



MONTE DAVIS PROPERTY  
MANAGEMENT SERVICE, LLC.

## 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. A third party performs our background screenings, and application approval is based on the following 12 factors:

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

### APPLICATION REQUIREMENTS – PER APPLICANT

#### 1. INCOME

- Income should be at least 3 times the monthly rent.
- Acceptable documents include most recent paystub, previous year's W-2, and 1099.

#### 2. PROOF OF 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, probationary or seasonal.)
- If self-employed, we can accept signed tax returns or bank statements that provide proof.
- 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-month 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.
- 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 of rent.
- **If receiving unemployment benefits, we need an unemployment verification letter showing weekly benefit amount and remaining balance on the claim.**

#### 3. RESIDENCE HISTORY AND VERIFICATION

Verifiable residence history for at least 2 years whether you've owned or rented.

- Must include names, addresses and phone numbers of landlords with dates of tenancy.
- Home ownership will be verified.
- We can accept base housing as rental history, if verifiable.
- Any evictions within the previous 5 years will be automatic grounds for denial.
- Broken leases will be considered on a case-by-case basis and may require a double deposit.
- Residence verification must be from an unbiased source.
- If a guarantor is used, guarantor is also required to submit an application and back-up data.

#### 4. CREDIT HISTORY

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.

- History should show bills paid on time and no “write-offs” or collections. Any money owed to a previous landlord or utility company is cause for denial.
- FICO score or combined score of 600 or less will be cause for denial.
- Anyone applying as a Lease Guarantor must be related to applicant, reside in the state of Texas and be financially qualified.

#### 5. IDENTIFICATION

- Must have a valid social security number.
- A copy of your valid US Driver’s License or government-issued photo ID must be provided.

#### 6. ALTERNATE CONTACT

A reliable emergency contact is required within the application and must be someone 18 or over who will not be named on the Lease.

### **ERRORS AND OMISSIONS**

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.

### **CRIMINAL, SEX OFFENSE, AND TERRORIST DATABASE CHECK**

Criminal background checks include violent crimes, sex offenses, domestic violence and/or involve the possession/distribution of weapons/illegal substances are all grounds for denial of an application. An exception may be made by the property manager with regards to type and/or age of offense. NOTE: All applicants should satisfy their concerns of crime statistics or sex offenders in the area before submitting an application. This information is available to the public through The Texas Public Sex Offender Website.

### **ANIMAL CRITERIA**

#### 1. PET SCREENING

- [Our rental application process begins with a link to PetScreening. If you have no animals, simply state none, and move on to the application itself. If you have any animals, you must create a Pet Profile for each, whether a household pet, working dog, service or support animal \(ESA\).](#)
- As of September 2023, the initial Pet Profile is \$25 by credit card, \$20 by ACH. These fees are paid to PetScreening and are non-refundable. The pet profiles become yours and can be used for future landlords, emergency vet, trainer, pet hotel, etc. Fees only apply to “household pets”.
- Pet Profiles for all support animals must include current documentation from a healthcare professional which will be reviewed by PetScreening’s legal team. This screening process and final determination is the responsibility of PetScreening. Should Pet Screening not have sufficient information to verify proof of ESA before the applicant’s desired move-in date,

applicant understands and agrees that they will need to pay the advertised pet charges prior to move in and will be reimbursed once Pet Screening is able to verify.

## 2. ANIMAL RESTRICTIONS

- Animal policies vary from one landlord to another. Check with MDPM if there is a question.
- No aquariums larger than 10 gallons are allowed.
- No ferrets, reptiles, arachnids, or rodents of any kind are permitted.
- Insurance regulations do not allow pets that are fully or partially of the following breeds:

<i>Akita</i>	<i>American Bulldog</i>	<i>Bullmastiff / Mastiff</i>	<i>Presa Canario</i>
<i>Chow</i>	<i>Doberman Pinscher</i>	<i>German Shepherd</i>	<i>Husky / Siberian Husky</i>
<i>Rottweiler</i>	<i>"Wolf Dog"</i>	<i>Staffordshire Terrier</i>	<i>Pit Bull / Bull Terrier / Pit Bull Terrier</i>
- NOTE: While you are not required to obtain pet insurance, having an animal, whether pet or ESA, does not excuse you from any liability if your animal bites or attacks another animal or person, or damages any of the landlord's or neighboring properties.

## NOTICE TO ALL APPLICANTS

### 1. RESIDENT BENEFITS PACKAGE (RBP)

The RBP delivers savings and conveniences for the ideal rental experience. All applicants agree to be enrolled and pay \$29/month in addition to rent for the RBP which includes, but is not limited to:

- Utility and Maintenance Reduction Program: Quality HVAC filters are delivered to your door.
- Online Tenant Portal and Free Mobile App: Conveniently submit rent payments and maintenance requests, access documents and payment history, and update your personal information.
- 24-Hour Maintenance Coordination Services: Speak to a live person or submit a maintenance request online anytime 365 days a year, 24 hours a day.
- One-time NSF Fee Forgiveness: Waiver of a returned ACH or check payment fee (\$75 value)
- Tenant Handbook: A fully executed copy of your Lease, addenda and other documents to keep.
- Home Buyer Program: Should you decide to buy a home, we will assist in your search and negotiations with professional Buyers Agent representation through our realtor partner.
- And much more . . .

### 2. PROPERTY INSPECTIONS

MDPM conducts 2 exterior inspections of each property annually to assess the condition of the property for safety issues and deficiencies. Notes and photos are kept on file and shared with the owner. We also perform an interior inspection of the home around 6 months prior to the end of a 12-month Lease. MDPM reserves the right to perform an interior inspection once per year, or any time the owner requests one. If this standard walk-through procedure is going to cause you a problem, we recommend that you stop now and do not apply for one of our homes.

### 3. SMOKING/SMOKE DAMAGE

NO smoking of any products or vaping is permitted inside the home or garage. Any and all remedies to remove tar and nicotine stains and odors would be charged to tenant. Removal of soot from walls and ceilings caused by candles, incense, or plug-in products would also be charged to tenant.

#### 4. INSURANCE

All Applicants will be required to obtain and maintain a Renters Insurance Policy, as follows:

- Single-family homes and duplexes require \$300,000 liability coverage; all others \$100,000.
- "Monte Davis Property Mgmt" must be named as an interested party on the policy.

#### 5. DISABILITY ACCESSIBILITY

Any concerns should be submitted in writing to MDPM. Any modifications are at the expense of the disabled person, and the disabled person must agree to restore the premises, at their own expense, to the pre-modified condition (provided the modification would affect the use and enjoyment of the premises for future residents.) MDPM would require written proposals detailing the extent of the work to be done, approval from the owner before modifications are made, appropriate building permits with required licenses made available for the owner's inspection, and a restoration deposit may be required per Fair Housing guidelines.

#### 6. SCHOOL BOUNDARIES

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

#### 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-taped the property for the Applicant(s), and 2) the Applicant(s) signed 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.

#### REASONS FOR DENIAL OF APPLICATIONS include, but are not limited to, the following:

- an incomplete application, or we are unable to verify any of the required information due to bad phone numbers and/or email addresses
- failure to give your current landlord proper notice to vacate
- a current or previous landlord is unwilling to rent to you again
- an unpaid collection was filed against you by a property management or utility company
- you have been evicted within the past 5 years
- you have received a 3-day notice to vacate within the last 12 months
- you have had 2 or more NSF checks within the last 12 months
- you had an unauthorized occupant or pet lease violation within the last 12 months
- you operate a business from the property (any home-based business requires approval)
- requesting a lower rent amount, or a change to any paragraph of the Lease Agreement

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