



MONTE DAVIS PROPERTY
MANAGEMENT SERVICE, LLC.

SCREENING CRITERIA AND DISCLOSURE

(Please read this in its entirety)

Monte Davis Property Management Service LLC (MDPM) is committed to equal housing and we welcome anyone to apply. A third party, AcuTraq performs the background screenings. Application approval is based on the following 7 factors:

- | | |
|---------------------------------|-------------------------------------|
| Credit history | Employment verification and history |
| Criminal background check | Terrorist database search |
| Income verification | Animal criteria (via PetScreening) |
| Rental verification and history | |

HOW TO APPLY

Go to: <https://montedavispm.quickleasepro.com/d/apply/69118/new>

APPLICATION REQUIREMENTS - PER APPLICANT

1. PROOF OF INCOME

- Income should be at least 3 times the monthly rent.
- Acceptable forms are previous year's W-2 or 1099, and recent paystubs.

2. PROOF OF EMPLOYMENT

- Employment history should reflect at least 6 months with your current employer.
- A job transfer requires proof via correspondence showing a job offer, date, and acceptance.
- Any employment verification fees must be paid by the Applicant.
- Applicant must be a permanent employee (not temporary or probationary)
- If self-employed, we can accept signed tax returns (2 years minimum) or bank statements that provide proof of applicant's ability to pay the rent.
- If military, we need a current copy of your LES. If you are active duty military, you must be on an assignment that, to the best of your knowledge, will allow you to complete a 12-month Lease.
- If retired, we need your most recent SSI statement, VA Benefits statement, Retirement Benefits statement, or most recent 3 months bank statements showing these deposits.
- Applicants who do not meet these requirements must submit savings account statements for the last 6 months showing a minimum average balance equal to 8 months of rent.
- **If receiving unemployment benefits due to the Coronavirus, we need an unemployment verification letter showing weekly benefit amount and remaining balance on the claim.**

3. RESIDENCE HISTORY

- Verifiable residence history for at least 3 years whether you have owned or rented.

- Applicants are responsible for providing information including the names, addresses and phone numbers of landlords with the dates of tenancy for the previous 3-5 years.
- Home ownership will be verified.
- We can accept base housing as rental history, if verifiable.
- Any evictions within the previous 5 years will be automatic grounds for denial.
- Broken leases will be considered on a case-by-case basis and may require a double deposit.
- Residence verification must be from an unbiased source.
- If a guarantor is used or required, the guarantor is also required to submit an application and back-up data described herein.

4. CREDIT HISTORY

- We will obtain a copy of your FICO score which is comprised of information from TransUnion, Equifax and Experian.
- You cannot provide this information to us. We will obtain it ourselves.
- Credit history should show that the resident has paid bills on time and does not have a history of debt “write-offs” or accounts in collection. Money owed to a previous landlord or utility company is cause for denial.
- Any FICO score or combined score of 500 or less will be cause for denial.
- Applicants with no established credit may be required to pay a double deposit or obtain a Lease Guarantor.

5. IDENTIFICATION

- Attach a legible copy of a government-issued photo identification card.

6. ALTERNATE CONTACT

- Reliable emergency contact information is required within the application (someone 18 or over who will not be named on the Lease).

CREDIT-SCORE-BASED RISK MITIGATION FEE

Applicants with a low FICO score are subject to contingent approval. MDPM can offer applicants with a FICO score or combined score between 500 and 614 an opportunity to rent from us by offsetting the monetary risk for the owner and the management company, and pay a Risk Mitigation Fee as follows:

- FICO score of 614-594 = risk mitigation fee of \$250
- FICO score of 593-550 = risk mitigation fee of \$750
- FICO score of 549-500 = risk mitigation fee of \$1,250

Under MDPM, this fee is refundable. MDPM maintains the right to retract this offer based on other criteria associated with the application process.

ERRORS AND OMISSIONS

Every effort is been made to provide applicants with reliable and accurate information regarding our homes for lease. However, changes can and do take place to cause inaccurate information to be accidentally presented. We encourage all applicants to verify schools, allowable animals, expected features, HOA concerns, etc. prior to signing a Lease. Any information posted in the MLS advertisement does NOT constitute any written agreement or guarantee.

CRIMINAL, SEX OFFENSE, AND TERRORIST DATABASE CHECK

Criminal background checks include violent crimes, sex offenses, domestic violence and/or involve possession or distribution of weapons or illegal substances, and are all grounds for denial of an application. An exception may be made for type and/or age of offense, so please provide details to our Property Manager.

ANIMAL CRITERIA

1. PET PROFILE

- Our rental application process begins with a link to PetScreening. If you have no animals, simply state none and move on to the application itself. If you have an animal(s), you must create a Pet Profile for each animal, whether a household pet, service animal, working dog, or support animal a/k/a ESA.
- The first Pet Profile is \$20, and each additional profile is \$15. These fees are non-refundable since the profiles become yours and can be used for future landlords, emergency vets, dog groomers, trainers, etc. NOTE: Fees apply only for pets.
- Pet Profiles for a support animal must include current documentation from a healthcare professional which will be reviewed by PetScreening's legal team. This approval process and final determination is the responsibility of PetScreening.

2. ANIMAL RESTRICTIONS

- Animal policies vary from one landlord to another. Check with MDPM if there is a question.
- No aquariums larger than 10 gallons are allowed.
- No ferrets, reptiles, arachnids, or rodents of any kind are permitted.
- Uninsurable breeds: Due to insurance regulations, pets that are fully or partially of the following breeds are not acceptable pets:

Akita	American Bulldog	Bullmastiff	Mastiff
Chow	Doberman Pinscher	German Shepherd	Husky
Pit Bull	Presa Canario	Siberian Husky	Rottweiler
"Wolf Dog"	Staffordshire Terrier	Pit Bull Terrier	Bull Terrier
- If you have an ESA that is considered an uninsurable breed, it is recommended that you obtain pet insurance only because ESAs are typically untrained animals. While you are not required to obtain pet insurance, having an ESA does not excuse you from any liability if your animal bites or attacks other animals or people, or destroys property.

NOTICE TO ALL APPLICANTS

1. SMOKING

NO smoking is permitted inside the home or garage. No exceptions.

2. INSURANCE

All applicants will be required to obtain and maintain a Renters Insurance policy for the duration of their tenancy as follows:

- Single-family homes and duplexes require \$300,000 liability coverage
- Properties with 3 or more units require \$100,000 liability coverage
- Monte Davis Property Mgmt must be named as an Interested Party on the policy and receive a copy of the policy declarations "dec" page as proof of coverage before move-in.
- As of April 1, 2020, we do not accept Renters policies from Lemonade.

3. DISABLED ACCESSIBILITY

Any concerns should be submitted in writing to MDPM. We must obtain the property owner's approval to allow modification of the premises. All modifications are at the expense of the disabled person, and the disabled person must agree to restore the premises, at their own expense, to the pre-modified condition (provided the modification would affect the use and enjoyment of the premises for future residents.) We require written proposals detailing the extent of the work to be done, approval from the owner before modifications are made, appropriate building permits with required licenses made available for the owner's inspection, and a restoration deposit may be required per Fair Housing guidelines.

4. SCHOOL BOUNDARIES

It is the duty of the applicant to verify school boundaries. School enrollment concerns should be investigated prior to submitting your application. Because school enrollments can be capped and designation boundaries may change, applicants must verify their own school information with the school district.

5. SEX OFFENDERS

Applicants should satisfy their concerns regarding crime statistics or the presence of any sex offenders in the area before submitting an application. This information is available free of charge on the Internet at www.txdps.state.tx.us

START OF LEASE

- Vacant homes. It is MDPM's policy that all Leases on vacant homes must begin within 14 days of application approval. We are unable to hold the home rent-free without a Lease agreement.
- Occupied homes. MDPM will advertise a first available date with all of the homes we manage. In some cases, that date may need to be changed due to circumstances beyond our control. In those cases, we ask for the approved applicant's flexibility. We understand the burden that this can create and strive to advertise a solid date so incoming tenants can plan accordingly.
- Site-unseen homes. It is possible to sign a Lease without ever seeing one of our homes in person if 1) a relative, friend, or leasing agent video-taped the property for the applicant, and 2) the applicant signed a Site-Unseen Addendum to the Lease which names a "Trusted Advisor" outside of MDPM who offered their opinion as to the condition of the home.

REASONS FOR DENIAL OF APPLICATIONS

- If you failed to give proper notice when vacating a property.
- If a previous landlord is unwilling to rent to you again.
- If you had 3 or more late rent payments within the last 12 months.
- If you have an unpaid collection filed against you by any property management company.
- If an unlawful detainer action or eviction has occurred within the past 5 years.
- If you have had 2 or more NSF checks within the last 12 months.
- If you had allowed any person not on your current lease to reside on the premises.
- If we are unable to verify any information on your application.
- If you operate a business from the property (any home-based business requires prior approval).
- If you request a lower rent amount, or change to any paragraph of the Lease agreement.

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