TENANT APPLICATION QUALIFICATIONS

DISCLAIMER

Edwards Property Management fully complies with the Fair Housing Act. We do not discriminate against any person because of Color, Disability, Familial Status, National Origin, Race, Religion, or Sex.

NOTICE

Applicant should visit the below sites if they have any concerns about criminal activity or sex offenders prior to applying.

- Sex Offenders: https://records.txdps.state.tx.us/SexOffenderRegistry/Search
- Crime: http://communitycrimemap.com or https://www.neighborhoodscout.com

PETSCREENING.COM

All Applicants must visit EPM.PetScreening.com and complete a PetScreening profile, including people with service animals, support animals, or no animals at all. If you have pet(s), an additional application fee per pet is charged by the third party site. Only one profile per pet is required.

APPLICANT SCREENING

Any adult 18 years or older who wishes to reside in rental must apply. Edwards Property Management will not prescreen any Applicant. All applicants must pass a credit, criminal, employment, income, and rental history screening. We take all information into consideration. Each person(s) wishing to apply must sign and date Tenant Application Qualification form. Tenant Application Qualification form is included on the online application.
If an applicant has a student 18+ that is enrolled in any education program then the student must submit an application and pay application fee. Proof of enrollment must be provided.

APPLICATIONS REQUIREMENTS

- **COMPLETED** applications will be processed in the order in which they are received.
- Only one application shall be processed at a time.
- A **$60 application fee** per applicant must be received.
- Guarantors or co-signers will not be accepted.
- All applications must be fully completed, dated and signed.
- **Income must be 3 times the rental amount for single or legally married applicants or 1.5 times the rent per applicant for roommates.**
- All applicants must provide verifiable documentation of all income sources. Unemployment income will not be considered.
    A. All applicants must provide 2 months of most recent pay stubs.
    B. Court orders, divorce decree, and/or attorney general statement outlining child support and/or spousal maintenance.
    C. Military must provide last 2 months of LES statements and copy of orders.
    D. Self-employed must furnish last 2 years IRS tax returns OR 6 months of bank statements.
- Each applicant must provide their own individual email address.
- Copy of valid state or government issued photo identification is required for each applicant.
- Family size must be in compliance with HUD guidelines.

ALL APPLICATION FEES ARE NON-REFUNDABLE

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ADDITIONAL CONSIDERATION FACTORS

Applications may be declined due to the following factors:

- **Registered sex offenders.**
- **Evictions on file within the last 24 months.**
- **Bankruptcies must be charged off for at least 12 months or longer.**
- Application processing can not be completed within 3-business days
- Minimum credit score of 540
- False or incomplete information on application
- Certain criminal that may constitute a potential threat to other occupants and/or damage to the property.
- Any late payments, negative and/or collections accounts on file within the last 24 months
- Poor rental history or outstanding debts to previous landlords in the last 24 months

SECURITY DEPOSITS AND FEES

- Pro-rated rent and/or first month rent, deposits, fees, and all other applicable charges must be paid in full at lease execution. If lease starts on the 25th of the month or later, current month's prorated rent AND the following full month rent must be paid in full at lease execution.
- Security Deposit amounts may be increased beyond the advertised amount if any applicant poses risk in any of the screening checks—credit, criminal, employment, income, & rental history.
- Tenant(s) must enroll in a monthly Resident Benefit Package (RBP). RBP including Renter's Insurance shall be $44.95 a month. Tenant reserves the right to purchase outside Renter's Insurance which will reduce the RBP to $30 per month once outside insurance has been verified.

ANIMALS

Service or assistant animals are not pets. Not all landlords permit pet(s) on or in the property. If pets are permitted in the property, pet(s) must be approved by the Landlord. If pet(s) are approved, **there will be a $300 non-refundable pet fee to treat the home for fleas after move-out + a $200 refundable pet deposit. If additional pets are approved, there will be an $200 refundable pet deposit per pet.** All Applicant must complete a PetScreening.com profile to declare support animals, household pets, and/or no pet profiles. Animal profiles must have at least one current photo. Tenant is responsible for all damages caused by animal(s), compliance with city/county animal ordinances, and keeping animal(s) shots current. **The below breeds and mixes with these breeds are not allowed as pets due to insurance guidelines. Active duty canines maybe permitted and will be treated as a pet with proper proof provided, applicable fees, and pet rent:**

Akita	Alaskan Malamute	American Staffordshire Terrier
Bullmastiff	Chow	Dalmatian
Doberman Pinscher	Eskimo Spitz	German Shepherd
Giant Schnauzer	Great Dane	Husky
Pit Bull	Presa Canario	Rottweiler
Saint Bernard	Wolf Hybrid	Any mixed breeds with list

ALL APPLICATION FEES ARE NON-REFUNDABLE

"We believe in looking at all aspects of an applicant; not just a credit score." - EPM

HOLD PROPERTY

If application is approved, the Residential Lease must be signed and amounts paid within 48 business hours of approval notification. If the payment is not received and Residential Lease signed within 48 business hours, the property may be leased to another party or listed for lease again. Vacant properties may not be held for more than 10 days. Applicants are strongly encouraged to view house in-person before signing a lease agreement.

ROOMMATES

Roommates shall be limited to 3 roommates per lease. Roommates are defined as any unmarried person over the age of 18. Each roommate must meet all qualification and income requirements.

Applications will not be processed until they are complete.

Application will be considered complete when all information below is received **IN OFFICE:**

- ☐ $60 nonrefundable application fee (per applicant)
- ☐ Completed and signed Residential Application
- ☐ Copy of current government issued ID
- ☐ Proof of Income (paystubs,LESstatements, child support decree, or tax returns)
- ☐ PetScreening.com profile completed
- ☐ Signed Tenant Application Qualification form
- ☐ Rental history information for a minimum of 24 months prior
- ☐ Employment history information for a minimum of 24 months prior
- ☐ Proof of enrollment (students over 18+)

By my signature below I acknowledge that I have read and clearly understand the requirements and considerations set forth in this Tenant Application Qualifications. I hereby certify that to the best of my knowledge all information that I have provided in the Residential Lease Application is true and correct. I hereby understand that if my credit, criminal, employment, and rental history screening are not satisfactory or if I provide inaccurate or incomplete information, my application may be rejected and my application fee will not be refunded.

_____ _____

Signature, Date Printed Name

ALL APPLICATION FEES ARE NON-REFUNDABLE

EDWARDS PROPERTY MANAGEMENT

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Received on _____(date) at _____ (time)

TEXAS REALTORS

RESIDENTIAL LEASE APPLICATION

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Each occupant and co-applicant 18 years or older must submit a separate application.

Property Address: _____
Anticipated: Move-in Date: _____ Monthly Rent: $ _____ Security Deposit: $ _____
Initial Lease Term Requested: _____ (*months*)

Property Condition: Applicant [ ] has [ ] has not viewed the Property in-person prior to submitting this application.

Applicant is strongly encouraged to view the Property in-person prior to submitting any application.
Landlord makes no express or implied warranties as to the Property's condition. Applicant requests Landlord consider the following repairs or treatments should Applicant and Landlord enter into a lease: _____
_____
_____ .

Applicant was referred to Landlord by:
[ ] Real estate agent _____ *(name)* _____ *(phone)* _____ *(e-mail)*
[ ] Newspaper [ ] Sign [ ] Internet [ ] Other _____

Applicant's name (first, middle, last) _____
Is there a co-applicant? [ ] yes [ ] no ***If yes, co-applicant must submit a separate application.***
Applicant's former last name (maiden or married) _____
E-mail _____ Home Phone _____
Work Phone _____ Mobile _____
Soc. Sec. No. _____ Driver License No. _____ in _____ *(state)*
Date of Birth _____ Height _____ Weight _____ Eye Color _____
Hair Color _____ Marital Status _____

Emergency Contact: *(Do not insert the name of an occupant or co-applicant.)*

Name and Relationship: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ E-mail: _____

Name all other persons who will occupy the Property:
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____

Applicant's Current Address: _____ Apt. No. _____
_____ *(city, state, zip)*
Landlord or Property Manager's Name: _____ Email: _____
Phone: *Day:* _____ *Nt:* _____ *Mb:* _____ *Fax:* _____
Date Moved-In _____ Move-Out Date _____ Rent $ _____
Reason for move: _____

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Residential Lease Application concerning _____

Applicant's Previous Address: _____ Apt. No. _____
_____ *(city, state, zip)*
Landlord or Property Manager's Name: _____ Email: _____
Phone: *Day:* _____ *Nt:* _____ *Mb:* _____ *Fax:* _____
Date Moved-In _____ Move-Out Date _____ Rent $ _____
Reason for move: _____

Applicant's Current Employer: _____
Address: _____ *(street, city, state, zip)*
Employment Verification Contact: _____ Phone: _____
Fax _____ E-mail: _____
Start Date: _____ Gross Monthly Income: $ _____ Position: _____
Note: If Applicant is self-employed, Landlord may require one or more previous year's tax return attested by a CPA, attorney, or other tax professional.

Applicant's Previous Employer: _____
Address: _____ *(street, city, state, zip)*
Employment Verification Contact: _____ Phone: _____
Fax _____ E-mail: _____
Employed from _____ to _____ Gross Monthly Income: $ _____ Position: _____
Note: Applicant is responsible for including the appropriate contact information for employment verification purposes.

Describe other income Applicant wants considered: _____
_____
_____

List all vehicles to be parked on the Property:

Type	Year	Make	Model	License Plate No./State	Mo. Payment.

Will any animals (dogs, cats, birds, reptiles, fish, and other types of animals) be kept on the Property? [ ] yes [ ] no
If yes, list all animals to be kept on the Property:

Type & Breed	Name	Color	Weight	Age in Yrs.	Gender	Neutered?	Bite History?	Rabies Shots Current?	Assistance Animal?
						[ ] Y [ ] N	[ ] Y [ ] N	[ ] Y [ ] N	[ ] Y [ ] N
						[ ] Y [ ] N	[ ] Y [ ] N	[ ] Y [ ] N	[ ] Y [ ] N
						[ ] Y [ ] N	[ ] Y [ ] N	[ ] Y [ ] N	[ ] Y [ ] N
						[ ] Y [ ] N	[ ] Y [ ] N	[ ] Y [ ] N	[ ] Y [ ] N

If any of the animals listed above are assistance animals, please provide appropriate documentation with a reasonable accommodation request for the assistance animal(s).

Yes	No	
[ ]	[ ]	Will any waterbeds or water-filled furniture be on the Property?
[ ]	[ ]	Does anyone who will occupy the Property smoke?
[ ]	[ ]	Will Applicant maintain renter's insurance?
[ ]	[ ]	Is Applicant or Applicant's spouse, even if separated, in military?
[ ]	[ ]	If yes, is the military person serving under orders limiting the military person's stay to one year or less?

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Has Applicant ever:

[ ] [ ] been evicted?
[ ] [ ] been asked to move out by a landlord?
[ ] [ ] breached a lease or rental agreement?
[ ] [ ] filed for bankruptcy?
[ ] [ ] lost property in a foreclosure?
[ ] [ ] been convicted of a crime? If yes, provide the location, year, and type of conviction below.
[ ] [ ] Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.
[ ] [ ] had *any* credit problems, slow-pays or delinquencies? If yes, provide more information below.
[ ] [ ] Is there additional information Applicant wants considered?

Additional comments: _____

_____

_____ .

Authorization: Applicant authorizes Landlord and Landlord's agent, at any time before, during, or after any tenancy, to:
(1) obtain a copy of Applicant's credit report;
(2) obtain a criminal background check related to Applicant and any occupant; and
(3) verify any rental or employment history or verify any other information related to this application with persons knowledgeable of such information.

Notice of Landlord's Right to Continue to Show the Property: Unless Landlord and Applicant enter into a separate written agreement otherwise, the Property remains on the market until a lease is signed by all parties and Landlord may continue to show the Property to other prospective tenants and accept another offer.

Privacy Policy: Landlord's agent or property manager maintains a privacy policy that is available upon request.

Fees: Applicant submits a non-refundable fee of $ _____ to _____ (entity or individual) for processing and reviewing this application. Applicant ☐ submits ☐ will not submit an application deposit of $ _____ to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed.

Acknowledgement & Representation:

(1) Signing this application indicates that Applicant has had the opportunity to review Landlord's tenant selection criteria, which is available upon request. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history.
(2) Applicant understands that providing inaccurate or incomplete information is grounds for rejection of this application and forfeiture of any application fee and may be grounds to declare Applicant in breach of any lease the Applicant may sign.
(3) Applicant represents that the statements in this application are true and complete.
(4) Applicant is responsible for any costs associated with obtaining information.

_____
Applicant's Signature Date

For Landlord's Use:

On _____ , _____ *(name/initials) notified* ☐ *Applicant* ☐ _____ *by* ☐ *phone* ☐ *mail* ☐ *e-mail* ☐ *fax* ☐ *in person that Applicant was* ☐ *approved* ☐ *not approved. Reason for disapproval:* _____

_____

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AUTHORIZATION TO RELEASE INFORMATION RELATED TO A RESIDENTIAL LEASE APPLICANT

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I, _____ (Applicant), have submitted an application to lease a property located at _____

_____ *(address, city, state, zip)*.

The landlord, broker, or landlord's representative is:

_____ *(name)*

_____ *(address)*

_____ *(city, state, zip)*

_____ *(phone)* _____ *(fax)*

_____ *(e-mail)*

I give my permission:

(1) to my current and former employers to release any information about my employment history and income history to the above-named person;

(2) to my current and former landlords to release any information about my rental history to the above-named person;

(3) to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above-named person;

(4) to my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above-named person; and

(5) to the above-named person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain background information about me.

_____

Applicant's Signature Date

Note: Any broker gathering information about an applicant acts under specific instructions to verify some or all of the information described in this authorization. The broker maintains a privacy policy which is available upon request.

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Edwards Property Management

Pet Screening Instructions

We encourage healthy and responsible pet interactions for all residents, and we strive to create a community that welcomes everyone and ensures a pet-responsible environment. We use a third-party pet application service that is simple and secure while storing your pet's information in one place.

This service makes it easy for Pet/Animal Owners to share their animal records with their Housing Provider, pet groomers, doggy daycares, dog walkers, pet sitters, vets, pet friendly hotels, and more.

PRICING

- $20 for an individual Pet Profile
- $15 for each additional Pet Profile
- No charge ($0) for an Assistance Animal Accommodation Request
- No charge ($0) for a No-Pet profile

All profiles are active for one year upon completion.

HOW TO MAKE A PROFILE

Note: Applicants without pets must complete the online affidavit, while Pet Owners should gather the following to start:

- Vaccination Records
- Microchip Information
- Photos of Your Pet

1. All applicants should visit:
   https://epm.petscreening.com
2. Review the policies and click the 'Start Here' button for No Pets, Household Pets, or Assistance Animals.
3. Enter your contact information, read and accept the Terms of Service, and click 'Create Profile'.
4. *No Pets*: Simply complete the affidavit questions.
   Pet/Animal Owners: Select the type of animal then click Create a Pet Profile. If you are making an accommodation request for an Assistance Animal, the request box will be preselected.
5. On the next page, click on each section within the profile to enter details, upload photos and attach documents.
6. *For Pets*: Click the green 'Proceed to Payment' button at the top right of the profile, enter payment details and submit. *For Animals*: Click the green 'Submit for Review' button at the top right of the profile.
7. Your Pet Profile will be shared automatically with your housing provider.

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Edwards Property Management

Edwards Property Management

Feel right at home with our resident benefits package.

Filter Delivery Service - Changing filters is as easy as opening the front door. This service helps you save up to $250/year and reduces the hassles of repairs.

Renters Insurance Program - We've secured the industry-leading value policy from an A-rated carrier. You'll benefit by being added to our master policy so all of your insurance requirements in the lease are met. If you want a retail individual policy, you can still get that at any time.

Resident Rewards Program - Rent day is now rewards day. You'll get cash, gift cards, and exclusive discounts you can use to save up to $4500/year on everyday expenses.

Credit Building - We report every on-time rent payment so you build credit. Average increases of 23 to 42 points in resident scores. We can report up to the past 24 months for an immediate boost.

24/7 Maintenance Coordination - It always seems like things happen after hours. This makes reporting those pesky maintenance issues easy and fast either online or by phone.

Vetted Vendor Network - Everyone who services your home is screened to exceed our standards for insurance, licensing, and professionalism for the job.

Home Buying Assistance - For those who want to move onto homeownership, we'll help you get there.

Online Portal - Access your documents and pay rent through our easy to use online portal.

Move-In Concierge - One call sets up utility, cable, and internet services – and helps you get the best promos and discount codes available.

Learn more at **secondnature.com/residents**

For questions or claims related to your Renters Insurance Program, please contact claims@secondnature.com. Second Nature Insurance Services, LLC. (NPN 20224621)

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