



THE GROOVE REALTY

Lease Applicant Guidelines and Qualifying Criteria

Pursuant to Property Code Section 92.3515, these Tenant Selection Criteria are being provided to you. The following constitute grounds upon which Landlord will be basing the decision to lease the Property to you. Based on the information you provide, Landlord may deny your application or may take other adverse actions against you (including, but not limited to, requiring a co-signer on the lease, requiring an additional deposit, or raising rent to a higher amount than for another applicant). If your application is denied or another adverse action is taken based upon information obtained from your credit report or credit score, you will be notified.

Failure to Provide Accurate Information in Application:

Your failure to provide accurate information in your application or your provision of information that is unverifiable will be considered by Landlord when making the decision to lease the Property to you.

The Application

- Each person 18 years of age or older who will be occupying the property must submit a full application. Application fees are non-refundable unless your application is not processed in any way.
- Complete application packages should be e-mailed to the listing agent in .pdf format. Please do not send the application one page at a time or in .jpg / picture format. See below:

- ☐ **TXR Residential Lease Application**
- ☐ **Privacy Policy**
- ☐ **Lease Applicant Guidelines and Qualifying Criteria**
- ☐ **Proof of income**
- ☐ **Government issued photo ID**
- ☐ **\$100 Administrative Fee payable to The Groove Realty remitted via PayPal (meghan.matta@gmail.com), Zelle (512-876-9159), Venmo @Meghan-Matta, or we can send an invoice to be paid online. If your application is not processed, this fee will be refunded.**

Within 48 business hours of receipt of a fully completed application package:

- Applicant(s) will receive a link via e-mail for credit, criminal history, eviction, and income

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screening. Applicant(s) will pay directly through this link for the screening process, approximately \$45.

- **All Applicant(s)** must go to <https://thegrooverealty.petscreening.com> for pet screening.
 - If you do not have a pet, you must still complete this step. There is no fee.
 - If you have a pet, you must complete this step. The fee for the first pet is approximately \$20, and \$15 for each additional pet.
 - If you are requesting a reasonable accommodation for an assistance animal, you must still complete this step. There is no fee.

Qualification Criteria and Security Deposit

- **Previous Rental History:** Landlord will verify your previous rental history using the information provided by you on the Lease Application. Your failure to provide the requested information, provision of inaccurate information, or information learned upon contacting previous landlords may influence Landlord's decision to lease the Property to you.
- **Criminal History:** Landlord will perform a criminal history check on you to verify the information provided by you on the Lease Application. Landlord's decision to lease the Property to you may be influenced by the information contained in the report.
- **Credit History:** Landlord will obtain a Credit Reporting Agency (CRA) report, commonly referred to as a credit report, to verify your credit history. Landlord's decision to lease the Property to you may be based upon information obtained from this report. If your application is denied based upon information obtained from your credit report, you will be notified.
- **Current Income:** Landlord will ask you to verify your income as stated on your Lease Application. Depending upon the rental amount being asked for the Property, the sufficiency of your income along with the ability to verify the stated income, may influence Landlord's decision to lease the Property to you.
 - **Applicants must have verifiable income.**
 - The household income must be at least three times the monthly rent to qualify.
 - One month of most recent pay stubs must be submitted with application.
 - Other income sources must be verifiable with bank statements.
 - **If applicant is self-employed,** copies of bank statements for the most recent three months and a copy of the previous year's income tax return must be provided.
 - **If newly employed,** income must be verified by at least one of the following:
 - Offer letter from the employer stating start date and base salary agreement or commission/bonus structure.
 - Supervisor or hiring manager contact information so that we may verify employment acceptance, hire date, and income.
 - Most current US bank statement showing a total balance of 3 times the monthly rent multiplied by the lease term.

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- **Other verifiable proof of income sources** may include the following:
 - Child support, grants, pensions, Social Security benefits, GI benefits, alimony, disability benefits, trust funds, assets receiving dividends, section 8 vouchers, and savings accounts.
- **GUARANTORS (Co-Signers)**
 - If the landlord is allowing Guarantors, the verifiable proof of income or credit scores do not meet the minimum requirements, and applicant qualifies in all other areas, then Landlord may accept a guarantor to achieve approval.
 - Guarantors must submit a completed Application for Guarantor of Residential Lease (page 2 of form TXR-2007), verifiable proof of income, and a **\$50 administration fee per guarantor**.
 - Guarantors must be related to the applicant, make 5 times the monthly rent, and meet all other general requirements.

Animal Policy

- As detailed in “The Application” section of this document, Applicant(s) must go to <https://thegrooverealty.petscreening.com> for pet screening.

If an animal is allowed at the property, it will be considered by the Landlord on a case-by-case basis. Certain types of dogs that may have violent tendencies are not allowed, such as Pit Bulls (AKA Staffordshire Terrier), Rottweilers, Dobermans, Chows, Akitas, Huskies, German Shepherds, or mixed breeds with any of the aforementioned. The Landlord reserves the right to deny any animal so please check with the leasing agent prior to applying. All pets are subject to additional deposits and monthly pet rent. **Each animal requires a photograph to be submitted with the application** and an animal interview may be required.

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

Applicant Signature	
Applicant Signature	
Applicant Signature	
Applicant Signature	

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