

### **APPLICATION PROCESS:**

The application fee will not be refunded. Application fee is \$40.00 per adult 18 years of age or older; \$25.00/Cosigner. All applications are submitted electronically so Windermere Management makes no representation that your application will be the first application submitted or considered. The \$40 fee provides for the following: applicant registration as a potential tenant, background check, credit check, rental reference verification, and income verification.

Each applicant must INDEPENDENTLY MEET ALL THE FOLLOWING CRITERIA to avoid the use of a cosigner.

When you call to inquire about a specific property we will let you know if there are any applications already on the property. For example: If you intend to apply for a property with one application already pending we will let you know that you may be the second applicant and that there is one application ahead of you. If there are two applications pending, we will let you know that you would be the third applicant.

Once we receive three applications on a single property we will accept no more applications.

When your application is complete it will be reviewed. The first application received may not be the approved application. If you are not the approved applicant, your application will be kept on file for 90 days from the date of application. Within those 90 days you can transfer your application to other properties you become interested in.

If you apply for a property that already has an approved applicant we will call you and let you know that the property you are interested in is no longer available. You, as the applicant will then have the choice to move forward with your application on another property.

Windermere Management strives to be open and honest with all applicants as to the status and availability of a property for rent.

### **APPLICANT QUALIFICATIONS:**

#### **Employment Verification**

- Applicant must have 1-year continuous, ongoing employment.  
Note: Your application may be deemed ineligible if the rent and utilities of the applied rental unit exceeds 40% of your monthly gross income.
- It is the obligation of the applicant to provide a copy of last year's W-2 or income tax return, 2 months recent pay stubs, or 2 months bank statements to verify your income. If self-employed, individuals may be asked to provide copies of two (2)

years of tax returns and/or copies of the three (3) most recent months of bank statements. No screenshots will be accepted.

- If an applicant is starting a new job, letter from the employer stating your income and start date must be supplied.
- Stability of the source of income will be considered. If you are unemployed but income requirement above is still met, applicant may still be able to qualify without a cosigner based on meeting rental background and credit criteria. Only verifiable income will be considered.
- Student loans are NOT a form of income for these purposes.
- Temporary or seasonal employment is not sufficient income, so such an applicant will require a cosigner.
- Student applicants will usually require a cosigner unless all application criteria is met.

### **Credit Check**

- You must have established credit. Well-established credit means a minimum of 5 lines of established credit. If you have collection activity, judgment, bankruptcy, or lien, further review will be required.
- If you have an eviction on your record or you owe money to a past landlord, you may not qualify.
- Bankruptcies in the last seven (7) years will REQUIRE a cosigner.
- Adverse credit information such as 1 or more accounts showing late payments in past 3 years may be a disqualifier and require a cosigner.
- Payment issues to utility companies or former landlords may result in a denial.
- The amount of late pays and amount of balance in default will be considered.
- Most student loans are not considered as sufficient credit for evaluation.
- Minor medical balances in default will not be counted as a dis-qualifier.

### **Previous Rental History**

- It is the applicant's responsibility to provide names and phone numbers of 2 most recent landlords or a total of 1-year rental history. Applicants must have at least one (1) year of satisfactory rental history from a non-related Landlord. A related Landlord is considered related by blood, by marriage or prior established relationship.
- Good rental references will reflect a willingness to follow the rules and regulations of the lease, pay rent and utilities on time and have a respect for other residents.
- Mortgage payments, made on timely basis, will qualify as a positive rental reference.
- If we are unable to verify rental history, we reserve the right to deny the application or require a cosigner.
- Outstanding debts to a previous landlord, an eviction, late rent payments, 3-day notices to pay or vacate, failure to notify landlord of intent to vacate, breaking a lease without the landlord's permission, unauthorized pets or tenants are considered a poor rental history and may cause your application to be denied even with a cosigner.

- Applicants who do not have at least two years of rental history may still qualify without a cosigner if income and credit criteria are met however, an additional deposit may be required.
- Applicants without a rental history, without a credit or background history and without employment or income, may be approved with either a cosigner or be required to pay advanced rent equal to the term of the lease and/or an additional deposit.
- Reasons for denials may include open bankruptcies, outstanding balances to current or past landlords, evictions, history of more than 2 NSF checks in past 18 months, record of disturbance of neighbors, non-compliance with rental agreement, violent behavior, owing utility companies, or misrepresentation or false information by the applicant on the application. **In a group application, any 1 applicant denied is a denial for all applicants.**

## **Criminal**

- Windermere Management will run a criminal background check.
- Determinations as to criminal screening will be made on a case by case basis and will be based on several factors and information. There will be no automatic denials based on crime without an analysis of the facts.
- A landlord is not required to rent to any person whose tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy might result in substantial physical damage to the property of others.
- Any conviction for manufacture or distribution of any federally controlled substance may result in a denial of tenancy.
- If you do have criminal convictions, you may be asked to participate in an individual assessment meeting. This procedure may increase your application fees. Determinations as to criminal screening will be made on the following factors and information, which will be required for every conviction, we cannot complete the application screening without this information: 1) The actual charge you were convicted of; 2) The facts of the crime you were convicted of; 3) Your age at the time of the conviction; 4) Criminal conviction(s) prior to the conviction; 5) Criminal convictions and pending charges since the conviction; 6) How much time has passed since the conviction; 7) For any charges if you are in, or have completed recovery, treatment, or required classes since the conviction. Documentation of completion may be required. Failure to provide any information is a basis for denial of tenancy.
- Failure to meet screening criteria may be grounds for the following: (1) the denial of the application, (2) the requirement of a cosigner who will also be required to meet screening criteria (however, the severity and quantity of negative information may result in a denial not able to be overcome by a cosigner), and/or (3) the requirement of payment of last month's rent, additional deposit, or prepaid rent for the length of initial lease term.
- Registered sex offenders will be denied.

### **Co-signers**

A co-signer with good credit may assist you in qualifying if you are lacking in the credit, employment or rental history background. However, factors such as no consistent employment, lack of or bad rental history as well as significant or numerous credit deficiencies may be grounds for a denial regardless of the use of a cosigner.

- Cosigners must reside in the United States, excluding the State of Texas.
- Monthly income for a cosigner must be more than five (5) times the total monthly rent. If multiple cosigner on a unit are received, the total gross income required would be reduced to three (3) times the monthly rent.
- Cosigner must demonstrate a positive, well-established, significant credit history of greater than five (5) years. Debt to income ration will be considered.
- Cosigners must not have had a bankruptcy in the past seven (7) years.
- Cosigner will be required to provide proof of total household income or 3 months bank statements, and a copy of identification.

Once approved, applicant(s) must pay a holding deposit within 24 hours of approval and provide photo identification at time the holding deposit is paid.

### **APPLICANT UNDERSTANDS THE FOLLOWING:**

- Applicant acquires no rights to a rental unit until a Lease Agreement is signed.
- If approved an additional \$50.00 administrative fee will be charged at move-in.
- When Applicant presents Windermere Management with a holding fee/security deposit, it is non-refundable as liquidated damages in the event applicant chooses not to enter into the lease agreement.
- Once Applicant has been notified of their application's approval, Applicant will have 24 hours to submit the holding fee to secure the unit. If the holding fee is not received within 24 hours Windermere Management may move on to the next applicant.
- Applicant is required to view the unit for which they are approved. If Applicant is unable to personally view the property they may assign, IN WRITING, a designated person in their stead that may view the unit. If Applicant has no one to view the property and chooses to rent sight unseen, their holding fee will be accepted ONLY if accompanied by a Notarized Sight Unseen Addendum. The holding fee is not refundable should Applicant fail to perform (sign the lease agreement).
- Applicant will not keep or harbor animals or pets of any kind on the premises without written consent of the owner/agent.
- Applicant agrees that any misrepresentation hereafter may result in termination of any agreement(s) entered.

### **Anti-Discrimination:**

No applicant will be denied residency based on his/her race, sex, religion, marital status, age or any other legally protected class status.



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