



## **RESIDENTIAL QUALIFYING CRITERIA FOR PROSPECTIVE TENANTS OF AUSTIN REAL PROS, REALTORS®, AND THEIR OWNER'S**

Thank you for the interest you have shown in leasing a property through Austin REAL Pros, Inc. In order to ensure that all parties to the transaction receive the same information, we have developed this list of qualifying criteria for the properties in our management portfolio, as well as those owner's that we represent on a 'lease listing only' basis.

We require all applicants be able to verify the following criteria:

- Two years worth of verifiable leasing or mortgage history.
- Two years worth of verifiable work history.
- The combined income of the applicants must exceed three times the rental rate.

In order to process your rental applications, you must provide the following:

- The completed Application for Rental and the Agreement for Application Deposit. These forms are available from us or from any Realtor with whom you are dealing. If co-signors are required to meet the qualifying criteria, complete applications from the co-signors are required.
- Separate certified funds checks for the Application Deposit and the Application fees, made payable to Austin REAL Pros, Inc., unless otherwise specified. Austin REAL Pros, Inc. does not accept cash or personal checks for these funds.
- All occupants over 18 years of age must complete applications.
- Applications fees are \$45 per applicant.

Our background checks are performed by a disinterested third party, and include the following verifications:

- Verification of Social Security Numbers
- Verification of Drivers License Numbers
- Verification of birth date
- Full credit check
- Past and current verification mortgage or lease information
- Past and current verification of work history
- Criminal background check
- Terrorist background check

At most of our properties, pets are a negotiable issue, however, please be advised we do not lease properties to applicants that maintain Pit Bulls, Rottweiler's, Doberman Pinschers or Chows as pets. All applicants with pets will be required to complete the Statement of Breed Attachment and will be required to provide photos of the pets to the Landlord at the lease signing.

Thank you again for your interest in one of our properties. It is our job to approve deserving applicants, while at the same time procuring the most qualified applicants for our listings. If you have any questions about our qualifying or company policies, please feel free to contact us directly, or the Realtor with whom you are associated.