



RESIDENCY QUALIFYING GUIDELINES AND PROCESS

Thank you for your interest in a Rollingwood Management home! We actively seek good residents and strive to provide the best services possible. Below are our general application criteria guidelines.

- 1) We do not prescreen applicants. Applicants are required to prescreen themselves, if you feel you meet our guidelines, please feel free to apply.
- 2) A separate application must be completed by each applicant over the age of 18. Each applicant must submit a \$55.00 NON-REFUNDABLE application fee. Fee can be paid online or by certified funds.
- 3) The security deposit must be paid by the applicant within 24 hours after the application has been approved. All security deposits must be either paid online or by Certified Funds.
- 4) Each applicant must provide valid Federal, state, local or foreign government issued photo ID with application.
- 5) Your credit score must be at least 600 or higher.
- 6) Applicants must have verifiable mortgage history or have current rental history for a minimum of one year. Rental history must be with a management company or unbiased property owner (i.e. not a family member).
- 7) Applicant's monthly income must be verifiable by either paystubs or an offer/hired letter from a new employer. Gross income must be at least 3 times the monthly rent. Other income sources must be verifiable with bank statements or recent tax return. Unverifiable income will not be accepted.
- 8) Roommates must qualify separately with income of at least 2x rent for each (4x total, 6x if three roommates).
- 9) Self-employed applicants or guarantors must provide copies of the last two (2) year's income tax return.
- 10) Non-discharged bankruptcy will result in denial. Discharged Bankruptcy in the past five years will require an additional security deposit.
- 11) Applicant(s) may be denied occupancy for the following reasons, but is not limited to;
 - (a) Incomplete, unverifiable or falsified information on an application
 - (b) Unsatisfactory credit history. Reports supplied by applicant(s) or their agent will not be accepted
 - (c) Unpaid child support
 - (d) Eviction, excessive late pays, NSF's, broken lease agreement, property damages or balance owed to an owner or property management company
- 12) Applicant(s) acknowledge and consent that Rollingwood Management Inc. is not the owner of the property and only represents the owner of the property.
- 13) Criminal Conviction Criteria - We abide by principles of equal opportunity, and welcome all responsible renters into our homes. Upon receipt of the rental applications and screening fee, landlord will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime. Your application will be subject to denial if our search establishes the following:
 - a) A conviction, guilty plea or no-contest plea, ever for child sex crimes; or
 - b) A conviction, guilty plea or no-contest plea, within the last seven years for: any felony involving serious injury, kidnapping, death, arson, rape, sex crimes, or drug-related offenses (sale, manufacture, delivery or possession with the intent to distribute) class A felony burglary or class A felony robbery; or
 - c) A conviction, guilty plea or no-contest plea within the last seven years for any other felony charges not addressed in b) above ; or

- d) A conviction, guilty plea or no-contest plea, within the last seven years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, delivery or possession) property damage or weapons charges; or
- e) A conviction, guilty plea or no-contest plea, within the last 2 years for: any class B or C misdemeanor in the above categories or any misdemeanors involving criminal trespass, theft, dishonesty or prostitution.
- f) A multiple offender

Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held waiting resolution of pending charges.

- 14) A Lease Guarantor Agreement from a qualified guarantor may be acceptable if you are: (a) classified as a student or (b) a first-time renter. The guarantor must meet all rental-qualifying criteria plus have six times the rent amount as verifiable monthly income. Only a relative that lives in this country may guarantee the lease. NOTE: Some property owners do not accept a guarantor; verify with the listing agent before turning in an application. Co-signers must complete the guarantor application, pay the application fees and meet our qualification criteria.
- 15) Pet policies vary from one owner to another. Some owners do not allow pets, while others restrict size and type. Check with your agent before you apply:
 - (a) Most insurance companies do not allow certain breeds of dogs. Some examples of dogs not allowed are: Pit Bulls, Staffordshire Terriers, Bull Terrier, Rottweiler, Dobermans, German Shepherds, Mastiffs, Huskies, Chows and mixed breeds with any of the above.
 - (b) Dogs must be 35 lbs and under and be at least one year of age.
 - (c) Each pet is subject to a minimum individual pet deposit.
 - (d) A \$200.00 per pet non-refundable Pet Acceptance fee (will not apply to service animals) due before move in
 - (e) You must submit a recent veterinarian shot record showing breed, age and weight with the application
 - (f) Certain exceptions are made for special assistance animals that assist tenants with special needs
- 16) No more than two occupants per bedroom and one child under the age of twenty-four months ("bedroom" as defined in Texas Property Code 92.010(d)(2)). These occupancy standards do not apply to anyone protected under the Federal Fair Housing Guidelines as they relate to familial status. Familial status is defined as "one or more individuals (who have not attained the age of 18 years) being domiciled with a parent or another person having legal custody of such individual or individuals; or the designee of such parent or other person having such custody, with the written permission of such parent or other person. The protections afforded against discrimination on the basis of familial status shall apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years". We reserve the right to limit occupancy in unique situations due to physical limitations of the property.
- 17) All forms, applications and documentation become the property of Rollingwood Management, Inc.
- 18) Rollingwood Management routinely performs property visits, the results of which are reported to the property owner. This is not optional, and if this is going to be problem please do not apply.
- 19) All properties are no-smoking.
- 20) The application process usually takes 2 – 3 days. This is contingent on how quickly we receive needed information.
- 21) The property will remain on the market during the approval process. We do not take the property off the market until the security deposit is paid and the lease is signed.

Rollingwood Management, Inc. does business in accordance with the federal, Texas, and local Fair Housing Guidelines and does not knowingly discriminate against and person because of race, color, national origin, religion, familial status, mental or physical disability, status as a student, marital status, sexual orientation, or age

By signing this acknowledgment you are indicating that you have had the opportunity to review the resident selection criteria and agree to it.

Applicant Signature	Date	Applicants Signature	Date
Applicant Signature	Date		