

RESIDENT LEASING CRITERIA

LONGHORN PROPERTIES will not discriminate against any person in the terms, conditions, or privileges in the rental of a property, or otherwise make available or deny the provisions of services or facilities because of race, color, religion, sex, national origin, family status, or disability.

APPLICANTS

- Head of household/lessee must be a minimum of 18 years of age or older
- All applicants must have a valid Social Security Number, a valid state or federal issued photo ID or drivers' license and / or government issued / military ID card
- ALL applicants over the age of 18 are required to complete a separate rental application and pay the required application fee of \$25 each.
- ALL persons over the age of 18 will be listed as a resident or responsible party unless primary applicant is the parent, legal guardian or person is full time student / dependent child.

INCOME AND EMPLOYMENT

- Applicants must be currently employed and have a MINIMUM of one year of verifiable employment history. If new position, offer letter to identify employer and salary **MUST** be provided.
- **To qualify, each applicant's gross monthly income must be at least three (3) times the amount of the monthly rent unless married couple.** NOTE: Married couples can use their combined household income to qualify.
- Self-employment, trust funds, retirement and other income sources must be verified with bank statements, financial statements, VA Benefit letter, tax returns, etc. Child support considered on case by case basis.
- **Active duty military must provide a copy of the most recent L.E.S. , PCS orders to Ft. Hood and show military ID card.**

RENTAL AND CREDIT HISTORY CRITERIA

Applicants must have at least one (1) year of verifiable rental or mortgage payment history with no more than three (3) late payments within that period.

- **Negative rental or mortgage payment history or lack of rental history are addressed on a case by case scenario and may result in a CONDITIONAL APPROVAL.**
- Credit and criminal history must be satisfactory as determined by Longhorn Properties.
- **Collection, delinquent, slow pay accounts or lack of credit history are addressed on a case by case scenario and may result in a CONDITIONAL APPROVAL.**
- Renter's liability insurance is required for **ALL** properties. **Proof of insurance must be ACTIVE, CURRENT and provided prior to or at lease signing.**

HOUSING ASSISTANCE PROGRAM (HAP)

- The Housing Assistance Program is accepted on **SELECTED** properties.
- The approved monthly rent allowance **MUST** be equal to or greater than the monthly rent. **NOTE: RESIDENT IS NOT ALLOWED TO PAY DIFFERENCE BETWEEN ALLOWANCE AND RENT**
- Resident is responsible for the **ENTIRE** rent **UNTIL HAP** payments are received.
- Any overpayment will be credited to resident's account. **NO** cash refunds will be made to resident.

SECURITY DEPOSITS / ANIMAL DEPOSITS / PET FEES

- Security Deposits vary and may increase depending on credit, rental or employment history.
- **APPROVED** animals are accepted on **SELECTED** properties. A **non-refundable** Animal Fee of \$100 and a **refundable** Animal Deposit of \$500 is required for each animal, with a 2-animal maximum, if approved. Animal Fees and Deposits **MUST** be paid in **FULL** prior to animal being allowed on property along with a photo of **APPROVED** animal and current shot records. **NOTE: An Animal Deposit or Fee is NOT required for authorized service animals or ESAs. Proper documentation must be submitted and verified _____.**

Signing this acknowledgement indicates that you have had the opportunity to review the landlord's tenant selection criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected, and your application fee will not be refunded.

Printed Name

Signature

Date