your LES. If active-duty military, you must be on an assignment that, to the best of your knowledge, will allow you to complete a 12-mo Lease.
- If retired, we need your most recent SSI statement, VA Benefits statement, Retirement Benefits statement, or most recent 3 months bank statements showing these deposits.
- If receiving unemployment benefits, we need an unemployment verification letter showing weekly benefit amount and remaining balance on the claim.
- An Applicant who does not meet these requirements must submit savings account statements for the last 6 months showing a minimum average balance equal to 8 months' rent.

6. CRIMINAL CONVICTION CRITERIA

We abide by principles of equal opportunity and welcome all responsible renters into our homes. Upon receipt of the rental applications and screening fee, landlord will conduct a search of public records to determine whether the Applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime. Your application will be subject to denial if our search establishes the following:

- A conviction, guilty or no-contest plea, ever for child sex crimes; or
- A conviction, guilty or no-contest plea, within the last 7 years for any felony involving serious injury, kidnapping, death, arson, rape, sex crimes, or drug-related offenses (sale, manufacture, delivery or possession with the intent to distribute), Class A felony burglary or Class A felony robbery; or
- A conviction, guilty or no-contest plea within the last 7 years for any other felony charges not addressed above; or
- A conviction, guilty or no-contest plea, within the last 7 years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, delivery or possession) property damage or weapons charges; or
- A conviction, guilty or no-contest plea within the last 2 years for: any class B or C misdemeanor in the above categories or any misdemeanors involving criminal trespass, theft, dishonesty or prostitution.
- A multiple offender.
- Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved.
- Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held pending resolution of any charges.

7. LEASE GUARANTOR OR CO-SIGNER

An application from a Lease Guarantor or Co-signer may be accepted if Applicant is:

- Classified as a student or a first-time renter.
- The guarantor must meet all rental-qualifying criteria plus have 5 times the rent amount as verifiable monthly income.
- Only a relative that lives in this country may guarantee the lease.
- **NOTE:** Some property owners do not accept a guarantor; verify with the listing agent before submitting an application.
- Co-signers must complete the guarantor application, pay the application fee and meet our qualification criteria.

8. ANIMALS

- Pet policies vary with owners. Some owners do not allow pets, while others restrict size and type. Check with your agent **before** you apply. If you're applying with a pet, animal, ESA or Service Animal please review our [Pet Policy Page](#) and make sure to submit a [Pet Screening profile](#) at the same time you apply for our property to ensure we can more efficiently process your application package.
- Most insurance companies do not allow certain breeds of dogs such as Pit Bulls, Staffordshire Terriers, Bull Terrier, Rottweiler, Dobermans, German Shepherds, Mastiffs, Huskies, Chows and mixed breeds with any of the above.
- Dogs must be 35 lbs and under and be at least one year of age.
- Each pet is subject to a minimum individual pet deposit.
- A \$300 per pet, non-refundable Pet Acceptance Fee (will not apply to service animals) is due before move in.
- A current vaccination record showing breed, age and weight must be submitted with the application.
- Certain exceptions are made for assistance animals that assist tenants with special needs.
- All animals will be required to be registered through our 3rd party vendor: [PetScreening.com](#)

9. OCCUPANCY

- No more than 2 occupants per bedroom and 1 child under the age of 24 months ("bedroom" as defined in Texas Property Code 92.010(d)(2).)
- These occupancy standards do not apply to anyone protected under the Federal Fair Housing Guidelines as they relate to familial status. Familial status is defined as "one or more individuals (who have not attained the age of 18 years) being domiciled with a parent or another person having legal custody of such individual or individuals; or the designee of such parent or other person having such custody, with the written permission of such parent or other person.
- The protections afforded against discrimination on the basis of familial status shall apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years".
- We reserve the right to limit occupancy in unique situations due to physical limitations of the property.

10. RENTERS INSURANCE

- All tenants must obtain a Renter's Insurance policy for the entire duration of their lease.
- Single-family homes and duplexes require \$300,000 liability.
- Multi-family properties require \$100,000 liability.
- Monte Davis Property Mgmt. must be named as an Additional Insured.
- You can purchase a personal policy through your auto insurance agent, or just the liability portion through AppFolio.
- A Declarations Page will be required prior to obtaining keys.

11. All forms, applications and documentation become the property of MDPM.

12. Applicant(s) acknowledge and consent that MDPM is not the owner of the property and only represents the owner of the property.

13. Applicant(s) acknowledge and consent that MDPM routinely performs property visits, the results of which are reported to the property owner. This is not optional, and if this is going to be a problem, please DO NOT apply.

14. All properties are no smoking, no exceptions.

15. The application process usually takes 2-3 business days. This is contingent upon how quickly we receive the required information.

16. Our properties remain on the market during the application process.

17. The security deposit must be paid by the Applicant within 24 hours after the application has been approved. All security deposits must be either paid online or by certified funds.

18. MDPM will charge a \$100 Administrative fee once the file is approved. This fee is charged to offset the costs associated with preparing lease documents, the convenience of electronic signatures, tenant portal set up and tenant orientation.

19. All residents enroll in the MDPM Resident Benefits Package. This package provides our residents with a wide range of benefits, including utility setup services, filter delivery, fee forgiveness, mobile app, portal, and more. Sign-up occurs during the lease signing.

20. Every effort is made to provide Applicants with reliable and accurate information regarding our homes for lease. However, changes can and do take place to cause inaccurate information to be accidentally presented. We encourage all Applicants to verify schools, allowable animals, expected features, HOA concerns, etc. prior to signing a Lease. Any information posted in the MLS advertisement does NOT constitute any written agreement or guarantee.

21. START OF LEASE

- Vacant homes. It is MDPM’s policy that all Leases on vacant homes must begin within 14 days of application approval. We are unable to hold the home rent-free without a Lease agreement.
- Occupied homes. MDPM will advertise a first-available date on homes we manage. In some cases, that date may need to be changed due to circumstances beyond our control. In those cases, we ask for the approved Applicant’s flexibility. We understand the burden that this can create and strive to advertise a solid date so incoming tenants can plan accordingly.
- Site-unseen homes. It is possible to sign a Lease without ever seeing one of our homes in person if 1) a relative, friend, or leasing agent video-tapes the property for the Applicant(s), and 2) the Applicant(s) sign a Site-Unseen Addendum to the Lease which names a “Trusted Advisor” outside of MDPM who offered their opinion as to the condition of the home.

22. School enrollments can be capped, and designation boundaries may change, so Applicants with school-age children must verify school information and investigate any concerns prior to submitting an application.

Monte Davis Property Management Service, LLC does business in accordance with the federal, Texas, and local Fair Housing Guidelines and does not knowingly discriminate against any person because of race, color, national origin, religion, familial status, mental or physical disability, status as a student, marital status, sexual orientation, or age.

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