

TENANT CRITERIA AND APPLICATION INSTRUCTIONS

Guardian Property Management (GPM) adheres to all rules and regulations associated with the Fair Housing Act, American Disabilities Act and all local, state, and federal regulations.

All occupants eighteen (18) years of age or older **MUST** fill out an application and submit a **NON-REFUNDABLE** application fee.

Ensure you meet **ALL** criteria before submitting an application. **There will be no refunds of application fees.**

TENANT SELECTION CRITERIA

- 1) **Income:** Verifiable Gross monthly income of **at least 3 ½ times** the monthly rental amount.
- 2) **Employment:** Verifiable employment history for at least the past three (3) months.
- 3) **Residency:** Verifiable residence history for at least the past three (3) years.
- 4) **Credit History:** Minimum credit score of 600.
- 5) **Occupancy:** Total number of occupants eighteen (18) years of age or older may not exceed two (2) persons per bedroom.
- 6) **Pets:** Pet policies vary from home to home so please contact us to determine the pet policy for this home. Dog types that may have violent tendencies, some exotic animals as well as pets requiring aquariums may not be accepted at pet friendly homes. Call us prior to applying to discuss any questions you may have about your pet. **ALL PETS WILL BE SCREENED BY A THIRD- PARTY SCREENING COMPANY AT A COST OF \$20 FOR THE FIRST PET AND \$15 FOR EACH ADDITIONAL PET.** Based on the results of the pet screening, a Paw Score of 1 to 5 paws will be assigned to each pet screened and the monthly pet fee will be determined by this score. It is important you provide thorough and accurate information regarding your pet in the screening process including recent vet records.
- 7) **Applicants WILL be denied for the following or similar reasons:** False, inaccurate, or incomplete applications, evictions or judgments related to rental residency, tax liens, unpaid child support, and/or current bankruptcy proceedings.
- 8) **Applicants MAY be denied for the following reasons:** Felony convictions and out of prison or jail less than 7 years, multiple felonies, physical or violent crimes, domestic violence, convictions related to illegal drug manufacturing and/or distribution as well as sex offenses; and/or appearance on any sexual offense or terrorist database.
- 9) **Failure to disclose all occupants who plan to occupy the property on initial application will result in denial.**

PRIOR TO APPLYING:

- All properties are being rented AS IS. No changes will be made to the property after applying unless approved by GPM in writing.
- PETS: Pet friendly properties have a one-time, nonrefundable pet fee and monthly pet fee charges. Amounts charged will be based on the Paw Score your pet receives after its screening is completed. Email vera@guardianpropertymanager.com for pet screening instructions prior to applying.
- Tenants are responsible for obtaining mailbox keys, pool passes etc if not available.
- Applicants must independently verify property information and room dimensions, school zones, HOA Deed Restrictions, community amenities and flood zone information.
- For move-in dates more than two weeks away, GPM reserves the right to assess a non-refundable holding fee if the owner agrees to terms.
- Tenants are required to have Renter's Insurance **prior to keys being handed over.**

FEES

- A MANDATORY \$50 monthly Resident Benefits Package fee will be added to the tenant's monthly statement. See **RESIDENT BENEFITS PACKAGE** section below for details.
- Lease renewal fee \$100
- First \$50 of each maintenance repair costs will be the responsibility of the tenant and will be added to the tenant's monthly statement.
- Pet fees:
 - One-time nonrefundable pet fee: \$250 per pet
 - Monthly pet fee (per pet): \$25

RESIDENT BENEFITS PACKAGE

The Resident Benefits Package (RBP) delivers savings and convenient, professional services that make taking care of your home second nature. By applying, Applicant agrees to be enrolled and to pay the applicable cost of \$50.00/month, payable with rent.

Your RBP may include, subject to property mechanicals or other limitations:

- **HVAC air filter delivery** directly to your door approximately every 60 days
- **Liability Insurance** that meets all lease requirements from an A-rated carrier
- **A resident rewards program** that helps you earn rewards for paying your rent on time
- **Credit building** to help boost your credit score with timely rent payments
- **\$1M Identity Protection** for all adult leaseholders
- 24/7 online maintenance reporting
- **Home buying assistance** for when the time is right to buy your "forever" home
- **Online portal** that includes access to your account, documents, communication and payment options

Liability Insurance requirements and options:

The Landlord requires Tenant to obtain liability coverage of at least \$100,000 in property damage and legal liability from an A-rated carrier and to maintain such coverage throughout the entire term of the lease agreement. Tenant is required to furnish Landlord evidence of the required insurance prior to occupancy, at the time of each lease renewal period, and upon request.

To satisfy the insurance requirement, Tenant may either (1) be automatically enrolled into a policy that satisfies the coverage requirements as part of the Resident Benefits Package; or (2) obtain alternative liability coverage from an insurer of Tenant's choice. The option Tenant chooses will not affect whether Tenant's lease application is approved or the terms of Tenant's Lease.

Option 1: Do nothing. The Tenant will be automatically enrolled into an insurance policy as part of the Resident Benefits Package. No further action is required. Coverage will begin on the effective date of Tenant's lease and continue throughout the lease term. Please refer to the evidence of insurance that is supplied by Guardian Property Manager for additional coverage details.

Option 2: Buy a policy. If Tenant prefers, Tenant may find, purchase, and maintain another policy that satisfies the Landlord's requirements. The Resident Benefits Package monthly amount will be adjusted accordingly. Visit <http://insurance.residentforms.com/> and follow the instructions listed there to provide evidence of the required insurance coverage to your Landlord. The Resident Benefits Package monthly rate will be adjusted by the premium amount in the policy.

Please be sure that your policy meets the following criteria prior to submitting:

- **Policy is purchased from an A-rated carrier**
- **Policy meets or exceeds the required \$100,000 in property damage and personal liability**
- **Guardian Property Manager is listed as additional interest**
- **InsuranceSupport@SecondNature.com is also listed as additional interest**
- **Guardian Property Manager address is listed as: PO Box 660121 Dallas, TX 75266**

It is Tenant's responsibility to pay premiums directly to your insurance provider. If the policy is terminated or lapses, Tenant will be subject to a **lease violation fee of \$25** and agrees to be subsequently enrolled into the policy referenced in Option 1 above.

NOTE: *The total monthly cost of the Resident Benefits Package is all-inclusive, and no discounts will be given if any element of the package is unavailable due to a lack of HVAC or another limitation at a specific property. All services are subject to the terms and conditions of the Resident Benefits Package Lease Addendum.*

PET SCREENING PROCESS

1. Go to <https://guardianpropertymanager.petscreening.com> and follow the application screening instructions.

RENTAL APPLICATION PROCESS

1. Go to www.guardianpropertymanager.com and scroll down to the "LEASE APPLICATION" button.
2. All necessary documentation for all applicants must be received before GPM will start the eviction process. Incomplete or inaccurate information will likely result in your application being delayed, denied, or not processed.
3. Each applicant will be notified in writing via email of their application acceptance or denial if their application was processed.
4. Once an application has been accepted, the applicant has two (2) business days to deliver the security deposit in **the form of a CASHIERS check** made out to:

Guardian Property Management
8344 Spring Cypress Rd, Ste B Spring,
TX 77379

For all other questions, please email vera@guardianpropertymanager.com