



## RENTAL SCREENING CRITERIA

Southlake Property Management, LLC does not discriminate based on color, race, religion, national origin, sex, sexual orientation, marital status, familial status, disability or source of income. We comply with all federal, state and local laws concerning Fair Housing.

Thank you for your interest in a Southlake property. We will accept applications meeting the requirements listed below. All residents 18 years of age or over must complete applications in full. Multiple applications for a specific property or unit will be processed on a first-come-first-served basis. The first complete application received will be processed and if approved, all other applications submitted will be returned along with the unprocessed screening fees.

### **General Requirements**

1. Valid photo identification required.
2. A complete and accurate application with phone numbers. Incomplete applications will be returned.
3. Each applicant will be required to qualify individually.
4. Applicants must be able to enter a legal and binding contract.
5. Incomplete, inaccurate or falsified information will be grounds for denial.
6. Any applicant currently using illegal drugs or having been convicted for the illegal manufacture or distribution of a controlled substance will be denied.
7. Any individual who may constitute a direct threat to the health and safety of an individual, the complex, neighborhood of the property or others will be denied.
8. An application insufficient in Credit and Rental Requirements shall require an additional security deposit equal to 50% of the stated rental amount, over and above any other security deposit or additional security deposit required.
9. The total security deposit required will be that of the least qualified applicant.
10. The denial of one applicant will result in the denial of the entire application.
11. In order to qualify as a co-signer, you must fully meet all areas of the criteria and must have minimum monthly income of five times the stated rent.

### **Income Requirements**

1. Gross monthly household income must equal two and one-half times the stated monthly rent. If monthly income does not equal 2-1/2 times the stated monthly rent, a qualified co-signer will be required.
2. A current paycheck stub from your employer will be required. Verifiable income or liquid assets equal to two and one-half times the total annual rent will be required for unemployed applicants. -Verifiable income may mean, but is not limited to: bank accounts, spousal support/child support, trust accounts, social security, unemployment, welfare, grants/loans. Self-employed applicants will be required to show proof of income through copies of the previous year's tax return. Self-employed applicants will be verified through the state. A recorded business name or corporate filing will be sufficient to meet verification of employment.
3. Application will be denied if the legal source of income cannot be verified.

### **Rental Requirements**

1. One year of verifiable rental or mortgage history from a current third party is required. Home ownership is verified through the county tax assessor. Mortgages currently reflecting a past due balance will require an additional deposit equal to one month's rent. Home ownership negotiated through a land sales contract is verified through the contract holder.
2. Rental history demonstrating residency, but not current third party rental history, will require an additional security deposit equal to 25% of one month's rent or qualified co-signer. -Rental references ending 12 months prior to the date of application will not be considered current.

3. Eviction free rental history is required.
4. Rental history reflecting a past due rent or an outstanding balance will be denied.
5. If a landlord gives a negative reference or refuses to give a reference, the application will be denied.
6. Three (3) or more 72-hour notices within a period of one year will result in a denial.
7. Three (3) or more NSF(Non-Sufficient Funds) checks within a period of one year will result in a denial.
8. Rental history demonstrating noise or other documented complaints, will result in a denial if the landlord states they would not re-rent.

### **Credit Requirements**

A credit history showing no negative reports is required. A negative report is considered any non-medical item 60 days past due or greater, collections, repossessions, liens, judgments or garnishments. Negative credit will result in additional requirements with the following guidelines:

1. A credit file report containing a discharged bankruptcy will require an additional security deposit of equal to 25% of one month's rent or a qualified co-signer.
2. 1-2 items of 60 days past due or greater, collections, repossessions, liens, judgments, or garnishments will require an additional security deposit equal to 25% of one month's rent or qualified co-signer.
3. 3-5 items as listed above will require an additional security deposit equal to 50% of one month's rent or qualified co-signer.
4. 6-8 items as listed above will require an additional security deposit equal to 100% of one month's rent or total security deposit equal to 25% or one month's rent plus a qualified co-signer.
5. 9 or more items as listed above will result in the denial of the application.

### **Criminal**

Upon receipt of the rental application(s) and screening fee, landlord will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty-or no-contest to, any crime.

- a) A conviction, guilty plea or no-contest plea, ever for: any felony involving serious injury, kidnapping, death, arson, rape, sex crimes, and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession) class A/Felony burglary or class A/Felony robbery; or
- b) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years for: any other felony charges; or
- c) A conviction, guilty plea or no contest plea, where the date of disposition, release or parole have occurred within the last seven years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale manufacture, delivery or possession) property damage or weapons charges; or
- d) A conviction, guilty plea of no-contest plea, where the date of disposition, release or parole have occurred within the last three years for: any class B or C misdemeanor in the above categories or any misdemeanors involving criminal trespass I, theft, dishonesty, prostitution shall be grounds for denial of the rental application. Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the application process will be completed. Units will not be held awaiting resolution of pending charges.

### **Disabled Accessibility Statement**

Southlake Property Management, LLC allows existing premises to be modified at the full and complete expense of the disabled person if the disabled person agrees to restore the premises (per Fair Housing Guidelines) at their own expense to the pre-modified condition. We require:

- 1) The applicant to seek the landlord's written approval before making the modifications.
- 2) Reasonable assurances (in writing) that the work will be performed in a workmanlike manner.
- 3) Reasonable details regarding the extent of the work to be done.
- 4) Names and telephone numbers of the qualified contractors that will be used.
- 5) Appropriate building permits and the required licenses must be made available for inspection by the landlord.
- 6) A deposit for the restoration may be required.