



REAL ESTATE SERVICES INVESTMENT SALES PROPERTY MANAGEMENT

RENTAL QUALIFICATION GUIDELINES



THE HOMEPLACE GROUP DOES BUSINESS IN ACCORDANCE WITH FEDERAL, STATE, & LOCAL FAIR HOUSING LAWS AND DOES NOT DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS, OR NATIONAL ORIGIN.

Please read this document carefully BEFORE completing your application. All applications must be complete and all fees must be paid in order for consideration. Completed applications are processed on a daily basis (Monday through Friday).

GENERAL APPLICATION REQUIREMENTS: To reside on the premises all residents/occupants 18 years of age and older must submit:

- **Complete Applications** – An application is required for EACH individual 18 or older that will be living in the unit. Head of the household must be at least 18 years of age unless familial status applies.
- **Signed Applications** – Each application must be signed by the individual applying
- **Present Valid government issued ID** - required for each applicant. Valid ID's may be: drivers' license, military ID, state ID, or passport.
- **Verifiable Income** - Paystubs for past two months are required for all applicants (we will request additional documents if needed).
- **Application Submission** – **APPLICATIONS SHOULD BE SUBMITTED ONLINE** at www.homeplacegroup.net, or may be mailed to 4706 Camargo Ct, College Station, TX 77845 along with your application fees. You may also scan and email an application to office@HomeplaceGroup.net.
- **Application fees** - In order to screen your application for approval you must submit the following fees:
 - \$60 Non Refundable application fee for each application submitted.
 - \$60 Non Refundable application fee for each Guarantor Application (if required).
 - ALL Application fees are non-refundable. Fees will be paid electronically online when applications are submitted. No cash will be accepted.

GENERAL RENTAL REQUIREMENTS:

RENTAL APPLICATION: You must complete every section of the application without omissions or falsifications. There should be no lines left blank. If a line does not apply, please fill in with N/A. Be sure you include all requested documents at time of application. Be sure you have signed and dated the application where indicated.

QUALIFIED INCOME: The combined monthly income of the Applicant(s) must equal 3 x's the amount of the monthly rent. Income includes all verifiable sources to include, but may not be limited to employment, retirement, subsidies, court-ordered child support, severance and social security, etc. Verification of income is required in writing and must be verifiable. Guarantors are required to make 5 x the amount of the monthly rent.

If Lease Holder(s) is not employed, or does not have verifiable employment, is unemployed or retired, they will be considered self-employed and must meet the guidelines for self-employment. Self-employment income may be verified with a copy of the applicant's most recent tax return and concurrent bank statements for the six months preceding the current month.

LEASE GUARANTOR: A lease Guarantor may be used under the following conditions:

- 1) Your monthly verifiable income is less than 3x's the amount of the monthly rent.
- 2) You have a familial relationship with the guarantor such as parent or relative.
- 3) The guarantor lives within the United States and has a social security number.
- 4) The guarantor meets our credit and criminal history requirements
- 5) The guarantor has verifiable monthly income which equals 5x's the amount of the rent.

RENTAL HISTORY: Up to 3 years of residency history will be reviewed and must exhibit no derogatory references or landlord debts such as evictions, filing of initial evictions, or residential collections and must have given required notice to vacate to previous landlord. Your application may be declined if past rental history includes lease violations, late payments of rent, multiple returned checks or electronic payments, non-payment of rent, current landlord disputes or court proceedings, etc. Forcible Entry and Detainers (Evictions) due to property damage, unpaid rent, drug use or any criminal activity will not be accepted under any circumstance. If you have no prior verifiable rental history, you may be assessed an additional deposit or asked to provide a qualified Co-signer.

CREDIT HISTORY: Although our decision is not solely based on credit, credit history should show that the resident has paid bills on time and does not have a history of debt write-offs or collection accounts, past due payment history, foreclosures, repossessions, tax liens or judgements, history of NSF checks, Multiple ID's or no credit history. Residency may be denied due to items mentioned above as well as poor credit history.

CRIMINAL HISTORY: A criminal background will be conducted on each applicant. All criminal offenses that you have been charged with must be fully disclosed on the application or submitted on a supplemental criminal history questionnaire. Criminal history which indicates that an applicant's tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy could result in substantial physical damage to the property of the owner or others may result in rejection of the application.

RENTER'S INSURANCE: Renter's insurance is highly recommended. Renters/tenant insurance policy must name The Homeplace Group as its successors or assigns as additional insureds.

PETS/ANIMALS: All pets/animals are subject to Property Management Approval. Pet restrictions and sized or breed restrictions are subject to each individual owner's approval and pet policy. Be prepared to provide a picture of your pet and vaccination records. The following breeds may be considered "unacceptable" by some owners: Akita, Bull mastiff or Mastiff, Chow, Alaskan Malamute, Doberman, German Shepard, Husky, Presa Canario, Siberian Husky, Staffordshire Terrier, Wolf Dog/Wolf Hybrid, Bull Terrier, Pit Bull Terrier, Rottweiler, or any combination of these or any dog that has any of the above breeds lineage.

Service or companion animals that assist residents with special needs will always be accepted, provided documentation is submitted. A pet deposit will not be charged for service or companion animal. Fish tanks are limited to 20 gallons. Birds must be caged at ALL times. No other animals, reptiles, or insects are permitted, including but not limited to livestock or farm animals, exotic or jungle animals, pigs, skunks, ferrets, rats, mice, hamsters, guinea pigs, monkeys and/or snakes.

OCCUPANCY STANDARDS: The number of occupants in your apartment may not exceed 2 per bedroom. An infant less than 6 months old is not considered an occupant.

NOTICES AND UNDERSTANDING:

Application fees are non-refundable (whether it is approved, declined, or withdrawn). By signing below you acknowledge that you have had the opportunity to review the RENTAL QUALIFICATION GUIDELINES prior to submitting an application and application fee. Our criteria include Credit History, Criminal History, Verifiable Income, and Rental History. Your application may be denied and your application fee will not be refunded if you do not meet the qualifying criteria outlined above. Falsification of any information on the lease application, provided documentation, or incomplete documentation will result in a decline of the application. Applicant(s) also agree(s) to submit all documents necessary at time of application. Applicants will not be considered until all applicants, co-applicants and guarantor applications are received.

If you have further questions, please call (979) 777-6458 for further instructions.

Printed name of Occupants:

Signature(s):

Date: