

Texan Property Management

Application Process

1. **Submission:** We process applications on a first-come, first-served basis. The first applicant to submit a completed application, including all required documents, will receive priority over any other application.
2. **Documents Required:** To expedite the process, please send the following documents immediately after submitting your application:
 - Completed application form and a \$50 application fee for each adult (18 and over)
 - Copy of government-issued identification
 - Copy of Social Security Card
 - Copy of the most recent pay stubs (covering 30 days) or tax return if self-employed or paid by tips
 - Authorization to release information (provided by us)
 - Application Addendum

Note: We cannot accept bank statements only, copies of checks, or birth certificates.

3. **Processing Time:** Most applications take 1-2 business days to complete once all required documents have been received.
4. **Pet Screening:** A completed pet screening for all animals including dogs, cats, birds, fish, etc., is required along with your application. This is a separate application and must be completed before signing.
 - Pet screening charges a \$20 pet application fee per pet.
 - Pet Screening must be completed and returned before signing a lease.
 - There is no charge for service animals.

5. **Approval Process:** If Approved:
 - The move-in date must be no later than 2 weeks from the date of approval.
 - All required utilities need to be turned on by your move-in date.
 - Move-in funds within 48 hours after approval; we collect a "Hold Fee" to hold the unit up to 14 days. We will reserve the unit with a payment equal to 50% of the security deposit. If you choose not to move in after we've removed the listing from all advertising, this amount will be forfeited. However, if you proceed with the move-in, the "Hold Fee" will be credited toward your security deposit. Depending on your move-in date, the following funds are due at the time of move-in: Security Deposit, Prorated Rent, First Month's Rent, Pet Deposit if applicable.
 - Pet Funds: Monthly pet rent ranges from \$25-\$45 per pet. Pest deposits range from \$350 to \$500.

We look forward to having you as a resident. We want to inform you of the criteria we utilize to qualify you for tenancy in one of our homes. If, after reading this information, you feel you may have difficulty meeting our criteria, we recommend making an informed decision about whether to proceed with the application process. Please note that if you choose to continue with the application and are denied, the application fee will not be refunded.

Qualification Criteria:

Texan Property Management has the right to deny an application if the following criteria is not met.

Income Requirement: Applicants must make a combined total of 3 times the monthly rent (gross income).

1. **Criminal Background Check:** We conduct criminal background checks. Applicants may be denied if they have:
 - Felony criminal convictions or are currently serving felony deferred adjudication
 - Misdemeanor criminal convictions or are serving misdemeanor deferred adjudication
 - A pending case for theft of property, injury to a person, damage to property, violence, drug violations, sexual offenses, or attempted felony or misdemeanor offenses related to the above violations.
2. **Credit Check:** Applicants with a bankruptcy filed within the last 24 months will be denied. Bankruptcies between 2-5 years old will be handled on a case-by-case basis.
3. **Rental History:** We verify the last 5 years of residency to ensure no evictions or landlord debts within the last 24 months. Landlord debts older than 24 months may be considered if they are less than \$2500 with a reasonable explanation.
4. **Employment Verification:** We verify current and last employer to check dates and income.
5. **Accuracy of Information:** Failure to provide accurate and complete information on the application may result in denial.

Important Notes:

- Applications will not be considered complete until all required documents are received.

Thank you again for considering Texan Property Management. We hope this information helps you make an informed decision about your application.

Information Regarding Pets in the Home

At Texan Property Management, we consider pets part of the family and welcome them in our homes. To ensure a smooth process, please review the following guidelines:

Pet Application Process:

- When filling out your application, provide the full breed's name of your pet (e.g., "Airedale Terrier" instead of just "Terrier").
- Submit pictures and up-to-date records for every pet you have.
- All pet applications must be completed before your move-in date.
- The property will remain on the market until the pet application and all necessary funds have been collected.

Restricted Breeds: We have restrictions on certain breeds, including but not limited to:

- Great Danes
- Staffordshire Terriers
- German Shepherds
- Pit Bull Terriers
- Presa Canarios
- Wolf-Hybrids
- AKitas
- Doberman Pinschers
- Cane Corsos
- Mastiffs
- Alaskan Malamutes
- Siberian Huskies
- Chow Chows

Deposits:

Deposits are based on the number of pets:

- 1 Pet is \$350, with a \$50 additional charge for each pet after the first one.
- The maximum number of pets allowed is 4, with a limit of 2 dogs.
- Pet owners will be charged a monthly pet rent ranging from \$25 to \$45 per pet.
- Service animals will not be charged.
- Acquiring a pet after move-in requires approval beforehand.
- Unauthorized pets found on the property will result in a \$350 fine and a \$10 per day charge for every day the animal remains unauthorized.

Thank you for understanding and complying with our pet policies. We look forward to welcoming you and your furry friends to our community!

Privacy Policy for your Personal Information when applying for a Rental or a Tenant.

We are dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all Federal and State laws regarding the protection of your personal information.

How information is collected. You will be finishing some of your personal information (such as your Social Security or other governmental identification numbers_ at the time you apply to rent from us. This information will be on your qualifying criteria sheet that is provided with your application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.

How and when information is used. We may use the information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you of any money you may owe us in the future.

How the information is protected and who has access. In our company only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area accessible only by authorized person. We limit access to electronic versions of the information to authorized persons only.

How the information is disposed of. After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information. Our software immediately encrypts social security numbers.

Locator Services. If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees, even though they may initially process rental applications and fill out lease forms. You should require any locator service you use to provide their Privacy Policies, as well.

Privacy Policy for Your Personal Information

At Oakridge Premier Property Management, safeguarding your personal information, including your Social Security or other governmental identification numbers, is of utmost importance. Our privacy policy is crafted to uphold the security and confidentiality of your information in accordance with all Federal and State laws.

Collection of Information: When applying for a rental, you will be required to provide personal information, including your Social Security or other governmental identification numbers. This information is included on your qualifying criteria sheet, which is part of your application form, or other documents submitted to us or to an apartment locator service, either in paper or electronic form.

Use of Information: We utilize your information to verify the statements made on your rental application, including your rental, credit, and employment history. Additionally, it may be used when reviewing lease renewals or to assist in obtaining payment from you for any future owed amounts.

Protection and Access: Access to your Social Security or other governmental identification numbers is restricted to authorized personnel only. All documents containing this information are securely stored and accessible only by authorized personnel. Access to electronic versions of the information is limited to authorized personnel only.

Disposal of Information: Upon completion of our need for your Social Security or other governmental identification numbers, we ensure that the information is stored or destroyed in a manner that prevents unauthorized access. Our disposal methods include physical destruction or obliteration of paper documents or electronic files containing such information. Our software immediately encrypts social security numbers.

Locator Services: Should you have found us through a locator service, please be aware that locator services are independent contractors and are not our employees. They may initially process rental applications and fill out lease forms. You should request any locator service you use to provide their Privacy Policies as well. Thank you for selecting Texan Property Management. We are committed to protecting your personal formation and ensuring your privacy.