Mellado Properties

Criteria for Rental – 3768 Swift Fox Rd, New Braunfels, TX 78132

Equal Housing – We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, sexual orientation or national origin and will comply with state and federal fair housing and antidiscrimination laws.

Occupancy Standard – A maximum of two (2) persons per bedroom are allowed.

Age – Lease holder(s) must be 18 years or older, unless head of household, Military under the age of 18 years, or a minor that has been emancipated. All occupants 18 years or older are required to complete an application, even if living with parent or guardian.

Income – Gross monthly income of all lease holder(s) **must equal 2.5 times the monthly rental amount.** All income must be verifiable. Income does not include allowance from parents, scholarships or study subsidies.

Employment – Applicant must 1) be employed with current employer for at least six months; 2) have current job and at least six months employment with previous employer; or 3) receiving retirement benefits, or any other verifiable and consistent income.

Self-Employment – Must provide the previous year's personal income tax return and the previous two months personal bank statements as evidence of sufficient income. Persons whose jobs are commission only or base salary plus commission, tips, or bonuses are considered self-employed.

Rental History – Previous rental history will be reviewed and no negative rental history will be accepted. Negative rental history is determined by:

- Failure to pay rent timely.
- Evictions filed within the last three years; prior evictions may result in an automatic denial of your application.
- Damages in amounts exceeding $1,000.
- Repeated disturbances, not related to circumstances protected under Victims of Abuse Women's Act.
- Prior management references describing reports of drug dealing or manufacturing, gambling, or prostitution on the premises.
- Applicant may be denied for an outstanding debt or judgment to any prior landlord.

Credit – Credit Scores below 600 or no credit history may result in the requirement of an additional deposit or denial.

Criminal, Sex Offense, and Terrorist Database Check: We will check these databases for all occupants over 18. We do not rent to any person convicted of violent crimes against persons or property; prostitution; domestic violence; involving the possession of weapons; or the manufacture or distribution of illegal substances. All are grounds for denial of an application. Criminal offenses will be evaluated based on type of offense, how long ago you were convicted, your age at the time of offense, evidence of rehabilitation, and any other information you would like us to consider. Please provide details in writing along with any other supporting documentation you would like us to consider.

Renter's Insurance – We require renter's liability insurance of at least $100,000 on the property. You will be required to submit proof of such coverage at the time of move in and upon renewal of your policy.

Animals – One small dog, under 40 pounds, will be permitted on the property. Exotic animals and reptiles are not accepted. Additional restrictions may apply. One-time pet fee of $200 is due at start of lease. Pet rent of $25 per month, per pet will apply.

- Support animals are not considered pets and are allowed to reasonably accommodate a handicapped leaseholder or occupant. All animals must be photographed by management before approval.
- Service Animals are allowed. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. A disabled person who has an emotional support animal (ESA) will need to produce a letter from a licensed mental health professional that prescribes the need for the animal.

Application and Notification

- An application must be completed for each occupant 18 years of age or older, and any occupants under the age of 18 ***and*** deemed an adult under applicable law.
- A non-refundable application fee must be paid by each Applicant before an application will be processed.
- All Applicants are required to present a valid government-issued identification. Except as otherwise prohibited by applicable law, non-U.S. citizen Applicants may be required to present additional documentation evidencing Applicant's right to live in the United States through the end of the lease term.
- An application does not constitute a lease agreement or offer to lease. No lease shall exist unless and until Landlord and Applicant execute a lease agreement and Applicant pays all required funds.
- Falsification of any information on an application may result in Applicant's automatic denial. If an Applicant is denied for falsifying paperwork, Landlord may retain all deposits and fees paid.
- The first Applicant to complete and submit the Application and all Application fees, pass the verification process, and pay all required deposits will be accepted.
- Notifications of acceptance or denial will be made by email to the email address provided on your Application. Denials will include information regarding the credit and background check provider.

Co-signer or guarantor - A cosigner/guarantor may be required in the case of ONE of the following:

- No rental history or home ownership in the past five years, or
- No Employment (Students Only)

Landlord allows only one Guarantor per household.
A Guarantor:

- Must submit an application and pay a non-refundable application fee, if applicable.
- Is subject to the same qualification requirements as Applicants but must have an income of four (4.0) times monthly rent.
- Will be required to sign the lease.

Privacy Policy for Personal Information of Rental Applicant and Residents – We are dedicated to protecting the privacy of your personal information, including your Social Security Number and other identifying or sensitive personal information. Our policy and procedures are designed to help ensure that your information is kept secure, and we work to follow all federal and state laws regarding the protection of your personal information. While no one can guarantee against identity theft or the misuse of personal information, protecting the information your provide us is a high priority to our company and staff. If you have concerns about this issue, please feel free to share them with us.

- **How Personal Information is collected:** You will be asked to furnish some personal information when you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.
- **How and When Information is used:** We use this information for our business purposes only as it relates to leasing a dwelling to you. Examples of these uses include but are not limited to, verifying statements made on your rental

application (such as your rental, credit and employment history), reviewing your lease for renewal and enforcing your lease obligations (such as to obtain payment for money you may owe us in the future).

- **How the Information is Protected and Who has Access:** We allow only authorized persons to have access to your personal information, and we keep documents and electronic records containing this information in secure areas and systems.
- **How the Information is Disposed of:** After we no longer need or are required to keep your personal information, we will store or destroy in a manner designed to prevent unauthorized persons from accessing it. Our disposal methods will include shredding, destruction or obliteration of paper documents and destruction of electronic files.

Locator Services: If you found us through a locator service, please be aware that the locator services are independent contractors and are not our employee or agents, 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 own privacy policies.

I understand and accept these qualifying standards and have truthfully answered all questions. I understand that falsification of Rental Application information will lead to denial of rental. I understand your ability to verify this information is limited to the information made available by the agencies and services used.

Applicant Signature	**Date**
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