



River City Management Group, LLC

TENANT APPLICATION SCREENING:

- ✓ Each adult 18 and older must complete a separate application.
- ✓ All applicants will be charged a \$65.00 application fee.
THE APPLICATION FEE IS NON-REFUNDABLE

Please read over the Screening Criteria before applying.

Attention: Application, background information, credit scores, rental history, criminal history, and employment verification will be viewed by River City Management Group, LLC and authorized employees

Application Process & Screening Criteria:

River City Management Group, LLC 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. We offer application forms to everyone who requests one. Each occupant over the age of 18 must complete an application and pay the application fee. Approval is based on the below factors:

- ✓ Credit History
- ✓ Income Verification
- ✓ Rental Verification History
- ✓ Criminal Background Check
- ✓ Terrorist Database Search
- ✓ Animal Criteria

Identification: Each applicant is required to provide a copy of a legible Government issued photo identification card.

Income Verification: Gross income should be at least three (3) times the monthly rent and verifiable from an unbiased source: employee pay stubs, tax returns, and/or bank statements. Self-employed income may also be verified with CPA-prepared tax returns.

Your employment history should reflect at least 6 months with your current employer. Transfers or relocations must have correspondence showing an accepted job offer. Applicant must pay any income verification fees required by the employer.

Residence History: We require verifiable residence history for at least three (3) years whether you currently own or rent. 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. Rental history must be verified from unbiased sources. Home ownership will be verified from a current credit report. We can accept base housing as rental history. 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 an additional security deposit may be required.

Credit History: We will obtain a copy of your credit score from Trans Union. 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.

Errors & Omissions: Every effort has been made to provide applicants with reliable and accurate information regarding the home you are applying for – however, changes can and do take place to cause inaccurate information to be accidentally presented. We encourage all tenants to verify schools, allowable pets, expected features, or any HOA concerns prior to signing a lease agreement. Any information posted in the MLS advertisement does NOT constitute a written agreement or guarantee of the facts stated.

Criminal, Sex Offense, and Terrorist Database Check: River City Management Group, LLC. does not rent to any person required to register as a sex offender. Criminal backgrounds involving violent crimes, sex offenses,

domestic violence and/or involving the possession/distribution of weapons or illegal substances are all grounds for denial of an application. An exception may be made for type and or age of offense, please provide details to the Property Manager. We do not rent homes to registered sex offenders.

REQUIRED: Renters Insurance

Must include liability coverage within the insurance policy: All approved tenants are required to maintain property damage liability insurance on behalf of the Landlord and Property Manager. Coverage is required in the amount of One Hundred Thousand Dollars (\$100,000.00) for damage to both Landlord's and third parties' property with the provisions covering at least the perils of fire, smoke, explosion, accidental water discharge and sewer backup.

Tenants are required to name River City Management Group, LLC. as "Interested Party".

Such a policy shall be written not contributing with, and not in excess of coverage that Landlord may carry, and must waive all rights of subrogation against Landlord and Property Manager. It is agreed that Landlord carries insurance for its protection, and that the Tenant is not a beneficiary of such insurance.

Tenant shall be responsible to Landlord for all costs of repair for damages as stated in the Lease regardless of existing Landlord insurance.

Failure to Maintain Insurance: Management at any time during the lease may request proof of an active policy. If the tenant's coverage for their independently self- procured tenant liability insurance is lapsed by either non-payment or non-renewal after lease execution, eviction processing could take place unless rectified.

INFORMATION ON ANIMALS

Rental Criteria for Animals: Animal policies vary from one homeowner to another. Some owners do not permit animals, while others restrict type and/or size of allowable animals. No more than two animals per household are permitted without specific owners' approval. Property Insurance Companies do not allow certain breeds of dogs, either purebred or mixed.

Therefore, **dogs fully or partially of the following breeds will be rejected:** Akita, American Bulldog, Bullmastiff, Mastiff, Chow, Doberman, German Shepherd, Husky, Presa Canario, Pit Bull, Siberian Husky, Staffordshire Terrier, "Wolf Dog", Bull Terrier, Pit Bull Terrier, Rottweiler and any combination of these.

Tenants may be evicted for misrepresenting any of the above type of dog, as well as for being in possession of any poisonous, dangerous, endangered species or otherwise unauthorized animal. Our animal policies are strictly enforced and can be grounds for eviction.

Special consideration is given to "Service Animals" that assist a tenant with special medical needs (proper and current documentation needed for verification).

Standard Animal Fee: \$350 non-refundable fee per pet.

NOTICE TO ALL APPLICANTS: SMOKING is NOT allowed on any of our Rental Properties!

Disabled Accessibility: Any concerns should be submitted in writing to the property manager. We must obtain Owner 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 landlord before modifications are made, appropriate building permits with required licenses made available for the landlord's inspection, and a restoration deposit may be required per Fair Housing guidelines.

SCHOOL BOUNDARIES: School Enrollment concerns should be investigated prior to submitting your application. Applicants must verify their own school information with the school district. Because of the expansive growth in this region, school enrollments get capped and designation boundaries may change. We highly recommend you contact the local school district should any of the school boundaries be a concern for the home you would like to rent.

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 at the following site: www.txdps.state.tx.us

OTHER REASONS FOR DENIAL OF APPLICATIONS:

- Failure to give proper notice when vacating a property to previous Landlord
- If previous landlord(s) would be unwilling to rent to applicant again for reasons pertaining to behavior or that of any family member, guest (welcome or not), pets, or any animal on the property during that tenancy.
- Late payments of rent or mortgage within the last 12 months. • Any unpaid collection filed against you by a Property Management Company.
- Unlawful detainer action or eviction has occurred within the past five (5) years.
- Recent receipt of a 3-day notice to vacate
- If applicant allowed any person(s), not on the lease, to reside on the premises
- No Businesses operated from property. If you have a home based Business that you think we might approve please let the Property Manager know.
- Violation of any of River City Management Group, LLC terms of service during this application process
- If River City Management Group, LLC is unable to verify application information, the application will be denied. Once applicant is notified of an approved application, a lease must be signed within 3 business days and full security deposit paid on or before lease signing.

Tenant Applicant: _____

Date: _____