Resident Qualifying Criteria for Capehart Properties

1. A separate rental application must be fully completed, dated and signed by each applicant and co-applicant eighteen years or older on front and back, however, Texas legal spouses may together complete one rental application.
2. The rental application will be reviewed and submitted. Credit reports will be obtained. Credit report information will be considered as part of the approval process but will not be necessarily the single factor for approval or disapproval.
3. Each applicant must provide government photo identification, Social Security Card, two proofs of income and allow it to be photo copied. All teenage children with valid Identification or Drivers license cards will also be requested to be photo copied.
4. Applications for **multiple** families to reside in the same unit will **NOT** normally be approved. Multiple **single** individual applications will be considered but occupancy limited to one per bedroom in two and three bedroom units due to parking constraints in the apartment and townhouse areas and will be disapproved for four bedroom units.
5. The **maximum number of individuals for unit occupancy is two persons times the number of bedrooms for family members and one person per bedroom for non-family members. Garages are NOT bedrooms and are forbidden for occupancy purposes.**
6. Applicants who are first time renters or who do not have sufficient income may qualify by having the lease guaranteed by a guarantor and providing a security deposit equal to **2 times** the monthly rent.. The guarantor must have a gross monthly income of at least **3 times** the monthly rent and must meet all other qualifying criteria. The guarantor must complete and sign a lease guaranty agreement. The lease may be guaranteed only by a relative or employer. Guarantors contractually agree to be held responsible for the entire rent and other costs, such as damages for the initial lease period regardless of roommates, other leaseholders or occupants.
7. Employment and monthly income must be verifiable. Pay stubs or verification of employment will be requested from applicant(s). Total monthly income for **adult** applicants should **be 3.0 times** the monthly rent. Inconsistent work references or other inconsistent income which result in applicants gross income to be less than three times the rent amount, may result in the in the landlords right to deny application. Monthly income will be considered as a factor in approval or disapproval and will generally be analyzed in terms of total income, rental payments, number of persons being supported, and so forth.
8. All current and previous landlord references will be verified. Information such as the following may result in the landlord's right to deny the application: (a) previous indications of inability to pay rent; (b) previous rental agreement violations, or (c) conduct which disturbs the peaceful enjoyment of neighbors, (d) damage to or poor housekeeping of interior or exterior of previous rental units, (e) poor groundskeeping if tenant was responsible for cutting grass, edging, watering, or pruning of trees/bushes, (f) maintenance on equipment leaving oil/grease/hazardous materials in/on rental property, or (g) conducting commercial productive or routine "garage sales"/retail activities. Failure to provide correct verifiable references may result in the landlord's right to (a) deny the application, (b) terminate the rental agreement if references are subsequently determined false, or (c) charge an additional deposit of 100% of the stated monthly rent.
9. Landlord will make two attempts to contact and verify references. Failure to contact verifiable references may result in the landlord's right to (a) deny the application, (b) terminate the rental agreement if references are subsequently determined to be false, or charge an additional deposit of 100% of the stated monthly rent.
10. A credit check will be run on each application. A factor may be applied against the number of accounts and outstanding debts. A debt-to-income ratio of more than 30% may result in the landlord's right to (a) deny the application, (b) require a co-signer meeting the same criteria for residency, or (c) charge an additional deposit of 100% of the stated rent.
11. Any recorded or unrecorded collection, late payment history, judgments, insufficient credit file or no credit file may result in the landlord's right to (a) deny the application, (b) require a co-signer, meeting the same criteria for residency, (c) terminate the rental agreement if subsequent information regarding prior collections or judgments are determined detrimental by the landlord or (d) charge an additional deposit of 100% of the stated rent.
12. Verification of income may be made by (a) employment verification, (b) proof of self-employment may be made by verification of business license with city and commerce department, (c) proof of non-employment income. Proof of income may be documented thru prior year's tax statement, bank verification, pay stubs, investment reports, and/or other financial data. All sources of employment and non-employment income shall be legally obtained and verifiable. Stability of the source and amount of income during the past five years may be considered.
13. Demeanor, attitude and behavior during application and interview process will be considered.
14. Arrests and/or convictions may be evaluated. Any individual whose occupancy may constitute a direct threat to the health and safety of other individuals or could result in physical damage to the premises will be denied. Any person who has been convicted of manufacturing or distribution of an illegal substance will be denied.
15. Pets may or may not be permitted, dependent on the owner/agent. Parking shall be limited to two vehicles per unit, unless specified otherwise. Smoking may or may not be permitted, dependent on the owner/agent. The owner /agent will allow aid animals or modifications to the unit necessary to assist those with disabilities.
16. **Applicants with pets will only be considered for Duplexes, Townhomes, and Single family homes with existing fences. Maximum of 2 pets per unit. Applicants for apartments are advised that they are restricted to 2 vehicles per apartment, duplex or townhome due to limited parking.**
17. **Applicants may be denied occupancy for the following reasons:**
    Falsification of application by any applicant; Incomplete application by any applicant; Insufficient income; Criminal conviction history. Violent crimes or those crimes of a sexual nature committed by any proposed applicant or by other occupants (including children) who plan to live in the unit may be cause for immediate rejection of the application or eviction in the case of approval and subsequent occupancy of a unit by an individual that has been convicted of such a crime. Poor credit history of any applicant (bankruptcy or poor references may require 2 or more months of security deposit); Poor rental profile of any applicant or occupant; Non-payment or frequent late payment of rent; Eviction; Drug use; Poor housekeeping (inside or outside); Poor supervision of applicant's/occupant's children; Unruly or destructive behavior by applicant, applicant's children or guests or occupant's children or guests; Violence to persons or property applicant, applicant's children or guests or occupant's children or guests

11. We do not discriminate on the basis of race, color, creed, religion, sex, national origin, disability or familial status, or source of income. Capehart adheres to the Fair Housing Act and the Americans with Disabilities Act as well as all state and local laws.

12. Privacy policy - 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 will 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 staff. If you ever have concerns about this issue, please feel free to share them with us.

I ACKNOWLEDGE THAT I HAD AN OPPORTUNITY TO REVIEW THE PROPERTY'S PRIVACY POLICY AND RENTAL SELECTION CRITERIA, WHICH INCLUDES REASONS WHY MY APPLICATION MAY BE DENIED, SUCH AS CRIMINAL HISTORY, CREDIT HISTORY, CURRENT INCOME, AND RENTAL HISTORY. I UNDERSTAND THAT IF I DO NOT MEET THE PROPERTY'S RENTAL SELECTION CRITERIA OR IF I FAIL TO ANSWER ANY QUESTION OR GIVE FALSE INFORMATION, THE PROPERTY MAY REJECT THE APPLICATION, RETAIN ALL APPLICATION FEES, ADMINISTRATIVE FEES, AND DEPOSITS AS LIQUIDATED DAMAGES FOR ITS TIME AND EXPENSE, AND TERMINATE MY RIGHT OF OCCUPANCY.

APPLICATION WILL NOT BE APPROVED WITHOUT BEING COMPLETELY FILLED OUT AND WITH SIGNATURES!!

_____	_____	_____	_____
APPLICANT	DATE	APPLICANT	DATE
_____	_____	_____	_____
APPLICANT	DATE	OWNER'S REP	DATE