

# Blue Ribbon Property Management

## Rental Criteria for Screening Applicants

Blue Ribbon Property Management, the employees, and the owners who are represented conduct business in accordance with the Federal Fair Housing Law and do not discriminate against any person because of race, color, national origin, religion, sex, familial status, or handicap. As a condition of renting from Blue Ribbon Property Management, a National Criminal Background and credit report will be conducted. Applicants are provided the following information to review and sign before applying.

- A. The Leasing Criteria and Screening Standards
- B. The Criminal Screening Criteria
- C. Occupancy Standards
- D. Additional Information

It is up to the applicant to decide first whether or not he/she is qualified to apply before paying the non-refundable application fee(s). **Application fees are non-refundable.** Blue Ribbon Property Management is a member of TAA®, TAR®, and TREC. TREC #9001780

### Leasing Criteria and Screening Standards

- Apply at **LeaseTexas.com** : Tenant → Application → Apply Online
- EVERY BLANK ON THE APPLICATION MUST BE FILLED IN OR N/A PUT IN THE SPACE IF THE QUESTION DOES NOT APPLY.
- Must be a minimum of 18 years of age.
- Government ID must be provided.
- Non-US Citizens must submit a passport and visa.
- Social security numbers must be provided for the application to be processed.
- Applicants must have verifiable gross income of at least 3 times the amount of the monthly rent **OR** they may prepay the entirety of their lease in full if not utilizing a guarantor.
  - o Guarantors must have verifiable gross income that is 4 times the amount of the rent.
- Must have verifiable rental history or previous home ownership.
- Money owed to another property management company, apartment complex, or owner may be an automatic rejection.
- It is our policy to accept Scholarships & Financial Aid for housing. **The tenant will need to send in their updated financial aid information each time it is renewed.** If they drop out or lose their aid they would no longer qualify and would need another source of income or a guarantor to qualify.
  - Good or no credit. Good credit is signified as more positive than negative accounts within the past three (3) years.
  - NO CASH PAYMENTS ACCEPTED. Online ePayments are accepted. There is a \$5.00 fee for ePayments online.

### Criminal Screening Criteria

Applicants, and occupants, including minors, who have been arrested, convicted, indicted, arraigned, or had deferred adjudication for any misdemeanor or felony crime will be reviewed on a case-by-case basis. Applicants must provide case history which will be reviewed, and approval will be on a case-by-case basis. Arrests or convictions for violent crimes, sex crimes, theft, and hate crimes will be automatically rejected.

### Occupancy Standards

Occupancy restrictions may vary according to neighborhood requirements or Homeowner Association requirements. City, HOA, and Neighborhood Association ordinances may set their own occupancy standards. Applicants need to verify occupancy standards with their leasing agent before applying. According to state law, a person 6 months of age or older is considered an occupant.

### Additional Information

This information is for leasing homes managed by Blue Ribbon Property Management. Owner-managed properties may have different terms.

- **Pet Screening must be completed prior to any lease being executed or commission being paid to the leasing agent.** Fees include \$25 for the first pet and \$15 for each additional pet. Each pet application must be processed separately but the discount will be applied to additional pet applications. Apply online at **blueribbon.pet screening.com**. **This must be completed by all applicants, even those without any pets.** No fees apply to those without pets.
- Additional security deposit for having a pet(s) required. Specific amounts vary by property.
- Liability Insurance: \$15.00 per month, Blue Ribbon Property Management will procure liability insurance in the amount of \$100,000 on our behalf, to protect against accidental resident-caused damage. This policy provides coverage for damage to the property caused by fire, water damage, explosion, and smoke for up to \$100,000. Please note that this policy does not cover the tenant's personal possessions or expenses for alternative living arrangements. Neither does it cover your liability to third parties for injuries or property damage.

### Disclosure Regarding Multiple Applications:

This brokerage does not operate on a "first come first serve" basis should we receive multiple sets of applications on a home. Rather, we preview the completed applications to ensure that they meet the rental criteria as well as consider your client's "highest and best offer" to rent the home by a given deadline. If multiple applications are received you will be notified by our office.

In this situation, you are encouraged to talk to your client and let them know that there are multiple applications. They will need to complete their application(s), and pay the application fee(s), and you should submit your client's best offer by the deadline posted for your client's applications to be considered. Use the email address: [Applications@LeaseTexas.com](mailto:Applications@LeaseTexas.com) for all lease communication and to submit an offer to lease.

A representative from our office will let you know if your client's offer to lease was accepted for processing. If your client's offer was accepted the application will be processed and the application fee is no longer refundable. If your client's offer to lease was not accepted the application fee will be promptly refunded. If your client wishes to lease another home within our portfolio we can move the applications to the other property.

Too many times we have received completed applications at the same time, or prospective tenants and their agents race to finish an application "first." Finding and leasing the perfect home should not be a race. To create an equal and safe environment to lease a home we have adopted this process for high demand properties.

We look forward to working with you to provide an excellent leasing experience for you and your client.

**I HAVE READ AND UNDERSTOOD THE GUIDELINES FOR SCREENING AND LEASE QUALIFICATIONS:**

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Applicant Signature

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Date

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Applicant Signature

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Date

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