# SCREENING CRITERIA AND DISCLOSURE

*All applicants will be charged a $75.00 application fee per adult (18 or older)

***THE APPLICATION FEE OF $75.00 PER ADULT IS NON-REFUNDABLE**

*Each adult over 18 is required to complete a separate application form. It would be in your best interest to confirm that your rental requirements are not outside of our Resident criteria with multiple adult roommates, eviction history, foreclosures, bankruptcies, job loss, minimal income, low credit scores, unusual pets, large pets, multiple pets, multiple families, or anything that would cause your application to be rejected.

***Wanting to offer less than list price for the home will cause your application to be delayed or rejected***

We do not prescreen Applications. Applicants are required to pre-screen themselves with the following criteria and will need to meet the requirements below. We encourage you to apply if you meet the below criteria:

**WHEN THE ON LINE APPLICATION IS COMPLETED, WE WILL PROCESS YOUR APPLICATION – CHARGING THE $75 APPLICATION FEE.**

**This application, background information, credit scores, rental history, criminal history, and employment verification will be viewed by RentWerx Employees only.**

## ***Multiple Applications May Be Reviewed in Choosing an Applicant***

**Lease Criteria in Applying for a Home:** Before you apply for a home, read the following information concerning the approval process. If you have any questions, contact our office during normal business hours Monday to Friday 9 AM to 4 PM Central Standard Time.

**Application Process & Screening Criteria:** RentWerx is committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA). We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, or age. We also comply with all state and local fair housing laws. We offer application forms to everyone who requests one. Each occupant over the age of 18 must complete an application and pay the **$75.00** application fee. Approval is based on SEVEN factors:

1) Verification of Provided Identification
2) Credit History Review and Verification
3) Review and Verification of Rental History
4) Review and Verification of Income for Each Applicant
5) Review and Verification of Employment History
6) Criminal Background and Terrorist Database Search
7) Review of Animal Applications

**Identification:** Each applicant is required to provide a copy of a legible Government issued photo identification card. A photo of your identification card can be sent to: Applications@RentWerx.com

**Income Verification:** Income should be at least three (3) times the monthly rent and verifiable from an unbiased source: employer through pay stubs, tax returns, and/or bank statements. Self-employed income may also be verified with a CPA-prepared financial statement or tax returns. Your employment history should reflect at least 6 months with your current employer. Transfers or relocations must have correspondence showing an accepted job offer. Any verification fees required by the employer must be paid by the applicant.

**Employment:** We require verifiable employment history for at least the past three (3) years. You must be a permanent employee (not temporary or probationary). If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), bank statements, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES. If you are active-duty military, you must be on an assignment that, to the best of your knowledge, will allow you to complete an initial 12-month lease.

**Residence History:** We require verifiable residence history for at least three (3) years whether you currently own or rent. Applicants are responsible for providing information including the names, addresses and phone numbers, of Landlords with the dates of tenancy for the previous 3 years. Rental history must be verified from unbiased sources. Home ownership will be verified from a current credit report. We can accept base housing as rental history. Any evictions within the previous 5 years will be automatic grounds for denial. Broken leases will be considered on a case-by-case basis and an additional security deposit may be required.

**Credit History:** We will obtain a copy of your credit score from Equifax. You cannot provide this to us, we will obtain this ourselves. Credit history should show that the resident has paid bills on time and does not have a history of debt "write-offs" or accounts that have gone into collection. Money owed to a previous landlord or utility company is cause for denial.

**Errors & Omissions:** Every effort has been 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 Residents to verify schools, allowable pets, expected features, or any HOA concerns prior to signing a lease agreement. Any information posted in the MLS advertisement does NOT constitute a written agreement or guarantee of the facts stated.

**Criminal, Sex Offense, and Terrorist Database Check:** We will check these databases for all occupants over 18. We do not rent to any person required to register as a sex offender. Criminal backgrounds involving violent crimes, sex offenses, domestic violence and/or involving the possession/distribution of weapons or illegal substances are all grounds for denial of an application. An exception may be made for type and/or age of offense, please provide details to the Property Manager.

## Six (6) Month Lease Agreement Option = Rent + 20%

Should an applicant request a 6-month initial lease agreement, RentWerx charges an additional 20% on top of the advertised rental rate.

Advertised Rent = $1,500 Per Month. Add in 20% for 6 Month Lease Option = $300 Per Month.

Total Monthly Rent for 6 Month Lease Option = $1,800

# Security Deposits = One Month's Rent + $200

RentWerx requires all approved applicants to pay a refundable Security Deposit at application approval in the amount of One Times of One Month's Rent + $200.

**Example: Rent = $2,000 Security Deposit = $2,200**

All security deposits will be paid by approved applicants through certified funds or wire transfer.

**End of Lease Agreement and Tenant Move Out**: After RentWerx conducts a final move out inspection, any damage to the home (above normal fair wear and tear) will be deducted from the refundable security deposit. The outgoing tenant will receive a copy of the final inspection along with an itemized final bill considered due and payable upon receipt. Outgoing tenants failing to pay in a timely manner will be turned over to a 3rd party collection agency.

# Contingent Approval – Risk Mitigation Fee – Resident Score Based

RentWerx can offer applicants with lower than a 615 Equifax Credit Score with an opportunity to rent from us by offsetting the monetary risk for the owner, and the management company. Applications may still be approved with less than a 615 Equifax Credit Score. Combined Resident Scores of 615 or higher are usually approved with normal rents, as advertised admin fees, and the advertised security deposit.

*Applicants with no social security number or no credit score will be charged a $2,500 Risk Mitigation Fee.*

## Applicants with Less Than a combined 615 Equifax Credit Score may be subject to a Risk Mitigation Fee, or other proposed terms, as outlined below:

Combined Equifax Credit Score of **614 to 594** will require an additional risk mitigation fee of **$1,000.00.**
(Married Applicant(s) without a Social Security Number) Equifax Reference: *Low Accept*
Combined Equifax Credit Score of **593 to 550** will require an additional risk mitigation fee of **$1,500.00.**
(Single Applicant without a Social Security Number) Equifax Reference: *Conditional*
Combined Equifax Credit Score of **549 and below** will require an additional risk mitigation fee equal to **$2,500.00 – AND -** are subject to review and approval by upper management. Equifax Reference: *Refer*

**Calculating for the Combined Equifax Credit Score of Multiple Applicants:** Add the two Equifax Credit Scores together for both (or more) applicants and divide by the number of applicants in the home to arrive at the determining number for the approval process.

Example: 1) Applicant ONE has a TU Score of 600 2) Applicant TWO has a TU Score of 550

Gross Score =1,150. Divide by Two = (1,150/2) = **575 Combined TU Score = $1,500.00 Risk Mitigation Fee**

Offering an approval based upon a total Equifax Credit Score below a 615 comes with inherent risk to the landlord and property manager. As the apartment industry has done, an approval can be offered even to Residents with less than perfect credit as long as they can pay the additional fee associated with their Resident credit scores to offset the risk involved for all parties.

**This program is offered on a Case-by-Case basis only --- weighing heavily on other factors outside of credit score to include income and rental history compiled by Equifax. RentWerx maintains the right to retract this offer for any applicant based on other criteria associated with the application process.**

# INFORMATION ON ANIMALS (Pets)

**Rental Criteria for Animals (Pets):** Animal policies vary from one homeowner to another. Some owners do not permit animals (other than approved service animals) on the property, while others restrict type and/or size of allowable animals. No more than two animals per household are permitted without specific owner approval.

**ALL Applicants are requested to create a profile with PetScreening.com.**

**Applicants with NO animals - Complete the FREE application at: https://rentwerxllc.petscreening.com/**

**Applicants with animals – Submit a complete and full application at: https://rentwerxllc.petscreening.com/**

Inside of that application portal for PetScreening.com you will be required to provide the following information:

1) Full description of your animal (pet) of type of pet, gender, breed, age, color, weight, neutered / non-neutered.
2) Up to date veterinarian contact information to include most recent annual vaccination records.
3) Most recent photos of each animal (pet).
4) Supporting documentation for any Emotional Support Animal (ESA) or Service Animal such as a verifiable doctor's letter from a local physician.

Once all information is received and verified, your animal (pet) will be assigned a paw score from 1 to 5 Paws.

***The monthly Pet Fee is determined by PetScreening.com ranging from $40 per month to $100 per month***

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| **1 Paw = $100** | **2 Paw = $80** | **3 Paw = $60** | **4 Paw = $50** | **5 Paw = $40** |

**Service Animals:** To allow service animals we request applicants to apply for free, providing certifiable documentation, and complete an application into: https://rentwerxllc.petscreening.com/

**Animal (pet) Processing Fee:** A $100 fee will be charged at lease signing per animal (pet) allowed on the lease.

**Dog Liability Insurance:** All approved restricted breed dogs must comply with the following:

1) Purchase Dog Liability Insurance with a minimum coverage of $50,000 per incident
2) Name RentWerx LLC as "Additionally Insured" or "Additionally Interested"

**This must be completed and presented to your property manager prior to move in.**

To review some of the considered restricted breeds, visit our website. Breed variations may be subject for review. https://www.rentwerx.com/restricted-breed-dog-policy/

# RESIDENT BENEFITS PACKAGE: $45.00 Per Month

Included with **ALL** lease agreements with RentWerx is the ***Resident Benefits Package.*** Residents will receive the benefits listed below which are automatically included **for $45.00 per month.**

1) **No Additional Charges for All Rental Payment Options to Include In-Person, ACH, or Check.**
   Benefit: Residents simply pay their rent plus the $45.00 per month for an all-inclusive payment.

2) **Included Resident Portal for Maintenance, Payment Options, and Electronic Statements.**
   Benefit: Residents have free access to our Resident Portal to submit maintenance requests, pay online using all included payment options to include the automatic ACH option, and have access to electronic statements.

3) **Free Credit Reporting for All Rental Payments made during this Lease to TransUnion.**
   Benefit: Residents receive the benefit of positive credit reporting for all on-time rental payments to TransUnion.

4) **24/7 Maintenance Hotline with Live Phone Support.**
   Benefit: Residents can reach a live person after hours for emergency maintenance concerns.

5) **One Time Returned Payment Fee Forgiveness. ($85.00)**
   Benefit: RentWerx will grant a one-time waiver of a returned ACH or Check payment fee.

6) **On Demand Pest Control Service**
   Benefit: Access to high quality quarterly pest control through the RentWerx local affiliate providers. Covered up to $150.00 per quarter, certain exclusions apply.

7) **Free Lockbox Move In**
   Benefit: Go directly to your new home to move in! No need to come to our office making this a touchless process!

8) **Carpet Cleaning Guarantee**
   Benefit: If you're looking to get your carpets cleaned during your lease, we're pleased to offer a 25% discount on the service using our preferred vendor. Plus, if you're not completely satisfied with the results, we'll send the vendor back at no extra charge to make it right.

9) **NEW! PayNearMe Cash Payments**
   Benefit: Residents can now make cash payments conveniently at thousands of retail locations that accept PayNearMe. No need to visit our office — simply use your PayNearMe payment code to pay nearby at a location that works best for you.

**Frequently Asked Questions:**

**Can I opt out of this Resident Benefits Package?** No. RentWerx provides the Resident Benefits Package to all Residents.

**NOTICE TO ALL APPLICANTS:** **NO SMOKING is permitted inside the home or garage.**

**Disabled Accessibility:** Any concerns should be submitted in writing to the property manager. We must obtain Owner approval to allow modification of the premises. All modifications are at the expense of the disabled person, and the disabled person must agree to restore the premises, at their own expense to the pre-modified condition (provided the modification would affect the use and enjoyment of the premises for future residents). We request written proposals detailing the extent of the work to be done, approval from the landlord before modifications are made, appropriate building permits with required licenses made available for the landlord's inspection, and a restoration deposit may be required per Fair Housing guidelines

**SCHOOL BOUNDARIES:** School Enrollment concerns should be investigated prior to submitting your application. Applicants must verify their own school information with the school district. Because of the expansive growth in this region, school enrollments get capped and designation boundaries may change. We highly recommend you contact the local school district should any of the school boundaries be a concern for the home you would like to rent.

*****IT IS THE DUTY OF THE APPLICANT TO VERIFY SCHOOL BOUNDARIES****

**SEX OFFENDERS:** Applicants should satisfy their concerns regarding crime statistics or the presence of any sex offenders in the area, before submitting an application. This information is available free of charge on the internet at the below sites. ***WE DO NOT RENT HOMES TO REGISTERED SEX OFFENDERS***

Sex Offenders www.txdps.state.tx.us

San Antonio Crime Stats http://www.neighborhoodscout.com/tx/san-antonio/crime/

Austin Crime Stats: http://www.neighborhoodscout.com/tx/austin/crime

## REASONS FOR DENIAL OF APPLICATIONS:

- If you failed to give proper notice when vacating a property.
- If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to your behavior or that of any family member, guest (welcome or not), or any animal on the property during your tenancy.
- If you have had three or more late payments of rent within the last 12 months.
- If you have an unpaid collection filed against you by a Property Management Company.
- If an unlawful detainer action or eviction has occurred within the past five (5) years.
- If you have recently received a 3-day notice to vacate.
- If you have less than a 615 combined Trans Union applicant credit score and refuse to abide by the additional Risk Mitigation fee as outlined above.
- If you have had two (2) or more NSF checks within the last 12 months.
- If you have allowed any person(s), not on the lease, to reside on the premises.
- If we are unable to verify your information, we must deny the application.
- No Businesses operated from property. If you have a home-based Business that you think we might approve please let the Property Manager know.
- If you violate any of our terms of service during this application process.
- Applicant requests re-wording or removing any paragraphs in the RentWerx Lease Agreement.

## APPLICATION APPROVAL:

All approved applicants will receive further instructions via email.

Approved applicants will be required to sign a lease agreement within TWO (2) business days of Security Deposit payment. Failure to do so will result in the cancellation of the application, forfeiture of the application fee(s) and forfeiture of the security deposit paid to RentWerx.

## Security Deposit Lending:

Approved applicants that are NOT in the Risk Mitigation category will have the opportunity to borrow the full amount of the security deposit at lease signing. RentWerx has partnered with the Tenant Lending Corporation to offer a solution to execute a loan agreement at lease signing to borrow funds up to the amount of the security deposit. This loan is payable monthly, with no pre-payment penalties, and will coincide with the initial lease agreement length. Monthly payments will be made directly to Tenant Lending Corporation outside of the RentWerx accounting system. All terms and conditions for repayment of any funds borrowed from the Tenant Lending Corporation will be tied into the executed lease agreement. Failure to pay will result in late fees, penalties, and a possible eviction for non-payment of the Security Deposit according to the residential lease agreement and Texas Property Code. Visit: www.TenantLending.com

## START OF LEASE:

*Vacant Homes* --- RentWerx has a policy that all leases on vacant homes must begin within 14 days of application approval. We are unable to hold the home rent free without a lease agreement longer than that time.

*Occupied Homes* --- RentWerx will typically advertise a first available date with all of the homes we manage. In some cases, those dates will need to change due to circumstances beyond our control. We understand the burden this can create and strive to advertise a solid date so incoming Residents can plan accordingly.

*Leases that start within 5 days of the end of the month* --- We will require the next full month's rental amount with the pro-rate.

## Move-In Orientation & Inspection with Manager Services: https://ManagerServices.pro

All new Residents at lease signing will pay a one-time *Move-In Orientation Fee* of $125.00. Within the first three (3) business days of the Resident occupying the home, arrangements will be made for a walk-through inspection and home orientation with a technician from Manager Services.

The Move-In Orientation will be arranged and conducted with a technician from Manager Services. A leasing representative from RentWerx will not be present during the Move-In Orientation. Any requested work orders must be submitted separately.

The Manager Services technician will provide the Resident with a brief orientation and instruct them on basic home maintenance, including changing air filters, unclogging a garbage disposal, water cut-offs, smoke alarms, fuse & breaker box locations, and GFCI resets. The written report will include interior and exterior photos. The exterior will be documented with photos of all four sides of the home, any exterior equipment, and yard. Interior photos will be of each room, included equipment, any damaged or defective conditions, and an overall view of most areas. A copy of this report will be sent to the Resident and RentWerx for record.

## What We Want Our Applicants to Know:

1) RentWerx conducts periodic annual inspections of the home you will live in. We take pictures of the interior and exterior of the home during that inspection. This information is kept on record and shared with the owner. Any Resident caused damage identified in this inspection will be required to be repaired prior to a lease renewal being granted. **If this standard annual inspection procedure is going to cause you a problem – we recommend you stop now and do not apply for one of our homes.**

2) During the last 30 days of your lease agreement – a sign and lockbox may be placed on the home and you may be required to show the home to prospective new Residents. You may opt out of this arrangement, but it will cost an additional fee of one month's rent to do so.

3) RentWerx is a **ZERO TOLERANCE** company regarding rent collection. Rent is due the 1st of each month, late the 4th of each month. Late fees begin midnight on the 4th of the month. Late fees will be applied with no exceptions in accordance with all Federal Fair Housing laws.

4) **Site Un-Seen Application and Approval.** It is possible to apply for the home, be approved, and sign a lease agreement without ever seeing one of our homes in person. In such a scenario, we require an incoming approved Resident to sign a Site Un-Seen Addendum to the Lease Agreement. In that form, we ask you name a "Trusted Advisor" outside of RentWerx who has offered you their opinion of the condition of the home.

5) **Lease Preparation Fee: $395** --- There is a lease preparation fee of $395 per lease agreement for the effort to prepare, forward, and offer the convenience of electronic signatures, electronic funds collection, and a lock box move in.

6) **Resident Benefits Package: $45 Per Month --- See the Paragraphs Above.**

7) **Move-In Orientation Fee: $125 --- This fee covers the In Person Move-In Orientation & Inspection.**

8) **Animal (pet) Processing Fee: $100 Per Animal (pet)**

9) **Renter's Insurance: Residents are required to present RentWerx with proof of Renter's Insurance prior to move in naming RentWerx as "Additionally Insured" or "Additionally Interested".**

10) **Utilities: Residents are required to present RentWerx with proof of utilities being transferred into the Lease Signer's name prior to move-in. This includes power, water services, and gas services if applicable.**

**ATTENTION APPLICANTS!** If you are being represented by a Realtor who has physically showed you the home in person, you are obligated by the National Association of Realtors to have completed a written Buyer / Tenant Representation Agreement. In that agreement are portions illustrating what is the maximum commission amount the Realtor can receive, and who will be paying that commission. Be aware that not every home being marketed by RentWerx will be offering a Tenant Realtor Commission. Per the NAR guidelines, that decision has to be left solely to the homeowner and is not a RentWerx policy.

**WARNING:** Should you choose to indicate you are being represented by a Realtor on your application, and the home you choose to lease is NOT offering a Tenant Realtor Commission - you may end up having to pay your Realtor directly out of pocket. We advise all applicants working with a Realtor to carefully read your Buyer / Tenant Representation Agreement and consult with an attorney if you have any questions or concerns.

## Upon completion of your Application, you will be notified in writing of your Approval / Denial / or Offer of Other Terms within 2-3 Business Days.