

Mayfield-DeWolf & Associates

New Resident Qualifying Criteria

Thank you for your interest in leasing a Mayfield-DeWolf managed property. We actively seek good residents to make their homes with us. We strive to provide the best services possible. We have listed below the criteria for qualifying as a resident with us. Incomplete application packages will not be processed. No exceptions.

1. A separate application for residency must be fully completed, dated and signed by each applicant and each person age 18 or over who will occupy the dwelling. Each application & lease guarantor must submit a \$40.00 NON-REFUNDABLE application-processing fee (\$50 for married couples with the same last name) in order to process the application(s). Application fees and security deposit must be provided in separate payments. No exceptions. All applications must be accompanied by the application fee & the full security deposit to hold the dwelling. Only CERTIFIED FUNDS will be accepted (CASHIER'S CHECK or MONEY ORDER).
2. The rental application will be reviewed only after all items of the application package have been submitted. This way we'll have all information needed to determine your eligibility. Security deposits will not be refunded unless application is declined.
3. Each applicant must provide a valid state issued photo identification with their application and allow it to be photo copied. Example: drivers license or government ID.
4. Applicants who are first time renters or who do not have sufficient income under paragraph 6 below may qualify by having the lease guaranteed by a guarantor. The guarantor must have a gross monthly income of at least 5 times the monthly rent and must meet all other qualifying criteria. The guarantor must live in the USA and must meet all of the Resident Qualifying Criteria. The guarantor must complete and sign a lease guaranty agreement. The lease may be guaranteed only by a relative or employer.
5. Occupancy will be limited to no more than two (2) persons in a one-bedroom apartment, four (4) in a two bedroom unit, six (6) in a three bedroom unit or eight (8) in a four bedroom unit. All adult occupants will be considered as responsible residents under the Lease Agreement and will be asked to sign the Lease as a resident.
6. Employment and monthly income must be verifiable. Gross monthly income of all applicants must be equal to at least 3 times the monthly rent. (Otherwise a guarantor is necessary.) Acceptable income verification required may include pay stubs, a notarized letter from the employer, the most recent W2 or 1099. Self-employed applicants may be required to supply the most recent IRS tax return or certified verification from their company accountant or bank. Retired must provide documentation of ability to pay rent.

1104 S. Mays Ste. 115
Round Rock, TX. 78664
Ph: 512-248-0022
Fax: 866-339-3064
www.mayfield-dewolfproperties.com

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7. Applicant(s) may be denied occupancy for the following reasons, but not limited to:
- (a) Falsification of application by any applicant
 - (b) Incomplete application by any applicant or applicants
 - (c) Insufficient income (total of all applicants)
 - (d) Criminal conviction, history of violent or sexual crime committed by any applicant or by other occupants (including children) who plan to live in unit
 - (e) An unsatisfactory credit report of any applicant. An unsatisfactory credit report is one which reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies. Persons declined for no credit history may qualify with a higher deposit. (Credit reports are obtained; previous bankruptcy requires an additional security deposit equal to one month's rent)
 - (f) Poor rental profile of any applicant. A positive record of prompt monthly payment, sufficient notice, with no damages is expected. (Rental history reports are obtained). Rental history of:
 - (g) Non-payment or frequent late payment of rent
 - (h) Eviction
 - (i) Skip
 - (j) Money left owing to a landlord
 - (k) Drug use
 - (l) Poor housekeeping
 - (m) Not properly maintaining the rental property or grounds
 - (n) Poor supervision of applicant's children
 - (o) Unruly or destructive behavior by applicant, applicant's children or applicant's guests
 - (p) Violence to persons or property by applicant, applicant's children or applicant's guests
8. Mayfield-DeWolf & Associates does not discriminate on the basis of race, color, creed, religion, sex, national origin, disability, sexual orientation or familial status.
9. *Please Note: "If you give any false information on any submitted form(s), we may reject the application, retain all application fees and application deposits as liquidated damages for our time and expense and terminate your right to occupancy".*
10. Property will remain on the market during the approval process.
11. All forms, applications and documentation become the property of Mayfield-DeWolf & Associates.
12. If we are unable to verify any part of the above qualifications within 5 business days from the date of application submittal, the application may be rejected and only the application deposit will be refunded.

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Pet Policy

Mayfield-DeWolf & Associates knows you love your 4 legged furry friends and we want them to be happy too. We welcome your pets in many of our homes, but need you to follow a few simple rules. Please take a moment to read the pet policy to help us provide the best rental living environment Mayfield-DeWolf & Associates can provide to our residents. To have a dog or cat in your home you must:

- Fill out a Pet Agreement
- Pay onetime, non-refundable payment of \$150.00; due upon signing of the Pet Agreement
- Pay \$150.00 refundable payment.
- Pay \$10.00 per month pet rent due on the first of each month in addition to your regular rent payment
- Have no more than a total of 2 pets (1 dog and 1 cat, 2 dogs, 2 cats)

Having Pets in your home can create a burden for the property, the management company and residents near the building. For this reason **we ask residents with pets to follow the guidelines listed below:**

- Only the Dog(s) or Cat(s) described in the Pet Agreement shall be kept on the Premises and no additional or different dog(s), cat(s) whatsoever is/are authorized in the home.

The following breeds and dogs whose parentage includes these breeds are not permitted: Rottweiler, Pit Bull, Dobermans, Chow Chows, German Shepherd, Dalmatian, Boxer, Presa Canario, Alaskan Malamute & Huskies.

- Cat(s) must be neutered and de-clawed with documentation from the attending veterinarian.
- The Tenant must maintain all current licenses and all vaccinations required by law.
- All pets must be on a leash if not secured in home or back yard.
- The Tenant is responsible for cleaning up behind the Dog(s) or Cat(s),
- Dog waste shall not be flushed down the toilet.
- Cat litter shall not be flushed down the toilet. Cat litter shall be placed in plastic bags and disposed of with the Property's other garbage.
- Do not leave pets unattended without regular monitoring, including food and water replenishment, cleanup, and companionship.
- Pets shall be removed from the Premises when the Premises are being exterminated.
- Tenant shall defend, indemnify, and hold Landlord and its agents and employees and Property Manager and its agents and employees harmless from any and all claims of whatsoever nature in regard to the Dog(s) or Cat(s) or otherwise arising from any action of the Dog(s) or Cat(s).

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13. Applicants will be informed of the status of their application by telephone or email within 5 business days from submitting the application and the required processing fee. If the applicant is rejected, the applicant will be given an adverse action letter with information to contact Tenant Tracker to request copies of the information used to determine eligibility for occupancy. Mayfield-DeWolf & Associates cannot be held responsible for inaccuracies contained in any information obtained, and is not allowed to provide details to the applicant regarding said information.

I HAVE READ AND UNDERSTAND THE ABOVE RENTAL CRITERIA.

_____	_____
Applicant	Date
_____	_____
Applicant	Date
_____	_____
Applicant	Date
_____	_____
Applicant	Date
_____	_____
Owners Representative	Date