

**Resident Qualifying Criteria for Wright-Way Real Estate & Property Management**

We are excited that you are interested in leasing your new home from us. In order to help you in making your decision, we have listed below our criteria for qualifying as a resident.

1. A separate rental application must be fully completed, dated, and signed by each individual over the age of 18 that will be residing in the unit for more than 5 days in any given month. Spouses with the same last name may complete one joint application and pay one application fee.
2. The rental application will be reviewed at the time of submission to ensure that we have the information we need to determine your eligibility, a \$40.00 fee, per application, will be due at this time
3. Each applicant must provide a current, government issued, photo identification and allow it to be photocopied, all applicants must be 18 years or older.
4. Applicants who are first time renters or do not have sufficient income (under paragraph 6 below) may qualify by having the lease contract guaranteed. The guarantor must have a gross monthly income of at least 5 times the monthly rent and must meet all other qualifying criteria. The guarantor must complete and sign a lease guaranty agreement. Only employers or immediate family members will qualify as guarantors.
5. If applicant's family will be occupying the apartment, the family size must be appropriate for the available apartment; no more than two persons per bedroom.
6. Employment and monthly income must be verifiable. Total monthly income of all applicants must be 3 times greater than the monthly rent. Self employed persons will be required to bring copies of their IRS tax returns as proof on income.
7. Applicant(s) may be denied occupancy for the following reasons:
  - a. Falsification of application by any applicant
  - b. Incomplete application by applicant
  - c. Insufficient income (total of all applicants)
  - d. Felony conviction or Criminal conviction of a crime of a violent or sexual nature, committed by an applicant or any occupants, including children. Convictions of 5 years or older will be considered on a case-by-case basis.
  - e. Poor credit history of any applicant. Credit reports are obtained and a maximum of 5 negative marks with in the last 5 years are allowed.
  - f. Poor rental history (rental reports are obtained) Rental history of:
    - \*Non-payment or frequent late payment of rent
    - \*Eviction for any reason of applicant or occupant
    - \*Unruly or destructive behavior by applicant, applicant's children or applicant's guest(s)
    - \*Violence to persons or property by applicant, applicant's children or applicant's guest(s)

**We uphold the guidelines set forth by the Fair Housing Authority and do not discriminate against any applicant on the basis of race, creed, religion, sex, national origin, disability or family status.**

**Deposit Information and Holding a Unit**

All rentals are available on a first come, first serve basis.

If you are interested in a unit and would like us to take that unit off the market and hold it for you we require that an application deposit be paid, in full. An application alone, with a deposit, will NOT hold a unit. The following are a few things that you should be aware of in regards to holding units, the application process, and the refunding, or non-refunding, of deposits paid in.

- A deposit will hold a unit for 1 business day without an application. If we have not received an application within 1 business day the unit will go back on the market. Your deposit is refundable.
- Once an application is received we will continue to hold the unit until the application has been processed. Your deposit is still refundable.
- If the application is denied for any reason other than falsification of information the unit will go back on the market and your deposit will be refunded.
- Upon approval of an application we will notify one applicant. Upon notification of approval a lease start date must be confirmed within 24-hours. The deposit is no longer refundable. Even if you fail to sign a lease or move in.
- A deposit will hold a unit for a maximum of 2 weeks from the date that the application is approved or the unit is ready to be occupied; which ever comes first.
- Upon approval of you application our office will attempt to notify you. If you have not responded to our notification attempts within 2 business days your deposit will become non-refundable and the unit will go back on the market.

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

Applicant	Date	Applicant	Date
Applicant	Date	Leasing Agent	Date

Unit: \_\_\_\_\_ Rent: \_\_\_\_\_ Deposit: \_\_\_\_\_ Pet Dep/Fee: \_\_\_\_\_ Lease Term: \_\_\_\_\_

**\$40.00 Application Fee must be paid PRIOR to processing**

**\$40.00 Application Fee due for ALL occupants over 18 unless legally married with the same last name**  
**Application and/or Security Deposit must be paid in full; we DO NOT allow payment plans on Deposits**  
**We accept cash for application fees only, all other payments may be made with a check, money order,**  
**credit card ~ Visa, Master Card, or Discover Card – We DO NOT accept American Express**

**PRIVACY POLICY FOR PERSONAL INFORMATION  
OF RENTAL APPLICANTS AND RESIDENTS**

We are dedicated to protecting the privacy of your personal information, including your Social Security Number and other identifying or sensitive personal information. Our policy and procedures are designed to help ensure that your information is kept secure, and we work to follow all federal and state laws regarding the protection of your personal information. While no one can guarantee against identity theft or the misuse of personal information, protecting the information you provide us is a high priority to our company and staff. If you ever have concerns about this issue, please feel free to share them with us.

**How personal information is collected.** You will be asked to furnish some of your personal information when you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.

**How and when information is used.** We use this information only for our business purposes involved in leasing a dwelling to you. Examples of these uses include, but are not limited to, verifying statements made on your rental application (such as your rental, credit and employment history), reviewing your lease for renewal and enforcing your lease obligations (such as to obtain payment for money you may owe us in the future).

**How the information is protected and who has access.** We allow only authorized persons to have access to your personal information, and we keep documents and electronic records containing this information in secure areas and systems.

**How the information is disposed of.** After we no longer need or are required to keep your personal information, we will store or destroy it in a manner designed to prevent unauthorized persons from accessing it. Our disposal methods will include shredding, destruction or obliteration of paper documents and destruction of electronic files.

**Locator services.** If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees or agents—even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their own privacy policies.

Thanks,

The Management

Wright-Way Real Estate & Property Management

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*Commentary. To protect consumers against identity theft, Texas law requires that you adopt a privacy and confidentiality policy for Social Security numbers and make the policy available to all rental applicants from whom you require a Social Security number. The policy must include: how the information is collected, how and when it is used, how it is protected, who has access to the information and how the information is disposed of. The TAA model privacy policy meets those requirements. The law requires any provider of "goods or services" who requires a Social Security number from an applicant to provide the applicant with the privacy policy, upon request. A lease is generally considered a "service," so all rental property owners must comply. The State of Texas can seek a fine of up to \$500 a month for failure to provide the policy.*