



RENTAL POLICIES AND PROCEDURES

Thank you for choosing Hendricks Property Management, LLC. Before applying, we feel it is necessary you are made fully aware of our application process and screening criteria.

Hendricks Property Management, LLC is committed to equal housing and we fully comply with the Federal Fair Housing Act and the Fair Credit Reporting Act. We do not discriminate against race, color, religion, sex, disability, familial status, nationality, age, sexual orientation, or gender identity. We also comply with all state and local fair housing laws.

BEFORE APPLYING: Applicant must physically inspect the property BEFORE submitting the application for rental and must REVIEW THE RESIDENTIAL LEASE EXPLANATION AND SAMPLE LEASE AT www.sarents.com.

Please have the following items ready to submit with your application:

1. Valid Government issued photo ID
2. Two years of verifiable income. (i.e. Paystubs, bank statements, tax returns for self-employed applicants)
3. If the property you are applying for accepts pets, please create a pet profile with <https://hendrickspropertymgmt.petscreening.com/>
4. \$75 Non-refundable application fee, per person, for anyone 18 and over living in the home

*****You will be required to pay your security deposit within 24 Hours of your approval. Failure to do so will result in the property being put back on the market.*****

The following knowledge will be needed:

1. Current and previous resident addresses with contact information (i.e. phone number) for landlord for the last 2 years
2. Current and Previous Employer contact information, start dates, and salary for the last 2 years
3. Emergency contact information and dependents.

Stop!! We do not pre-screen applications. Applicants are required to pre-screen themselves with the following criteria and will need to meet the requirements below.

Approval is based on the following factors:

1. Identification
2. Income Verification
3. Employment Verification and History
4. Rental Verification and History
5. Credit History
6. Pet Criteria
7. Criminal Background Check

1. Identification-

Each applicant is required to provide a copy of a valid government issued photo ID. Non-US citizens' will need valid passport government issued ID along with a visa that is valid for the length of your proposed lease agreement.

2. Income Verification-

Applicants should have income that equals at least 3 times the monthly rent. Acceptable sources for providing verification are: Pay stubs, tax returns, and/or bank statements. Self-employed applicants must provide most recent tax return and at least 3 months' bank statements.

3. Employment Verification and History-

We require verifiable employment history for the past 2 years with the same employer. If you have employment less than 2 years, you will need to provide previous employer information. You must be a permanent employee. If military, we need a copy of your LES. If active military, please provide your assignment orders.

4. Rental Verification and History-

We require verifiable residence history for at least 2 years whether you own or rent. Applicants are required to provide proper contact information and lease dates for all residences for the past 2 years or more. Rental history must be verified by unbiased sources and cannot be from family or friends. Ownership will be verified on your current credit report.

ANY PREVIOUS EVICTIONS OR OPEN BALANCES WITH ANOTHER LANDLORD, WILL BE GROUNDS FOR AUTOMATIC DENIAL. ANY BANKRUPTCIES NEED TO BE DISCUSSED BEFORE APPLYING.

5. Credit History-

A hard credit check will be obtained on each applicant by Hendricks Property Management, LLC. Credit history should show the resident has history of paying bills, with low write offs and collections. Money owed to another landlord will result in denial.

6. Pet Criteria-

Pet policies vary with one property owner to another. Please contact Hendricks Property Management, LLC for specific pet information on the property you are interested in. If the property you are applying for accepts pets, please create a pet profile with [PetScreening.com](https://www.pet-screening.com).

Pets are subject to an additional pet fee per month. The pet fee rate is dependent on your pet's PAW score. See below for rates:

- 3-5 Paw points-\$25/ month
- 2 Paw Point-\$50/month
- 1 Paw Point-\$75/month

7. Criminal Background Check-

Hendricks Property Management, LLC will perform a background check on all applicants, which includes nationwide criminal search, sex offense, and terrorist database check. Criminal backgrounds with Felonies need to be discussed with Hendricks Property Management, LLC prior to applying.

Deposit and Fees:

1. Non-Refundable Application fee: \$75
2. Security Deposit: Usually equal to one month's rent. Contact the office for information.
3. Lease preparation fee: \$85
4. Renewal admin fee (for preparation of lease renewal and property walkthrough): \$65
5. Non-refundable Pet fee per month: Rate varies based on Pet Paw Score. See above for rates.
6. Resident Benefit Package: \$48.95/mo.

The Hendricks Property Management Resident Benefits Package (RBP) delivers savings and convenient, professional services that make taking care of your home second nature. By applying, Applicant agrees to be enrolled and to pay the applicable cost of \$48.95/month, payable with rent.

Your RBP may include, subject to property mechanicals or other limitations:

- Multiple HVAC air filter delivery directly to your door approximately every 90 days
- Liability Insurance that meets all lease requirements from an A-rated carrier
- Move-in concierge service that includes a one call set up your utility services, cable, and internet services
- A resident rewards program that helps you earn rewards for paying your rent on time
- Credit building to help boost your credit score with timely rent payments
- \$1M Identity Fraud Protection for all adult leaseholders
- 24/7 online maintenance reporting
- Home buying assistance for when the time is right to buy your “forever” home
- Online portal that includes access to your account, documents, communication and payment options
- Vetted vendor network: we find the technicians who are reputable, licensed, and insured

Liability Insurance Requirements and Options:

The Landlord requires Tenant to obtain liability coverage of at least \$100,000 in property damage and personal liability from an A- rated carrier and to maintain such coverage throughout the entire term of the lease agreement. Tenant is required to furnish Landlord evidence of the required insurance prior to occupancy, at the time of each lease renewal period, and upon request.

To satisfy the insurance requirement, Tenant may either (1) be automatically enrolled into the Landlord or Property Manager’s Master Policy that satisfies the coverage requirements as part of the RBP; or (2) obtain alternative liability coverage from an insurer of Tenant’s choice that meets the requirements set by the Landlord herein. The option Tenant chooses shall not affect whether Tenant’s lease application is approved or the terms of Tenant’s Lease. Tenant’s election shall be determined by the actions of the Tenant as provided below:

Option 1: Master Policy (Automatic Enrollment) – If the Tenant does not provide evidence of the required insurance coverage by the Lease commencement date, Tenant has elected to be automatically enrolled into an insurance policy as part of the RBP. Coverage will begin on the effective date of Tenant’s lease and continue throughout the term of the Lease. The monthly premium for the elected insurance policy is \$10.95. Please refer to the evidence of insurance that is supplied by the insurance carrier for additional coverage details.

Option 2: Tenant Policy (Policy Verification Required) - Tenant has elected to find, purchase, and maintain Tenant’s policy that satisfies the Landlord’s coverage requirements. Tenant must provide evidence of the required insurance coverage by the Lease commencement date. The RBP Fee will be adjusted accordingly. Visit <http://insurance.residentforms.com/> and follow the instructions listed there to provide evidence of the required insurance coverage to your Landlord.

Please be sure that your policy meets the following criteria prior to submitting:

- **Policy is purchased from an A- rated carrier**
- **Policy meets or exceeds the required \$100,000 in property damage and personal liability**

- **Hendricks Property Management is listed as additional interest**
- **Hendricks Property Management address is listed as: PO Box 660121 Dallas, TX 75266**

It is Tenant's sole responsibility to timely pay premiums directly to the Tenant's insurance provider to avoid cancellation of coverage. If the policy is canceled or lapses at any time during the term of the Lease, Tenant shall be subject to a lease violation fee of \$75 and agrees to be subsequently enrolled into the policy referenced in Option 1 above.

Hendricks Property Management, LLC makes no express or implied warranties as to the property's condition. Please list in the application any requests for the landlord to consider regarding repairs.

Things to know before applying:

Hendricks Property Management, LLC conducts periodic property evaluations on the property which can include taking interior and exterior pictures. This is not something that can be negotiated and will be performed per the owner's request.

The lease agreement gives Hendricks Property Management, LLC the authority to place a sign and lockbox at the home during the last 30 days of the lease. You will be required to allow showings of the home to licensed real estate agents and their clients. If you would like to opt out of showings, you must pay a fee of one month's rent.

Hendricks Property Management, LLC will make our best effort to ensure accurate information is provided when describing our properties. Please note, changes do take place and applicants should verify all details (i.e. schools, pet restrictions, etc.). Property listings do not guarantee information provided.

A lease renewal fee will be collected annually. When signing the lease renewal and returning it to Hendricks Property Management, you must provide this lease renewal fee of \$65 for lease renewal preparation and property walkthrough.

Notice to all Applicants: NO SMOKING is permitted inside the home or garage.

Rental properties can only be held for 2 weeks. Residents moving in before the 20th of the month will pay prorated rent for that month. Residents moving in on or after the 20th will need to pay the prorated rent and next month's rent at move in.

To continue with this application, you will need to review the Application Agreement carefully and acknowledge acceptance of its terms.

Signing this application (electronic or paper) indicates the applicant has had the opportunity to review the above rental application procedures, has reviewed the sample lease agreement and the lease video posted on sarents.com, and understands providing inaccurate, misleading or false information can result in denial of application.

****If misrepresentations are found after the lease, the lease agreement will be terminated.