`exCen Realty Lease Applicant Guidelines and Qualifying Criteria

- Each applicant 18 years or older must sign this form and submit it along with a completed TAR Residential Lease Application. You can fax, e-mail, or submit your application on-line at www.texcenrealty.com . A **$50.00 non-refundable fee** must be turned in at the time o application along with a **Color Photo Copy of a Valid ID**. **We accept cash, cashier's check or money order (no personal checks)** for application fees. Also, you can pay on-line at www.texcenrealty.com via Electronic Funds Transfer (No Service Charge) or by cred card with a 3.5% service charge applied.
- The application process usually takes 24 to 48 hours, but may take longer depending on how long it takes to obtain employment and rental verifications.
- Application deposit must accompany the application in order to remove the property from the market.
- At least **ONE** year of verifiable rental history or mortgage history is required. Rental history must be with an unbiased landlord (i.e., family member). Applicants must have minimal late pays with no evictions, lease violations, & NSF payments.
- Applicants must have verifiable income (**1 month of most recent pay stubs**). The household income must be at least 3 times the monthly rent to qualify. Other income sources must be verifiable with bank statements. If you are self-employed, you must provide us with copies of bank statements for the past 3 months and a copy of the first page of the last year's income tax return.
- Criminal charges may be grounds for automatic rejection.
    - **Failure to meet all of the above criteria may result in:**
        1. **Automatic denial**
        2. **An increased Application Deposit in excess of the amount stipulated in the lease listing and/or a co-signer**
- Residents are to abide with all City Ordinances and any Home Owners Association (HOA) Rules and Regulations.

`exCen Realty reserves the right to deny occupancy for the following reasons, but not limited to:

- Incomplete, inaccurate or falsification of information or unverifiable information
- Unsatisfactory credit history as determined by TexCen Realty (detailed credit reports are obtained).
- Unpaid child support
- Tax liens, foreclosures, bankruptcies
- Judgments against any applicant for evictions or property damage
- Criminal history by any applicant

`exCen Realty Pet Policy

- If a pet is allowed at this property, the pet must be at least 1 year old and you must provide a veterinarian letter detailing the breed, weight, and shots for the animal. We don't allow certain types of dogs that may have violent tendencies. Some examples of dogs not allowed are: Pit Bulls (aka Staffordshire Terrier), Rottweiler, Dobermans, Chows, Huskies, German Shepards, mixed breed with any of the before mentioned. Owner reserves the right to deny any dog, so check with the leasing agent prior to submitting application. All pet are subject to an individual pet deposit. **Each pet requires a photograph to be submitted with the application.**

IMPORTANT NOTICE

If we are unable to verify any part of the above qualifications within 3 business days from the date of the application submittal, the application may be denied and only the application deposit will be refunded.

/WE, THE UNDERSIGNED, HAVE READ, FULLY UNDERSTAND AND AGREE TO THE ABOVE TEXCEN REALTY RENTAL QUALIFICATION CRITERIA.

Applicant	**Date**	**Applicant**	**Date**
Applicant	**Date**	**Applicant**	**Date**