

## **Resident Selection Criteria and Privacy Policy**

All persons over the age of 18 will be required to fill out an application (TAR-2003 form) and pay per application **a non-refundable fee of \$50.00.**

Before you apply to lease a home, please take the time to review our Resident Selection Criteria and Privacy Policy. The term “applicant(s)” under our criteria means the person or persons that are approved to occupy a home under the Lease.

### **Resident Selection Criteria**

**Fair Housing:** It is our expressed policy not to discriminate against any person based on race, color, religion, sex, national origin, familial status or handicap status.

**Income:** **You (all individuals) must provide current income verification of three (3) times the amount of the monthly rental rate of the selected home per month. Income verification must include one of the following:**

1. Copies of your most recent payroll check stubs with a year to date total.
2. Written verification from employer(s) that includes rate of pay or salary, financial statement certified by financial institution, bank statement or tax return. If you are unemployed or earn less than three (3) times the rent you must provide us with proof you have on hand, funds to cover the entire lease term on the home you are renting. You will be required to pay two months’ rent and any prorated rent which may be due at the time of move in by certified funds. If you are on Social Security, Disability or an employer Retirement Plan and can show proof of constant income of three times the rent per month and meet all other criteria, your application will be approved.

**Employment History:** You (all individuals) must provide employment history of no less than six (6) consecutive months with the following:

1. Provide pay stubs or executed offer letter that reflects the company information and length of employment.
  - A. If you have been employed less than six months or on a new job, Applicant may use most recent “previous” employment history to qualify on “length of employment history”, assuming other criteria is met.

- B. If this is your first line of employment, you may use a co-signer and/or have to pay an additional deposit. You must also meet all other criteria.

**Credit History:**

Complete check of credit will be made. An unsatisfactory credit report can disqualify an applicant from renting a home, including one that reflects past or current bad debts, late payments, or unpaid bills, liens judgments, or bankruptcies. If an applicant is rejected for poor credit history, the applicant will be given an address and phone number of the reporting credit agency. The information will be in the form of an Adverse Action Letter and will be sent to the last known address provided on your application (if mailed). An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency, correct any erroneous information that may be on the report, and resubmit an application for residency.

- A. Landlord collections: in the last 2 years are automatic declines. If you can satisfy the debt(s) in full owed for a landlord collection and meet all other criteria, the application will be re-evaluated.
- B. Bankruptcy/Foreclosures will be considered with extra deposit, only if other criteria are met.
- C. No Penalty: Medical and/or Student Loans.

**Rental:**

You (all individuals) must provide good current and/or previous rental history and/or proof of home ownership of six (6) months. Negative rental history or home ownership, which reflects habitual late payments, passed the fourth of the month in the past six months (3 or more), NSF's (2 or more), and evictions within the last three (3) years, community disturbances, damages or outstanding obligations to a landlord, will not be allowed. You will need to provide us with contact information to verify your rental or home ownership history. Home ownership should be reflected on your credit report. If not, you will need to provide proof of home ownership and payment history.

**If less than six (6) months of rental history (or no rental history) you may use a co-signer and/or may require a double deposit and first month which may be due at move in by certified funds only.**

**Guarantors:**

All guarantors must be a relative, such as a parent, grandparent, or sibling and make 5 times the rent per month to qualify as outlined below. Guarantors must reside within the United States. Proof of income is required.

**Criminal:**

All applicants over the age of 18 are subject to criminal records verification. An applicant will be declined if they have been convicted, indicted or arraigned of a felony or are/were subject to deferred adjudication for a felony. In addition any applicant over the age of 18 may be declined if they have a serious misdemeanor charge including, but not limited to; possession of an illegal substance (on more than one offense), drug sale/manufacture, moral turpitude

and any violent crime against a person. Convictions involving weapons will be considered violent. Please remember that all information is provided and verified by a third party vendor. Katy Property Management reserves the right to investigate lists of registered sex offenders in any manner including on-line, in newspapers or by contacting state agencies.

**Age:** Must be eighteen (18) years of age or otherwise the age of majority under applicable law to sign a contract or lease.

**Occupants:** Only persons under the age of 18 will be considered as occupants under the lease, with the exception of those living with a legal guardian and is claimed as a dependent.

**Pet Policy:** **Pets and Service Animals:** If the MLS listing indicates that pets will be considered, only dogs, cats, fish and birds are allowed. The number of permitted pets will be determined by each Owner, on a case by case basis. All pets may require an additional pet deposit and pet fee. An Addendum must be executed as an Addendum to the lease contract. The following breeds or partial breeds, (but not limited to these breeds) are not permitted: Rottweiler, Pit Bull, Akita, Doberman, Chow, any Wolf breed or breed that is deemed as a “vicious” or “dangerous”. Support/Service animals are not considered pets and are allowed to reasonably accommodate a handicapped leaseholder or occupant. Service Animals are accepted without a deposit. Verification that the animal will be required from a licensed physician will be required. **If and when pets are accepted, the pet deposits will be \$250 per pet, of which 100% is non-refundable.**

**Additional/Information:**

1. Roommates or Co-Applicants: Each resident that signs the lease is fully, jointly and solely responsible for the rental payment and each must complete an application, pay an application fee and execute the lease.
2. A driver’s license or other form of state issued I.D. will be required at the time of application for identification purposes only.

## **Privacy Policy:**

### **Privacy Policy of Personal Information of Residents and Rental Applications.**

We are dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

### **How information is collected.**

You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other documents that you provide to us either on paper or electronically.

**How and when information is used.**

We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

**How the information is protected and who has access.**

In our company, only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

**How the information is disposed of.**

After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destructive or obliteration of paper documents or electronic files containing such information.

**NOTE: Agent/Locator Services.**

If you found us through a locator service, please be aware that locator services are independent contractors and are NOT our employees-even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their privacy policies as well.

**Signature(s)**

Signing this acknowledgment indicates that you have had the opportunity to review our Resident Selection Criteria and Privacy Policy for Personal Information. The Resident Selection Criteria may include factors such as criminal history, current income and rental history. If you do not meet the selection criteria or if you provide inaccurate information or incomplete information, your application may be rejected. Your application fee is non-refundable. These are our current rental criterion. Nothing contained in these requirements shall constitute a guarantee or representation by us that all residents and occupants have met these requirements. American Homes 4 Rent’s ability to verify this information made available by the agencies and services used.

_____	_____
Applicant Signature	Date
_____	_____
Applicant Signature	Date
_____	_____
Applicant Signature	Date
_____	_____
Representative Signature	Date