



## **RENTAL PROCEDURES & TENANT SELECTION CRITERIA**

05/07/19

SHINE RESIDENTIAL MANGEMENT, INC. DOES BUSINESS IN ACCORDANCE WITH THE FAIR HOUSING ACT, AND DOES NOT DISCRIMINATE ON THE BASIS OF GENDER, SEX, SEXUAL ORIENTATION, MARTIAL STATUS, RACE, CREED, RELIGION, AGE, FAMILIAL STATUS, DISABILITY, COLOR, NATIONAL ORIGIN OR ANY OTHER PROTECTED BASIS. SHINE RESIDENTIAL MANGEMENT, INC. REPRESENTS THE OWNER OF PROPERTY ONLY; THE OWNER OF PROPERTY PAYS FOR THE BROKER'S SERVICES. THEREFORE, POLICIES MAY VARY BY PROPERTY DEPENDING ON THE PARTICULAR OWNER'S PREFERENCE.

### **Include the following items when submitting application (see below for full requirements):**

- . Copy of Identification (Driver's License, State ID, Military ID, or Passport)
- . Copy of social security card or visa
- . Proof of income (last 2 paycheck stubs, tax return, or 1099)
- . \$40 money order, cashier's check, or electronically online
- . Completely filled out application

### **Occupancy Guidelines**

The occupancy standard per home is two (2) persons per bedroom as established by United States Department of Housing and Urban Development (HUD). Residents who exceed these occupancy standards during the term of the lease will be subject to the applicable penalties in the Lease Agreement.

### **Age and Application**

A completed application and application fee is required by all persons 18 years of age or older, intending to occupy the property. Each application must be filled out completely and signed by the applicant. Incomplete applications will not be processed. Complete applications include: "Rental Procedures," "Tenant Selection Criteria," "Rental Application," "Information About Brokerage Services," authorization forms, valid current photo documentation (driver's license, military ID, or State ID), and a copy of social security card for each applicant. Applicants without a social security number must show proof of a permitted stay in the U.S. with a visa. If applicant shows proof of approval to work in the U.S., additional prepaid rent or deposit may be required.

An application fee of \$40.00 in cashier's check, or money order must accompany each application. Married couples must submit 2 applications with 2 application fees. No personal checks or cash are accepted for application fees. The application fee is NON-REFUNDABLE. Application will not be processed without application fee.

Applications from other applicants may be accepted until an application is approved. Because of the fiduciary relationship Shine Residential Management, Inc. has with owners, if more than one application is submitted before approval can be achieved, then the most qualified applicant will be approved.

If applicant is applying for a property that is governed by a homeowners association or condominium association, the applicant may be required to fill out a separate application for the association and possibly pay an additional fee for approval.

### **Credit History**

Landlord will obtain a credit reporting agency report, commonly referred to as a credit report, in order to verify your credit history. Landlord's decision to lease the property to you may be based upon information obtained from this report. If your application is denied based on information obtained from your credit report, you will be notified. Open bankruptcies will result in an automatic denial of the application.

### **Employment & Income**

Employment and proof of income will be verified for each applicant. Depending on the rental amount being asked for the property, the sufficiency of your income along with the ability to verify the stated income, may influence Landlord's decision to lease the property to you. Landlord requires monthly income of at least three (3) times monthly rent in most cases. Un-married, un-related Tenants will each be required to individually qualify for income requirements.

Please have at least one of the following forms of acceptable income documentation before you apply to expedite the application process. All copies must be legible.

- **Hourly:** The two (2) months of paystubs from employer. Tax refunds will not be accepted as monthly income.
- **Salaried Applicants:** Two (2) months of paystubs OR one (1) most recent full month of bank statements. No joint bank accounts may be used unless all joint owners apply as leaseholders. No prepaid or PayPal accounts will be accepted. Tax Refunds will not be accepted as monthly income.
- **Relocation:** Offer letter or income verification from the Applicant's Employer: must be current or for a job starting within 30 days of move-in, on company letterhead (or notarized) and signed by the appropriate Human Resources or Company officer with her/his contact information.
- **Self-Employed/Commissioned:** Prior year's tax return plus bank statements (the most recent three months of personal or corporate bank statements is required to calculate the gross monthly earning per household. Note: If necessary, additional months may be requested.) Transfers will not be included in the calculations. No joint bank accounts may be used unless all joint owners apply as leaseholders. No prepaid or PayPal accounts will be accepted. Note: A return from the previous year will not be accepted after April 15 unless proof of a tax filing extension is submitted with the previous year's return. A W-2 or 1099 from the previous year will not be accepted after January 31.
- **Social Security disbursement letters:** A disbursement letter from the current year showing monthly amount or statement plus bank statements (the most recent three months of personal bank statements is required to calculate the gross monthly earning per household.) Note: If necessary, additional months may be requested.
- **Child support:** A court order or notarized letter from an attorney representing the terms of proposed assistance plus bank statements (the most recent three months of personal bank statements is required to calculate the gross monthly earning per household.) Note: If necessary, additional months and additional documentation may be necessary.
- **Savings Account:** (detail of all transactions) A minimum average ending balance of three (3) times the total rent due for the entire lease term. For example, if the monthly rent is \$1000 with a 1 year lease term, the average ending balance must be a minimum of \$36,000. No joint bank accounts may be used unless all joint owners apply as leaseholders. No prepaid or PayPal accounts will be accepted.

- **Tax Return, W-2 or 1099:** Must be combined with your most current 3 months bank statements showing current employment. Note: A return from the previous year will not be accepted after April 15 unless proof of a tax filing extension is submitted with the previous year's return. A W-2 or 1099 from the previous year will not be accepted after January 31.

### **Rental History**

Rental History will be verified for the past twenty-four months with no interruptions for each applicant. Verification must reflect timely payments, no complaints for noise or illegal activity, appropriate "notice of intent to vacate," and no damage to unit or failure to leave the property clean without damage at time of lease termination. Applicant must not have been evicted or moved out without notice in the past seven years.

### **Criminal History**

Landlord will perform a criminal history background check on all Applicants and Occupants eighteen (18) years of age and older to verify the information provided by you on the lease application. Criminal history will be reviewed on a case-by-case basis; Landlord's decision to lease the property to you may be influenced by the information contained in the report. All criminal records are evaluated from the date of disposition, regardless of the Applicant's age at the time the offense was committed.

### **Guarantors**

Guarantors will be accepted for Applicants who do not meet the required rent-to-income ratio or who have been denied on credit. Only one (1) guarantor per home is permissible. The Guarantor must complete an application and pay the application fee. Guarantors must have a gross monthly income of four (4) times the monthly market rent and meet all other qualifying criteria identified in the Rental Procedures and Tenant Selection Criteria. Guarantors may be relatives or an employer; friends may not serve as a Guarantor.

### **Smoking**

Smoking is not permitted in any property we manage.

### **Animals**

All animals and fish tanks (larger than 55 gallons) must be disclosed on the application. Proof of applicable insurance must be provided for fish tanks larger than 55 gallons.

No pets are permitted without prior written consent. Only non-violent, common domesticated animals will be allowed on any property that permits pets. Rottweiler, Pitt-bull, American Bulldog, Doberman, German Shepherd, Chow Chow, Husky, Fila Brasileiro, Malamute, Great Dane, St. Bernard, Akita, Presa Canario, Mastiff, Boerboerl, Dogo Argentino, Japanese Taso Inu, wolf hybrid, mixed breeds including any of the above mentioned, or any other vicious animals (regardless of size) will not be approved/allowed on any of the properties we manage. Pet deposits are normally \$300 per pet and are refundable based on property condition. However, individual owners may have higher deposits and/or fees.

Pets must be approved by management prior to the animal arriving at the property. Unauthorized pets are a violation of your lease and will result in additional fees and possible eviction.

Service/Support animal criteria are contained in separate documents available at the offices of Shine Residential Management upon request.

### **Application Does Not Create a Lease**

This application, even if accepted, shall under no circumstances be considered a lease agreement between Applicant and Landlord, or an offer to lease. No lease shall exist between Applicant and

Landlord unless and until the parties enter into a formal Lease Agreement and Applicant pays all required fees, deposits and advance rent.

Lease must be signed within two business days of approval of application. Security deposit must be paid within two business days of approval of application. If security deposit is not paid in full within two business days of approval then it will be assumed that the applicant has withdrawn the application. Shine Residential Management, Inc. may offer the property to others if applicant fails to pay required deposits within this time frame.

It is company policy to report any unpaid balances owed at the end of your tenancy to a collection agency and/or national credit-reporting agency.

**Pursuant to Property Code Section 92.3515, these Tenant Selection Criteria are being provided to you.** The following constitutes grounds upon which landlord will be basing the decision to lease the property to you. If your application is denied based upon information obtained from your credit report, you will be notified.

Failure to Provide Accurate Information in Application: Your failure to provide accurate information in your application or your provision of information that is unverifiable will be considered by landlord when making the decision to lease the property to you.

**Shine Residential Management, Inc. will base the decision to lease the property to you upon one or more of the criteria noted above.**

**I have read, understand and agree to the above Rental Procedures and Tenant Selection Criteria.**

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Applicant Signature

Date

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Printed Name