
RENTAL APPLICATION GUIDELINES

Property Management by Jerry Tubbs

01 November 2011

We are committed to complying with all applicable laws, including Fair Housing laws, and prohibit discrimination based on color, race, religion, gender, marital status, national origin or ancestry, physical or mental disability, medical conditions, sexual orientation, age or any other consideration made unlawful by federal, state or local laws. We are an Equal Opportunity Housing Company.

Incomplete applications will not be processed. A completed application must contain the following.

1. Signed Rental Application Guidelines Sheet
2. Signed Property Management Lease Application (TAR)
3. \$35 Application fee for each applicant, made payable to Jerry Tubbs
4. Copy of Valid Driver's License or Government issued I.D. card
5. Proof of Income: Last 3 Months pay stubs or last 3 months bank statements

1. APPLICATION- An application must be completed and signed by each individual over 18 years of age applying for residency. Omissions and false information may be grounds for application denial. We do not accept co-signers. Completed applications are reviewed in the order in which they are received into our office during normal business hours, Monday - Friday. All applicants are judged by the same standards and on a first come first served basis.

APPLICATIONS WILL NOT BE PROCESSED UNTIL APPLICATION FEE(S) IS RECEIVED.

A non-refundable application fee of \$35 per person is required for processing and reviewing applications. All deposits and application fees must be paid before an application is processed for approval. All application fees must be paid with certified funds. Personal checks will not be accepted.

2. IDENTIFICATION – A copy of a government issued I.D. must accompany all applications.

3. RENTAL HISTORY – All rental history must be verifiable for the past 2-5 years. The following are examples of reasons your application may be denied: Unpaid rental collections, evictions, property damage beyond normal wear and tear, illegal activity on premises or refusal to re-rent by previous landlord. No Forcible Entry and Detainers unless you can prove with proper documentation that the landlord was at fault. All prior landlords' phone numbers must be provided. Rental history cannot be from a relative. Base housing rental history will be accepted.

4. INCOME REQUIREMENT – Verifiable income must exceed 3 times the amount of the monthly rent. Applicants must provide the past 2 months' pay stubs. If self-employed, applicant must submit W2 or last 12 months bank statements. Current employers will be contacted.

5. CREDIT – A credit check will be performed and used for approval. Outstanding debt to any property management company or landlord will result in denial.

6. CRIMINAL HISTORY – The following offenses are cause for automatic rejection: arson or destruction of property, indecency with a child, lewd behavior, murder, rape, organized crime, sale/manufacture of drugs, stalking, kidnapping, burglary, manslaughter, molestation, prostitution, robbery, sex crimes, and terrorism. We will not rent to anyone who has a history of drug abuse or anyone required registering as a sex offender. All other offenses will be considered on a case-by-case basis, final decision will be at the landlord and property manager’s discretion.

7. SMOKING POLICY – No smoking permitted within any home or garage.

8. PET POLICY – Policy on pets will vary for each property based on the property owner’s requirements. When pets are permitted there may be restrictions on the size and breed of the animal. No aggressive or mixed breed dogs are allowed; Pit bull, Doberman, Rottweiler, Akita, Chow, American Bulldog, Mastiff, German Shepherd, Husky, Presa Canario, Bull Terrier, Siberian Husky, Staffordshire Terrier, Wolf Dog/Wolf Hybrid, and/or any mixes of these breeds. All permitted pets will require a minimum \$300 pet deposit with a signed pet agreement. Pet policies are strictly enforced; any breach of this policy will be grounds for immediate termination of your lease. The property manager requires all applicants bring all pets into the office for a photo. No more than 2 pets per household. All vaccinations must be current in accordance with all cities guidelines.

9. APPROVAL PROCESS: Applicants will be notified by phone or email and must adhere to the following timelines.

1. If the Security Deposit has been submitted, Applicant will have 48 hours to submit any additional deposits and sign the TAR Lease. This will secure the property and remove it from the rental market.

2. If the Security Deposit has not been submitted, Applicant will have 24 hours to submit the required deposits and sign the TAR Lease. This will secure the property and remove it from the rental market.

If the above timelines are not adhered to, your approval will be withdrawn. If additional applications exist for that property they will be processed in the order received.

10. We use the Texas Association of Realtors Lease that has been prepared for use by Licensed Real Estate Agents. Our Management Company will not strike through, delete, change, add to or remove any of the included language within this document. If a Tenant or Tenants do not sign the TAR lease they will not rent a home from our management company.

All criteria are subject to change at the Owner’s discretion and without notice.

STATEMENT OF UNDERSTANDING AND ACKNOWLEDGEMENT OF RECEIPT

Signing this acknowledgment indicates that you have had the opportunity to review the Landlord’s tenant selection criteria. If you do not meet the selection criteria or provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded. Selection criteria may include factors such as criminal history, credit history, current income and rental history.

Applicant

Date

Applicant

Date