Trusted Property Management

Before You Begin:

Thank you for your interest in a Trusted Property Management Solutions of Houston managed home. Below is information about the application process, qualifying criteria and pets/animals. **Do not proceed with completing and submitting an application unless you have read and agree to these instructions.**

Applications will not be processed until every applicant has filled out, e-signed, and paid for their application.

PLEASE CAREFULLY AND FULLY READ THE FOLLOWING INFORMATION. NOT PROVIDING ALL REQUESTED INFORMATION - 24 MONTHS OF RESIDENTIAL HISTORY, LANDLORD CONTACT INFORMATION, ACCEPTABLE PROOF OF INCOME DOCUMENTS, VALID PHOTO ID, VALID SOCIAL SECURITY NUMBER, PET PHOTOS, ETC., WILL DELAY US PROCESSING YOUR APPLICATION. PET SCREENING IS A PART OF THE APPLICATION PROCESS FOR ALL APPLICANTS, **even if you do not have a pet or service animal - Please see Pets & Animals section of doc for details.**

Application Fee: $75.00

Pet Screening Fee: $35.00

Application Fee

1. The application fee is $75 per applicant. Credit and criminal background checks are pulled for all applicants. Any person over the age of 18 who plans to occupy a home are required to submit a separate application, regardless of financial contribution, and are subject to a credit and background check. There will be no exceptions made to this requirement.

2. Once a rental application has been processed (credit and background pulled), the application fee is no longer refundable.

Decisions on Applications

1. Trusted Property Management Solutions of Houston does not approve or decline rental applications. Applications are presented to the homeowner and approval & denial is subject to their discretion.

2. Only complete applications will be presented to the homeowner of the property you apply for. The homeowner will make the decision to approve or decline applications presented to them. Applications are

not considered complete and will not be processed until all co-applicant and co-signer applications have been submitted with the required information and documentation.

3. If multiple applications are received for a property, all complete applications will be presented to the homeowner for their decision on which application to approve. If another application is selected, the application may be moved, within 30 days, to another Trusted Property Management Solutions of Houston managed home without the need to submit a new application.

Notice of Decision for Applications

1. Trusted Property Management Solutions of Houston will notify Applicants of the homeowner's decision on the application, of approve or decline.

Approved Applications

1. Trusted Property Management Solutions of Houston will notify applicants in writing with the approval terms, including the requirement for any additional deposits.

2. The security deposit, in most cases, must be paid and the lease signed within 48 hours of approval to secure the property. Otherwise, the homeowner may consider another application for the property.

3. On occasion, an application can be approved prior to rental history being received. In those cases, a lease will not be finalized until rental history has been received and verified.

Declined Applications

1. Trusted Property Management Solutions of Houston will notify Applicant(s) in writing of the homeowner's decision for declining an application.

2. Within 30 days of decline, if an applicant wants to move the application to another Trusted Property Management Solutions of Houston managed home, Trusted Property Management Solutions of Houston can move the application to be presented to another homeowner without the need to submit a new application.

Reasons applications may be denied or required to pay an additional security deposit include but are not limited to:

• Low credit score
• No credit history
• Recent late payments
• Past due account
• Collection accounts
• Vehicle repossession
• Late mortgage payments
• Recent foreclosure

• Recent bankruptcy
• Open bankruptcy
• No verifiable rental history, if not a homeowner. In cases where the landlord will not provide rental history, a current lease, payment ledger and notice to vacate will be requested.
• Negative rental history (late payments, NSFs, lease violations, unauthorized occupants, unauthorized pets)
• History of eviction and/or judgments
• Criminal convictions, an explanation of charges may be requested
• Deferred criminal charges, an explanation of charges may be requested
• Falsification of information on application
• Number of pets
• Number of non-related adult occupants

Qualifying Criteria

1. Combined gross monthly income of at least 3 times the monthly rent.

2. Residential history for at least 2 years including the address, dates lived there and monthly housing cost. If renting, please provide the landlord's name and valid email address on the application. Please note, rental history can take some time to verify which may slow down the application process. If you are a homeowner, please use "homeowner" in place of a landlord's name.

3. Employment history including monthly salary and time with employer. If less than 2 years with current employer, please provide your previous employment history including title, company name and length of employment.

Co-Signer Applications

1. Gross monthly income of at least 5 times the monthly rent.

2. Credit score over 750 with no reported late payments, past due or collection accounts.

3. Residential history for at least 2 years including the address, dates lived there and monthly housing cost. If renting, please provide the landlord's name and valid email address on the Application. Please note, rental history can take some time to verify which may slow down the application process. If you are a homeowner, please use "homeowner" in place of a landlord's name.

4. Employment history including monthly salary and time with employer. If less than 2 years with current employer, please provide your previous employment history including title, company name and length of employment.

Acceptable proof of income

1. Recent, full pay statement showing your name, pay date and year to date gross income.

2. A signed offer letter or signed letter of employment from your current or new employer with start date and salary noted.

3. 2-3 full personal, financial statements in a PDF format that include your name, date of statement and shows deposits (account numbers and purchases can be crossed out).

Acceptable statements include those from your personal bank accounts, retirement accounts, trust accounts. If self-employed, please provide a brief description of your work and acceptable proof of income as noted above.

4. Financial award letters (annuities, social security, VA compensation, retirement statements, trust payments, etc).

5. Tax documents from the previous calendar year are acceptable within the first quarter of the year.

Pets and Animals

PET SCREENING IS A PART OF THE APPLICATION PROCESS FOR ALL APPLICANTS, even if you do not have a pet or service animal. **There is a $35 pet screening fee for applications with pet(s). No fee is charged for applicants with no pets, or an assistance animal.** A welcoming environment is paramount to all of our residents. To help ensure ALL of our residents understand our pet and animal-related policies, we use a third-party screening service and require everyone to complete a pet profile, a free "no pet" profile, or a request accommodation for an assistance animal at no cost. This process ensures we have formalized pet and animal-related policy acknowledgments and more accurate records to create greater mutual accountability. If you are unable to complete a profile online and need help please contact your housing provider. Please get started by selecting a profile category on our landing page: trustedhoustonpm.petscreening.com

Pets are case by case and are subject to Homeowner approval. More than two pets may be difficult to get approved.

Breed restrictions do apply.

• Doberman Pinscher
• Chow Chow, or any mix thereof
• Rottweiler, or any mix thereof
• Akita, or any mix thereof
• Pit Bull, American Stafford Terrier or any mix thereof
• Wolf Hybrid or Wolf Dog, or any mix thereof
• Farm or Ranch Animal
• Most Types of Exotic Animal or Pet

All animals, including service dogs and ESA animals must be listed on the application including, breed, age, weight, name and a photo of each animal.

Any additional deposit, per pet, is determined by the homeowner based on breed, weight and age. The additional deposit per pet can range from $300 to $600 per pet. Some homeowners may ask for a higher additional deposit per pet.

Smoking/Vaping

Smoking or vaping of any kind is not allowed inside the home or garage of any Trusted Property Management Solutions of Houston managed home.

Home Based Business

Operating a business out of any Trusted Property Management Solutions of Houston managed home that disrupts neighbors or violates HOA/Neighborhood Association rules, are not allowed in Trusted Property Management Solutions of Houston managed homes. Daycare and pet sitting are prohibited. Remote jobs are allowed.

Items not allowed to be used or installed on premises.

1. Above ground swimming pool

2. Trampolines

3. Swing set and/or tire swing

4. Basketball goals and/or hoops

Vehicles for most Trusted Property Management Solutions of Houston managed homes:

1. All vehicles must completely fit in the garage and/or driveway. There may be a limit to the number of vehicles allowed based on garage size &/or HOA and community guidelines.

2. In many cases, no overnight street parking is allowed.

3. In many cases, no commercial vehicles over 3/4 ton may be parked on or near premises.

4. In many cases, no motor coaches, trailers, campers, boats or other oversized recreational vehicles may be parked on or near the premises.

5. No vehicle repairs or maintenance is allowed on the premises.

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