

PROPERTY PROS MANAGEMENT CO.

Texas Realty Team

Tenant Screening Policy and Procedures

All adult applicants that will reside in the leased premises and/or be a party to the lease must submit an individual credit application along with a \$35 application process and handling fee (cash, cashier's check, money order ONLY – no personal checks) This shall also apply to adults who will reside in the property but who may not be a party to the lease. The review process cannot go forward without the application(s) and the appropriate fee(s) being received in our office.

Upon receipt of a completed signed credit application (such as the TAR form – preferred - or similar standard application- IF ACCEPTABLE) a full screening/review of the applicant shall be performed. At all times all actions shall be in full compliance with any and all local, state and Federal laws, statutes, rules, policies & regulations as well as within the guidelines of the **Fair Credit Reporting Act** and the **Fair Housing Act**. The Fair Housing Act declares a national policy of fair housing throughout the United States. The law makes illegal any discrimination in the sale, lease or rental of housing, or making housing otherwise unavailable, because of race, color, religion, sex, handicap, familial status, or national origin and now sexual orientation. We do not discriminate against anyone for any reason.

Each applicant shall submit a photo identification of themselves as proof that they are who they claim to be. Such proof (such as a valid driver's license, military ID, government issued ID, passport, etc.) shall be copied and attached to the credit application and shall become a permanent part of the applicant's file.

Tenant background checks are nationwide in scope, not just local:

The following is included in the tenant screening reports:

- Credit history
- SS # Verification
- TDL # verification
- Rental history verification for current and previous rentals.
- Employment verification (and salary where possible).
- Income verification
- Checking account verification.
- Name verification
- Criminal record check.

Complete tenant credit reports are to be obtained to include in our tenant background reports. They are nationwide and contain the following:

- Social security number check to identify misused or recently issued numbers and numbers of deceased persons or false numbers.
- Address check to identify misused addresses and potential problems such as mail receiving services or prison drop addresses.

- Employment information verification where available.
- Public record items if they exist, such as:
 - Tax liens (reported for 7 years after the lien is filed)
 - Judgments (reported for 7 years after the judgment entered)
 - Chapter 7 bankruptcies (reported for 10 years following the bankruptcy)
 - Chapter 13 bankruptcies (reported for 7 years following the bankruptcy)
 - Collection items (if they exist) and their status
- Up to 7 years of credit history
- A list of companies making inquiries into the individual's credit file
- A list of member companies (creditors) and their phone numbers

At the time an applicant is provided with a rental application, the landlord shall make **available** to the applicant printed notice of the landlord's tenant selection criteria and the grounds for which the rental application may be denied, that shall include a review based on the applicant's:

- criminal history
- previous rental history
- current income
- credit history
- failure to provide accurate or complete information on the application
- former employment status

The applicant shall be provided a notice as to the eligibility requirements and be requested to sign to acknowledge receipt, understanding and agreement to same. If the applicant does not meet the requirements as set forth – the applicant will be rejected and the application fee will be forfeited.

Notice shall be given to the applicant as to acceptance or rejection – verbally or in writing – and such shall be properly noted in the file.

If the applicant is accepted – then a lease agreement shall be prepared and entered into as appropriate in a timely manner.

If the applicant is rejected – a written notice should be prepared and sent to the applicant in accordance with the Fair Credit Reporting Act.

■ The following TAR Forms are recommended to be used to be in full compliance of the above:

- Residential Lease Application (TAR-2003)
- Authorization To Release Information Related To A Residential Lease Applicant (TAR-2003)
- Application For Guarantor of Residential Lease (TAR-2007)
- Residential Lease Guaranty (TAR-2007)
- Agreement For Application Deposit And Hold On Property (TAR-2009)
- Denial Of Lease application (TAR-2212)

- Request For Rental History (TAR-2214)
- Request For Employment Verification (TAR-2219)

Tenant Selection Criteria

Property Pros Management Company

Texas Realty Team

These criteria are being provided in reference to the Property located at the following address: _____ (Street Address)
_____ (City, State, Zip).

Pursuant to Property Code Section 92.3515, these Tenant Selection Criteria are being provided to you. The following constitute grounds upon which Landlord will be basing the decision to lease the Property to you. If your application is denied based upon information obtained from your credit report, you will be notified.

1. **Criminal History:** Landlord will perform a criminal history check on you to verify the information provided by you on the Lease Application. Landlord's decision to lease the Property to you may be influenced by the information contained in the report.
2. **Previous Rental History:** Landlord will verify your previous rental history using the information provided by you on the Lease Application. Your failure to provide the requested information, provision of inaccurate information, or information learned upon contacting previous landlords may influence Landlord's decision to lease the Property to you.
3. **Current Income:** Landlord may ask you to verify your income as stated on your Lease Application. Depending upon the rental amount being asked for the Property, the sufficiency of your income along with the ability to verify the stated income, may influence Landlord's decision to lease the Property to you.
4. **Credit History:** Landlord will obtain a Credit Reporting Agency (CRA) report, commonly referred to as a credit report, in order to verify your credit history. Landlord's decision to lease the Property to you may be based upon information

obtained from this report. If your application is denied based upon information obtained from your credit report, you will be notified.

5. Failure to Provide Accurate Information in Application: Your failure to provide accurate information in your application or your provision of information that is unverifiable will be considered by Landlord when making the decision to lease the Property to you.

6. Other: _____

Please signify your acceptance of this information and your understanding of the criteria as stated as well as your consent to obtain and review such information in order

Applicant: _____

Print Name / Sign

Date