

Screening Requirements

A Few Important Notes to Applicants:

- All tenants over the age of 18 must submit a separate application form and pay an application fee of \$65.00. The application fee is non-refundable.
- We do not prescreen applications. Applicants are required to pre-screen themselves with the following criteria and will need to meet each requirement. Please feel free to contact us with any questions regarding the application process.
- All applicants will be charged the \$65.00 fee after submitting their completed application online.
- Applicants will be responded to 72 hours after the application has been submitted & the additional documentation has been received (See below).
- Any applicant who has not seen the unit prior to applying must sign a “Site Un-Seen Addendum” to the lease agreement. That form will require the name of a “trusted advisor” outside of Austin’s Best Property Management who has provided feedback on the condition of the home.
- All applicants are required to provide Austin’s Best Property Management Proof of Renter’s Insurance PRIOR to move-in. If this is not provided, the move-in date will be delayed.

Application Process:

After an in-person walkthrough of the property, and review of the Screening Criteria below, you are welcome to contact us for a link to an application.

Following the online application, all applicants will need to **email the following documentation to hi@austinsbestpm.com**:

- Photos of the front and back your official state ID
- Copies of each applicant’s pay stubs for the last 3 months
- Copy of a current LES (if applicable)
- Copy of your service animal documentation from a state-approved i(if applicable)

If all the documentation has been provided, we will then review your application and provide a written response within 72 hours of submission.

Applicant Screening Criteria:

Austin’s Best Property Management is committed to equal housing, and we fully comply with the Federal Fair Housing Act (FFHA). We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, or age. We also comply with all state and local fair housing laws. Each occupant over the age of 18 must complete an application and pay the \$65.00 application fee. Approval is based on the following factors:

- Verification of Provided Identification
- Credit History

- Rental History
- Income for Each Applicant
- Employment History
- Criminal Background Check
- Animal Application (if applicable)

Identification: Each applicant must furnish a clear copy of a valid Government-issued photo identification card. You can send a picture of your ID card to: hi@austinsbestpm.com.

Income Verification: Your income should be at least three **(3) times the monthly rent** and verifiable from an impartial source, such as your employer via pay stubs, tax returns, and/or bank statements. If you're self-employed, your income can be confirmed with a financial statement prepared by a CPA or through tax returns. Your employment history should show a minimum of 6 months with your current employer. For transfers or relocations, documentation demonstrating an accepted job offer is necessary. Any fees associated with verification by the employer are the responsibility of the applicant.

Employment: We mandate a documented employment history spanning the last three (3) years, confirming permanent employment status (not temporary or probationary). For self-employed, retired, or unemployed applicants, we accept documents like signed tax returns (minimum of 2 years), bank statements, etc., demonstrating the ability to meet rental payments. Military personnel must provide a current LES.

Residence History: A verifiable residence history extending over the past three (3) years is required, whether you own or rent at present. Applicants must provide details including names, addresses, and phone numbers of landlords, along with dates of occupancy for the previous 3 years. Rental history must be confirmed from impartial sources, while homeownership will be verified from a current credit report. Base housing can be considered as rental history. Any evictions within the last 3 years will result in automatic denial. Broken leases will be evaluated on a case-by-case basis, potentially necessitating an additional security deposit.

- *Applicants with an eviction on their record from the past 3 years are automatically denied*

Credit History: We will obtain a copy of your Resident credit score from TransUnion. You cannot provide this to us, we will obtain this 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 that have gone into collection. Money owed to a previous landlord or utility company is cause for denial.

- *Applicants with credit scores 550-620* will require a 1.5x security deposit prior to move-in.*
- *Applicants with credit scores 500-549* will require a 2.0x security deposit and approval from owner prior to move-in.*
- *Applicants with Credit Scores under 500* are automatically denied.*

**Credit scores for multiple applications are averaged between all applicants.*

Errors & Omissions: While we strive to provide applicants with accurate and reliable information about the home they are applying for, occasional changes may result in

unintentional inaccuracies. We strongly advise all prospective residents to independently verify details such as schools, pet policies, amenities, and any HOA regulations before signing a lease agreement. Information listed in the MLS advertisement does not constitute a binding agreement or guarantee of accuracy.

Criminal, Sex Offense, and Terrorist Database Check: We conduct thorough checks on these databases for all occupants aged 18 and above. We do not lease to individuals required to register as sex offenders. Applications may be denied based on criminal backgrounds involving violent crimes, sex offenses, domestic violence, or offenses related to weapons or illegal substances. Exceptions may be considered depending on the type and age of the offense; applicants are encouraged to provide relevant details to the Property Manager for review.

Registered Sex Offenders:

SEX OFFENDERS: Before applying, applicants are advised to address any concerns regarding crime statistics or the presence of registered sex offenders in the area. This information is accessible at no cost on the internet through the following websites. WE STRICTLY DO NOT RENT HOMES TO REGISTERED SEX OFFENDERS

Sex Offenders: www.txdps.state.tx.us

Austin Crime Statistics: <http://www.neighborhoodscout.com/tx/austin/crime/>

REASONS FOR DENIAL OF APPLICATIONS:

- Failure to provide proper notice when vacating a property.
- Previous landlord(s) unwilling to rent to you again due to your behavior, or that of any family member, guest (welcome or not), or any animal on the property during your tenancy.
- Three or more instances of late rent payments within the past 12 months.
- Unpaid collections filed against you by a Property Management Company.
- Occurrence of an unlawful detainer action or eviction within the past five (5) years.
- Applicant credit score below 620 and inability to provide additional security deposit.
- Two or more NSF (Non-Sufficient Funds) checks within the past 12 months.
- Allowing unauthorized person(s) to reside on the premises.
- Inability to verify provided information, resulting in application denial.
- Prohibition of operating businesses from the property, unless approved by the Property Manager.
- Violation of any terms of service during the application process.
- Request for re-wording or removal of any paragraphs in the Lease Agreement by the applicant.
- Background Check including but not limited to violent crimes, sex offenses, domestic violence, or illegal substance-related offenses.

List of Fees:

Application Fee: \$65.00 per applicant

- All tenants over the age of 18 must complete an application.

Late Fees: \$100.00 per instance per month.

Returned Payments: All Returned payments are charged \$50.00/instance for any returned check or payment.

- If any tenant has more than 3 returned payments during their lease, their online payment will be denied, and all future payments will be required to be in the form of a cashiers check or money order.

Renters Insurance: All tenants are required to hold renters insurance on the property for a \$300,000 policy unless otherwise stated. Proof of insurance will be required prior to move in – and in the even that the insurance lapses, a renters' insurance policy will be charged back to the tenants at the rate of \$50.00/month.

Pet Fees: All tenants are required to pay a \$250.00 non-refundable pet fee/pet prior to move-in. If the pet is a certified (and verified) state-approved service-animal, the pet fee is not applicable.

Utilities: See below:

- Unless otherwise stated in the lease, all utilities are the responsibility of the tenant.
- All tenants are required to present Austin's Best Property Management with proof of utilities being transferred into the tenant's name prior to move-in. This includes power and water services.
- Tenants are required to stop utilities at the end of their lease. Austin's Best Property Management will not provide refunds for utilities after a tenant's lease has ended.

Landscaping: Unless otherwise stated in the lease, tenants are responsible to maintain the landscaping of the home. If landscaping repairs are required after the end of the lease, all charges will be taken from the security deposit.

Applicant & Tenant FAQ's:

Q: What documents do I need to provide with my rental application?

A: All applicants will need to send the following documents to hi@austinsbestpm.com:

- Photos of the front and back your official state ID
- Copies of each applicant's pay stubs for the last 3 months
- Copy of a current LES (if applicable)
- Copy of your service animal documentation from a state-approved i(if applicable)

Q: How long does the application process take?

A: The processing time can vary depending on factors like the completeness of your application and the responsiveness of your references. Assuming the application is complete, we will provide a response no later than 72 hours after all documentation has been received.

Q: Can I apply for a rental property if I have bad credit?

A: While a credit check is usually part of the application process, each applicant's situation is evaluated individually. However, we do not accept applicants with a credit score under 500.

Q: Are pets allowed in the rental properties?

A: Pet policies vary depending on the property. Some properties may allow pets with an additional \$250.00 non-refundable pet fee, while others may have restrictions or prohibit pets altogether.

Q: Is renter's insurance required?

A: Yes, Renter's insurance is required to be held for the duration of the lease. Proof of insurance is required to be provided prior to move-in. All renters policies must cover a minimum of \$300,000.

Q: How much is the security deposit?

A: The security deposit amount varies depending on factors like the rental property's location, credit and rental price. It can be as low as 1 months' rent, or as high as 2 months' rent.

Q: Can I break my lease if I need to move out early?

A: In general, no a lease cannot be broken if you need to move out early. However, according to Texas State Law, there are a few instances where a lease can be broken with no consequences. For more information on the reasons, please contact us.