LIBERTY
MANAGEMENT, INC.

Rental Screening Criteria Policies and Procedures

Thank you for considering Liberty Management, Inc. for your housing needs. To ensure a clear and smooth application process, we want you to be fully informed of our rental screening criteria, policies, and procedures. We are dedicated to maintaining transparency throughout every step of your rental journey.

Liberty Management, Inc. is committed to equal housing and fully complies 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.

IMPORTANT: **Applicants must VIEW the property BEFORE APPLYING for a rental home.**
Applicants who apply without first viewing the property will NOT be entitled to a refund of any fees or deposits paid and will remain obligated to all provisions of the Lease Agreement. Furthermore, Applicants MUST review the Screening Criteria Policies and Procedures below.
A copy of the Lease Agreement and Rules & Regulations is available on our website (libertymgt.net).

To ensure efficiency, please have the following items ready to submit with your application:

- $75 Non-Refundable Application Fee
- Valid US Government-issued photo I.D. or Passport;
- Current and Previous Addresses and Previous Landlord Information;
- Current and Previous Employer(s) to include: Company Name, Contact Info, Start Date, & Salary;
- Emergency Contact Information;
- Verifiable Proof of Income as outlined below (i.e., Pay Stubs, Bank Statements/Bank Linking, and Tax Returns for self-employed applicants);
- If you have a pet or assistance animal, you will be required to fill out an animal application here (see Animal Criteria below): https://libertymgt.petscreening.com

APPLICATION DISCLOSURES:

- Everyone occupying the property who is 18 years of age or older **MUST** fill out an application and pay a **$75 non-refundable application fee**. No additional application fees apply for children under the age of 18, but they **MUST** be listed on the application.

- Applications are screened on a '**FIRST COMPLETE, FIRST SCREENED**' basis. An application is **NOT** considered complete until **ALL** applicants age 18 years or older have submitted their individual applications and paid the required application fees.

- **WE DO NOT ACCEPT CO-SIGNERS** - The Financially Responsible person/parties **MUST** reside at the property.

- **UPON APPROVAL** - Applicants will have **24 HOURS** to pay the **Security Deposit**, **Non-Refundable $150 Resident Onboarding Fee, and if applicable, any Risk Mitigation fee** to secure the home off the market on your behalf. *Failure to pay the required deposit/fees within 24 hours of approval will result in an automatic withdrawal of your approved application and property being placed back on the market.

- Unless otherwise agreed to in writing, leases will begin within **14 DAYS** of application approval or the property availability date, whichever is later.

- **Application Withdrawal** - Once you pay your security deposit, you may not withdraw your application or the security deposit. If you or any co-applicant withdraws an application or notifies us that you have changed your mind about renting the unit, a $250 Cancellation Fee **AND** a daily rate of the proposed rent, calculated from the date the application was submitted until the date of the termination notice, will be assessed.

- **CAUTION:** We do NOT pre-screen applications. Applicants are responsible for reviewing the following criteria and ensuring they meet all listed requirements before applying.

APPLICATION APPROVAL FACTORS

1. **Identification**: Each applicant must provide a clear copy of a valid U.S. government-issued photo ID. Applicants who are not U.S. citizens must submit a U.S. permanent resident card or a valid passport, along with a visa that is valid for the length of your proposed lease agreement.

2. **Income Verification**: Applicant(s) combined **GROSS** income must be **AT LEAST 3x** the monthly rent.

   For Employed Applicants - income must be verifiable from an unbiased source through the last 3 months' paycheck stubs AND the last 3 bank statements or bank link verification (provided by Decision Logic during application screening).

   For Self-Employed or 1099 Independent Contractors Applicants - income must be verifiable by providing a copy of your latest filed tax return AND the last 6 months' of bank statements or bank link verification (provided by Decision Logic during application screening).

   Other sources of income - such as social security, disability, retirement, child support, etc., are also acceptable with supporting documentation AND the last 3 bank statements or bank link verification (provided by Decision Logic during application screening).

3. **Employment Verification and History**: Applicant(s) must have stable, verifiable employment for at least the past 3 years**.** Applicant(s) must be employed with their current employer for AT LEAST 6 months and must be a permanent employee (not temporary/seasonal). Transfers or relocations must be supported by correspondence showing an accepted job offer.

4. **Rental or Mortgage History**: First-time renters will not be accepted as Applicant(s) must have at least 3 years of positive rental history or mortgage payment history. Rental history must be verifiable and from an unbiased source; family and friends are not acceptable rental references. Applicant(s) are responsible for providing information, including the name, addresses, dates of occupancy, and contact information of your landlord(s) for the past 3-5 years. Mortgage payment history will be verified through your credit report.

5. **Credit History**: Applicant(s) must demonstrate financial responsibility in their credit report. We will obtain your credit report - you cannot provide this to us. Credit history should show that the applicant has paid bills on time and does not have a history of collections, charge-offs, or repossessions. Open balances to a previous landlord will result in denial regardless of credit score.

6. **Credit Score Requirements and Risk Mitigation Fee (if applicable)**: Applicant(s) must have a credit score of 650 or higher to qualify.

   Applicant(s) with credit scores below 650 may still be considered with an additional Security Deposit and Risk Mitigation fee. This will be based on an evaluation of additional factors such as income and rental history. Liberty Management reserves the right to decline any application based on criteria beyond credit score.

   When there are multiple adult applicants, the average credit score will be used to determine the required Security Deposit and any applicable Risk Mitigation Fee.

   Credit Score (averaged for all adults) and Applicable Deposit and Risk Mitigation Fee:

   - 850 – 650 .....$0 Risk Mitigation Fee + 1x deposit
   - 649 – 600.....$250 Risk Mitigation Fee + 1.5x deposit
   - 599 – 550.....$350 Risk Mitigation Fee + 2x deposit
   - 549 – 300.....Declined

   Note: Risk Mitigation Fees are non-refundable; however, any additional security deposit required will be refundable according to the terms of your lease agreement. Furthermore, additional security deposits may be required for reasons other than credit score.

7. **Criminal, Sex Offense, and Terrorist Database Check**: We check Criminal, Sex Offense, and Terrorist databases for all occupants aged 18 years or older. We do not rent to any person required to register as a sex offender.

   If you have a Felony Conviction or Class A Misdemeanor within the last **7 years** that involves the manufacture or distribution of a controlled substance, violent crimes such as assault, murder, rape, arson, intentional damage or destruction of property or a sexually related offense of any nature, your application will be denied.

   Any Felony Convictions within the last **7 years** involving theft by check or fraudulent check-related offenses, identity theft, computer fraud, terrorism related offenses, prostitution related offenses, weapons-related offenses, or cruelty to animals-related offenses, your application will be denied.

CRITERIA FOR ANIMALS AND FEES

We require that all pets and assistance animals be screened through PetScreening.com – a reputable third-party company specializing in comprehensive pet screening, including the validation of assistance animals, service animals, and emotional support animals (ESAs), in accordance with all applicable laws.

If you are applying with a pet or assistance animal, please ensure to complete an animal profile at: https://libertymgt.petscreening.com

Please note that Applicant(s) will be required to provide PetScreening.com with relevant documentation when completing a pet or assistance animal application, including a photo of the pet/animal, vaccine records, etc.

For Household Pet(s): A pet application fee issued by PetScreening.com will be due with your pet application (see PetScreening.com for details). Additionally, we require a $350 Non-Refundable Pet Acceptance Fee per pet AND a Monthly Pet Rent of $25 per pet.

For Assistance Animal(s): While an animal application is also required for all service or support animals, no additional animal application fees will be levied by PetScreening.com for assistance animals. Additionally, VERIFIED assistance animals will NOT be subject to the Non-Refundable Pet Acceptance Fee or Monthly Pet Rent. This process provides a HIPAA-compliant and secure way of submitting a reasonable accommodation request for an assistance animal (service animals, emotional support animals, companion animals, etc.) that will be reviewed by a third-party review team to ensure the accommodation request meets HUD's Fair Housing Act guidelines.

Additional Pet Restrictions:

- Most Property Insurance Companies do not allow certain breeds, either purebred or mixed. Given this, dogs entirely or partially of the following breeds will be rejected:
    - *Akita, American Bulldog, Bullmastiff, Mastiff, Cane Corso, Chow, Doberman, German Shepherd, Husky, Presa Canario, Pit Bull, Siberian Husky, Staffordshire Terrier, Wolf Dog, Bull Terrier, Pit Bull Terrier, Rottweiler, Korean Jindo, and any combination of these.*
- No more than TWO pets per household are allowed.
- No dogs under 1 YEAR OLD (puppies) are allowed.
- No Ferrets, Reptiles, or Rodents of any kind are allowed.
- No Aquariums larger than 20 GALLONS are allowed.
    - 10-20 Gallon Aquariums require a $250 pet deposit.
- All birds must be confined in cages and are not allowed to reside outside their cage.
    - Birds in cages will require a $250 pet deposit.

*Additional pet restrictions are NOT applicable to Verified Assistance Animals

$39/MONTH - RESIDENT BENEFITS PACKAGE (See Flyer)

The Liberty Management, Inc Resident Benefits Package (RBP) is designed to add value and convenience to your tenant experience. By applying, Applicant(s) agrees to be enrolled and to pay the applicable cost of $39.99/month, payable with rent.

The features of this Resident Benefits Package include:

- Convenient Lock Box Move-In
- Move-In Condition Documentation Mobile App
- Move-In Utility Concierge
- Direct To You Filter Deliveries
- Secure Online Resident Portal Access
- 24/7 Maintenance Hotline with Live Phone Support
- One-Time Late Fee Forgiveness
- On-Time Credit Reporting of Rental Payments through Experian RentBureau
- LMI Home Buyers Program
- Insurance Administration
- Lease Renewal Administration
- Rental Verification

REQUIRED TENANT LIABILITY INSURANCE

All 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.

To satisfy the insurance requirement, Tenant may either **(1)** be automatically enrolled into the Property Manager's Master Tenant Liability Policy that satisfies the coverage requirements; 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. 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(s) have elected to be automatically enrolled in the landlord's Master Tenant Liability Insurance policy (TLI). The monthly premium for the elected insurance policy is **$9.00**.
*Tenant(s) may opt out of the master policy at any time by obtaining a policy from a third-party provider that meets the coverage requirements and by providing evidence of insurance to Liberty Management, Inc. Tenant(s) must ensure that Liberty Management, Inc. receives evidence of insurance to prevent future TLI charges.

Option 2: Tenant Policy (Policy Verification Required) - Tenant may find, purchase, and maintain a Renters Insurance policy through a third-party provider that satisfies the Landlord's Liability coverage requirements. Tenant must provide evidence of the required insurance coverage by the Lease commencement date.
Policies obtained through a third party should include the following:

- Documentation showing the required coverage is active, property address, effective dates, and named insured(s).
- Policy meets or exceeds the required $100,000 in liability as described above
- Liberty Management, Inc is listed as an Additional Interest
- Liberty Management, Inc address is listed as: 4801 NW Loop 410 #111 San Antonio, TX 78229

Coverage Notice:

- The Master Tenant Liability Insurance Policy is NOT designed to replace the Renter's Personal/Liability insurance policy, and does NOT cover tenants' personal contents or belongings.
- The Master Tenant Liability Insurance policy is NOT transferable should our management of the home end/change.
- Liberty Management, Inc highly recommends that tenants obtain renters' insurance through a third-party provider to ensure comprehensive coverage for both personal belongings and liability.
- If a tenant chooses to obtain renters' insurance through a third-party provider and Liberty Management receives notice of a lapse in coverage or policy cancellation, the tenant will be automatically enrolled in Liberty Management's Master Tenant Liability Insurance Policy.

OTHER REASONS FOR DENIAL/WITHDRAWAL OF APPLICATIONS

- If your income is less than 3 times the rent amount.
- If requested documents to validate your identification or income are not provided.
- If you failed to give proper notice when vacating a property.
- If you have had three (3) or more late rent or mortgage payments in the last 2 years.

- If you have had two (2) or more NSF checks within the last 12 months
- If you have an unpaid collection filed against you by a Property Management Company or owe a balance to your current or previous landlord.
- If you have received a notice to vacate due to non-payment of rent in the past 12 months.
- If an unlawful detainer action or eviction has been filed against you the past five (5) years.
- If you have filed for bankruptcy or foreclosure within the past 24 months, we may deny your application.
- Any bankruptcy must have been discharged at least 1 year prior to the date of your application.
- If you have repossessions or charge-offs within the last 2 years.
- If you have unpaid quick cash loans within the last 2 years.
- No Businesses operated from the property. If you have a home-based business that you think we might approve of, please let us know.
- If you have allowed any person(s), not on the lease, to reside on the premises.
- If you have recently received a 3-day notice to vacate.
- Any bankruptcy must have been discharged at least one year prior to the date of your application.
- If we are unable to verify your income or rental history, we must deny the application.
- If your previous landlord(s) would be unwilling to rent to you again for reasons pertaining to your behavior or that of any family member, guest, or any animal on the property during your tenancy.
- Applicant(s) requests re-wording or removing any paragraphs in the Lease Agreement.
- Applicant(s) demanded exceptions to policies and procedures that could compromise compliance with Fair Housing regulations.
- Applicant(s) repeatedly disputed established policies that are clearly outlined in our criteria, on our website, and within leasing documents.
- Applicant(s) exhibited unprofessional behavior, including but not limited to communicating in a manner deemed offensive/disrespectful, rude, or abusive, and/or the use of slurs/profanity with our agents/staff/vendors.

THINGS TO KNOW BEFORE APPLYING:

APPLICATION REQUEST AND AS-IS CONDITION: Properties are leased in their current, “as-is” condition. Cosmetic requests will only be considered if deemed necessary and approved by the homeowner. Applicants should not assume that any repairs or upgrades will be made unless otherwise agreed to in writing. If you have any specific requests for repairs or treatments that you would like the landlord to consider, please include them in your application.

PROPERTY VISITS: As part of our comprehensive management services, Liberty Management conducts periodic property visits on behalf of the landlord. During these visits, we take both interior and exterior photos, which are shared securely with the landlord. Please note that property visits are a standard part of our management process and are not subject to modification or refusal.

ADVERTISING: As a provision to the lease agreement, Liberty Management is authorized to display a 'For Sale' or 'For Rent' sign and take marketing photos to be used to market the property during the term of the lease or any renewal period. Furthermore, the lease grants Liberty Management authority to place a lockbox at the property during the final 30 days of the lease. During this period, you are required to allow showings of the home to licensed real estate agents and their clients. Residents will have the option to opt out of showings by paying a fee equivalent to one month's rent.

PROHIBITIONS: Property Management is complex, and as property managers, we make every effort to help mitigate potential liabilities for all parties involved. Applicant(s) should note that certain activities and items are prohibited at our managed properties. These include, but are not limited to: operating a business from the property, drug use, illegal items or unlawful activity, pools, hot tubs, restricted animals, trampolines, swings/playscapes, hammocks, DIY fire pits, etc. Applicants should review the sample lease or contact our office with any questions prior to applying.

NO SMOKING: Smoking is not permitted inside the home or garage.

NOTICE REGARDING SCHOOL BOUNDARIES: School boundaries are subject to change. Applicant(s) are responsible for independently verifying school districts and their associated boundaries.

LOCAL CRIME NOTICE: Please note that Liberty Management does not monitor or maintain records of local crime in the areas surrounding the properties we manage. Applicant(s) are responsible for independently researching and addressing any concerns they may have regarding local crime in the neighborhoods where they are considering renting. We recommend consulting local law enforcement resources or public crime databases for the most current information.

OWNER ASSOCIATIONS (HOA/COA): Some properties managed by Liberty Management are part of a mandatory Homeowners Association (HOA) or Condominium Owners Association (COA), which are independently managed third-party entities not affiliated with Liberty Management. We do not have authority over these associations. Applicant(s) should research or contact our office to determine if the property is part of an HOA or COA, as compliance with all rules and bylaws of the association will be required and enforced.

CIVIL MATTERS: Liberty Management's responsibilities are limited to property management. We do not become involved in civil matters beyond our authority as property managers, including but not limited to disputes between neighbors, divorce or relationship issues, or roommate disagreements. Applicant(s) should note that, unless specifically addressed in the lease, such civil matters cannot be used as grounds for early lease termination. Lease agreements are binding legal contracts and are not subject to termination due to civil disputes.

MAILBOX KEYS & MAIL FORWARDING: Unless expressed otherwise in writing, Liberty Management does not manage mailbox access or mail delivery – this is managed by the United States Postal Service. Applicant(s) should note that they will be responsible for obtaining mailbox keys directly from the USPS and for setting up their own mail forwarding. Mail keys and mail forwarding services are not provided by Liberty Management.

ERRORS & OMISSIONS: Every effort is 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 applicants to verify schools, allowable pets, expected features, or any HOA amenities or concerns before signing a lease agreement. Any information posted in the MLS advertisement does NOT constitute a written agreement or guarantee of the facts stated.

ACKNOWLEDGMENT

By signing below, I hereby certify under penalty of perjury that all information provided in this application is accurate, complete, and truthful to the best of my knowledge. I understand and agree that any false, misleading, or fraudulent statements or documents provided will result in immediate denial of my application, or, if discovered after approval, may result in termination of my lease and legal action, including prosecution to the fullest extent permitted by law. I further consent to receive SMS text messages and emails as valid and official forms of communication throughout the application process and during any business relationship with Liberty Management.

_____

Printed Name

_____ _____

Signature Date Signed