SCREENING CRITERIA AND DISCLOSURE

*All applicants will be charged a $75.00 application fee per adult (18 or older)

***THE APPLICATION FEE OF $75.00 PER ADULT IS NON-REFUNDABLE**

*Each adult over 18 is required complete a separate application form. It would be in your best interest to confirm that your rental requirements are not outside of our Resident criteria with multiple adult roommates, eviction history, foreclosures, bankruptcies, job loss, minimal income, low credit scores (below 500), unusual pets, large pets, multiple pets, multiple families, or anything that would cause your application to be rejected.

Wanting to offer less than list price for the home will cause your application to be delayed or rejected

We do not prescreen Applications. Applicants are required to pre-screen themselves with the following criteria and will need to meet the requirements below. We encourage you to apply if you meet the below criteria:

WHEN THE ON LINE APPLICATION IS COMPLETED, WE WILL PROCESS YOUR APPLICATION – CHARGING THE $75 APPLICATION FEE.

This application, background information, credit scores, rental history, criminal history, and employment verification will be viewed by RentWerx Employees only.

Multiple Applications May Be Reviewed in Choosing an Applicant

Lease Criteria in Applying for a Home: Before you apply for a home, read the following information concerning the approval process. If you have any questions, contact our office during normal business hours Monday to Friday 9 AM to 4 PM Central Standard Time.

Application Process & Screening Criteria: RentWerx is committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA). We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, or age. We also comply with all state and local fair housing laws. We offer application forms to everyone who requests one. Each occupant over the age of 18 must complete an application and pay the **$75.00** application fee. Approval is based on SEVEN factors:

1) Verification of Provided Identification
2) Credit History Review and Verification
3) Review and Verification of Rental History
4) Review and Verification of Income for Each Applicant
5) Review and Verification of Employment History
6) Criminal Background and Terrorist Database Search
7) Review of Animal Applications

Identification: Each applicant is required to provide a copy of a legible Government issued photo identification card. A photo of your identification card can be sent to: Applications@RentWerx.com

Income Verification: Income should be at least three (3) times the monthly rent and verifiable from an unbiased source: employer through pay stubs, tax returns, and/or bank statements. Self-employed income may also be verified with a CPA-prepared financial statement or tax returns. Your employment history should reflect at least 6 months with your current employer. Transfers or relocations must have correspondence showing an accepted job offer. Any verification fees required by the employer must be paid by applicant.

Employment: We require verifiable employment history for at least the past three (3) years. You must be a permanent employee (not temporary or probationary). If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), bank statements, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES. If you are active-duty military, you must be on an assignment that, to the best of your knowledge, will allow you to complete an initial 12-month lease.

Residence History: We require verifiable residence history for at least three (3) years whether you currently own or rent. Applicants are responsible for providing information including the names, addresses and phone numbers, of Landlords with the dates of tenancy for the previous 3 years. Rental history must be verified from unbiased sources. Home ownership will be verified from a current credit report. We can accept base housing as rental history. Any evictions within the previous 3 years will be automatic grounds for denial. Broken leases will be considered on a case-by-case basis and an additional security deposit may be required.

Credit History: We will obtain a copy of your Resident credit score from TransUnion. You cannot provide this to us, we will obtain this ourselves. Credit history should show that the resident has paid bills on time and does not have a history of debt "write-offs" or accounts that have gone into collection. Money owed to a previous landlord or utility company is cause for denial.

Errors & Omissions: Every effort has been made to provide applicants with reliable and accurate information regarding the home you are applying for – however, changes can and do take place to cause inaccurate information to be accidentally presented. We encourage all Residents to verify schools, allowable pets, expected features, or any HOA concerns prior to signing a lease agreement. Any information posted in the MLS advertisement does NOT constitute a written agreement or guarantee of the facts stated.

Criminal, Sex Offense, and Terrorist Database Check: We will check these databases for all occupants over 18. We do not rent to any person required to register as a sex offender. Criminal backgrounds involving violent crimes, sex offenses, domestic violence and/or involving the possession/distribution of weapons or illegal substances are all grounds for denial of an application. An exception may be made for type and or age of offense, please provide details to the Property Manager.

Six (6) Month Lease Agreement Option = Rent + 20%

Should an applicant request a 6-month initial lease agreement, RentWerx charges an additional 20% on top of the advertised rental rate.

Advertised Rent = $1,500 Per Month. Add in 20% for 6 Month Lease Option = $300 Per Month.

Total Monthly Rent for 6 Month Lease Option = $1,800

Preferred Resident Program for Well Qualified Applicants

RentWerx offers a program to give approved applicants an opportunity to ease the burden of up-front expenses when leasing one of our homes by not forcing Residents to pay a security deposit. If approved for this program, the **approved applicant will have the option to choose a monthly fee of $28.00 (Plus a $5.00 Admin Fee) – OR – choose the security deposit option of 2.5 times one month's rent** payable at lease signing. This is an OPTIONAL program only offered on a case-by-case basis with RentWerx maintaining full authority to rescind this offer at any time. This preferred Resident program is in full compliance with Texas Property Code 92.111.

Resident may elect to terminate the fee in lieu of a deposit and instead pay 2.5 times rent as a refundable security deposit at any time. The Security Deposit replacement shall be due upon notice of termination.

This program is only offered to well qualified applicants with the following criteria:

1) Combined TransUnion Resident Score of 615+.
2) This program is in full compliance with Texas Property Code 92.111.
3) Pay monthly Preferred Resident Program Fee of $28.00 / month plus a $5.00 Admin Fee.
4) Pre-authorize end of lease final accounting charges by providing bank account information.

Example New Lease Agreement: $1,800 Per Month Rental Home

Option ONE: Pay a monthly Preferred Resident Program fee of $33.00 ($28.00 + $5.00).

*****OR*****

Option TWO: $1,800 x 2.5 Times Rent = $4,500 Up Front Security Deposit.

End of Lease Agreement and Resident Move Out: After RentWerx conducts a final move out inspection, any damage to the home (above normal fair wear and tear) will be directly billed to the Resident's bank account per the lease agreement up to a maximum amount equivalent to one month's rent. The outgoing Resident will receive a copy of the final inspection along with an itemized final bill considered due and payable upon receipt. Outgoing Residents failing to pay in a timely manner will be turned over to a 3rd party collection agency.

Contingent Approval – Risk Mitigation Fee – Resident Score Based

RentWerx can offer applicants with lower than a 615 TransUnion Resident Score with an opportunity to rent from us by offsetting the monetary risk for the owner, and the management company. Applications may still be approved with less than a 615 TransUnion Resident score. Combined Resident Scores of 615 or higher are usually approved with normal rents, as advertised admin fees, and the advertised security deposit.

Applicants without a social security number may be charged a $1,000 Risk Mitigation Fee for per married couple qualifying under this screening criteria, or a $1,500 Risk Mitigation fee for a single applicant.

Applicants with Less Than a combined 615 TransUnion Resident Score May be Subject to a Risk Mitigation Fee, or other proposed terms, as outlined below:

Combined TransUnion Resident score of **614 to 594** will require an additional risk mitigation fee of **$1,000.00.** (Married Applicant(s) without a Social Security Number) TransUnion Reference: *Low Accept*

Combined TransUnion Resident score of **593 to 550** will require an additional risk mitigation fee of **$1,500.00.** (Single Applicant without a Social Security Number) TransUnion Reference: *Conditional*

Combined TransUnion Resident score of **549 and below** will require an additional risk mitigation fee equal to **$2,500.00 – AND -** are subject to review and approval by upper management. TransUnion Reference: *Refer*

Denied Lease Approvals: Any combined TransUnion Resident Score under 500 are declined.

Calculating for the Combined TransUnion Resident Score of Multiple Applicants: Add the two TransUnion Resident Scores together for both (or more) applicants and divide by the number of applicants in the home to arrive at the determining number for the approval process.

Example: 1) Applicant ONE has a TU Score of 600 2) Applicant TWO has a TU Score of 550

Gross Score =1,150. Divide by Two = (1,150/2) = **575 Combined TU Score = $1,500.00 Risk Mitigation Fee**

Offering an approval based upon a total TransUnion Resident score below a 615 comes with inherent risk to the landlord and property manager. As the apartment industry has done, an approval can be offered even to Residents with less than perfect credit as long as they can pay the additional fee associated with their Resident credit scores to offset the risk involved for all parties.

Preferred Resident Program: Approved applicants – even under a Contingent Based Approval with a Risk Mitigation Fee - still qualify for the Preferred Resident Program with the following criteria:

1) Pay monthly Preferred Resident Program Fee of $28.00 / month plus a $5.00 Admin Fee.
2) Pre-authorize end of lease final accounting charges by providing bank account information.

This program is offered on a Case by Case basis only ---weighing heavily on other factors outside of credit score to include income and rental history compiled by TransUnion. RentWerx maintains the right to retract this offer for any applicant based on other criteria associated with the application process.

INFORMATION ON ANIMALS (Pets)

Rental Criteria for Animals (Pets): Animal policies vary from one homeowner to another. Some owners do not permit animals (other than approved service animals) on the property, while others restrict type and/or size of allowable animals. No more than two animals per household are permitted without specific owner approval.

ALL applicants must create a profile by choosing one of these two options:

OPTION ONE: Applicants with no animals. This is a required application process for anyone that does NOT own a pet or animal. There is no cost ($) to you for completing the application process through: https://rentwerxllc.petscreening.com/

----OR----

OPTION TWO: Submit a full animal (pet) application through: https://rentwerxllc.petscreening.com/

Inside of that application portal for PetScreening.com you will be required to provide the following information:

1) Full description of your animal (pet) of type of pet, gender, breed, age, color, weight, neutered / non-neutered.
2) Up to date veterinarian contact information to include most recent annual vaccination records.
3) Most recent photos of each animal (pet).
4) Supporting documentation for any Emotional Support Animal (ESA) or Service Animal such as a verifiable doctor's letter from a local physician.

Once all information is received and verified, your animal (pet) will be assigned a paw score from 1 to 5 Paws.

The monthly Pet Fee is determined by PetScreening.com ranging from $40 per month to $100 per month

1 Paw = $100	**2 Paw = $80**	**3 Paw = $60**	**4 Paw = $50**	**5 Paw = $40**

Service Animals: Any requests to allow for service animals must apply for free, provide certifiable documentation, and complete an application into: https://rentwerxllc.petscreening.com/

Animal (pet) Processing Fee: A $100 fee will be charged at lease signing per animal (pet) allowed on the lease.

Restricted breeds: Any approved restricted breed requires a separate Dog Liability Insurance Policy naming RentWerx as "Additionally Insured". This must be presented prior to move in.

RESIDENT BENEFITS PACKAGE: $59.00 Per Month

Included with **ALL** lease agreements with RentWerx is the ***Resident Benefits Package.*** Residents will receive the benefits listed below which are automatically included **for $59.00 per month.**

1) $100,000 Resident Protection Benefit

2) $20,000 Resident Contents Benefit

3) $10,000 Resident Bodily Injury Benefit

4) No Additional Charges for All Rental Payment Options to Include In-Person, ACH, or Check.
Benefit: Residents simply pay their rent plus the $59.00 per month for an all-inclusive payment.

5) Included Resident Portal for Maintenance, Payment Options, and Electronic Statements.
Benefit: Residents have free access to our Resident Portal to submit maintenance requests, pay online using all included payment options to include the automatic ACH option, and have access to electronic statements.

6) Free Credit Reporting for All Rental Payments made during this Lease to TransUnion.
Benefit: Residents receive the benefit of positive credit reporting for all on-time rental payments to TransUnion.

7) 24/7 Maintenance Hotline with Live Phone Support.
Benefit: Residents can reach a live person after hours for emergency maintenance concerns.

8) One Time Returned Payment Fee Forgiveness. ($85.00)
Benefit: RentWerx will grant a one-time waiver of a returned ACH or Check payment fee.

9) NEW!!! *On Demand Pest Control Service*
Benefit: Access to high quality quarterly pest control through the RentWerx local affiliate providers.

10) NEW!!! *Free Lockbox Move In*
Benefit: Go directly to your new home to move in! No need to come to our office making this a touchless process!

Frequently Asked Questions:

Can I opt out of this Resident Benefits Package? Yes – But only the Insurance Portion. RentWerx is providing the Resident Benefits Package to all Residents. The included insurance coverage is under RentWerx as a Master Policy and applied to each home under management. Residents receive the benefits of the coverage without applications, credit checks, or billing arrangements.

What if I have my own Renters Insurance coverage? The **Resident Benefits Package** will apply to all homes and Residents under the RentWerx Master Policy. **Residents may opt-out of the insurance** portion of this program by showing proof of Renter's Insurance with coverage of at least **$20,000, and naming RentWerx as ADDITIONALLY INSURED for a cost difference savings of $18 per month.**

In the event of a claim: Residents may visit www.YRIG.com to complete a claim request.

NOTICE TO ALL APPLICANTS: **NO SMOKING is permitted inside the home or garage.**

Disabled Accessibility: Any concerns should be submitted in writing to the property manager. We must obtain Owner approval to allow modification of the premises. All modifications are at the expense of the disabled person, and the disabled person must agree to restore the premises, at their own expense to the pre-modified condition (provided the modification would affect the use and enjoyment of the premises for future residents). We require written proposals detailing the extent of the work to be done, approval from the landlord before modifications are made, appropriate building permits with required licenses made available for the landlord's inspection, and a restoration deposit may be required per Fair Housing guidelines.

SCHOOL BOUNDARIES: School Enrollment concerns should be investigated prior to submitting your application. Applicants must verify their own school information with the school district. Because of the expansive growth in this region, school enrollments get capped and designation boundaries may change. We highly recommend you contact the local school district should any of the school boundaries be a concern for the home you would like to rent.

*****IT IS THE DUTY OF THE APPLICANT TO VERIFY SCHOOL BOUNDARIES****

SEX OFFENDERS: Applicants should satisfy their concerns regarding crime statistics or the presence of any sex offenders in the area, before submitting an application. This information is available free of charge on the internet at the below sites. ***WE DO NOT RENT HOMES TO REGISTERED SEX OFFENDERS***

Sex Offenders www.txdps.state.tx.us

San Antonio Crime Stats http://www.neighborhoodscout.com/tx/san-antonio/crime/

Austin Crime Stats: http://www.neighborhoodscout.com/tx/austin/crime

REASONS FOR DENIAL OF APPLICATIONS:

- If you failed to give proper notice when vacating a property.
- If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to your behavior or that of any family member, guest (welcome or not), or any animal on the property during your tenancy.
- If you have had three or more late payments of rent within the last 12 months.
- If you have an unpaid collection filed against you by a Property Management Company.
- If an unlawful detainer action or eviction has occurred within the past five (5) years.
- If you have recently received a 3-day notice to vacate.
- If you have less than a 615 combined Trans Union applicant credit score and refuse to abide by the additional Risk Mitigation fee as outlined above.
- If you have had two (2) or more NSF checks within the last 12 months.
- If you have allowed any person(s), not on the lease, to reside on the premises.
- If we are unable to verify your information, we must deny the application.
- No Businesses operated from property. If you have a home-based Business that you think we might approve please let the Property Manager know.
- If you violate any of our terms of service during this application process.
- Applicant requests re-wording or removing any paragraphs in the RentWerx Lease Agreement.

APPLICATION APPROVAL: All approved applicants will receive further instructions via email.

Lease Agreement with Security Deposit:

At approval, the advertised security deposit amount will be required within 48 hours in certified funds.

No Security Deposit Option Lease Agreement (Preferred Resident Program):

At approval, the **Amount Due to Reserve Property** equal to One Month of Advertised Rent will be required within 48 hours in certified funds. This payment will be credited towards rent upon move in.

Delivering the **Amount Due to Reserve Property** implies the approved applicant is willing to rent the home in good faith after being presented an approval email with a draft lease agreement for review. Failure to sign a lease agreement within TWO (2) business days will result in the cancellation of the application, and forfeiture of the application fees along with the Amount due to Reserve the Property paid by the approved applicant.

START OF LEASE:

Vacant Homes --- RentWerx has a policy that all leases on vacant homes must begin within 14 days of application approval. We are unable to hold the home rent free without a lease agreement longer than that time.

Occupied Homes --- RentWerx will typically advertise a first available date with all of the homes we manage. In some cases, those dates will need to change due to circumstances beyond our control. We ask the approved incoming Resident be flexible in some cases. We understand the burden this can create and strive to advertise a solid date so incoming Residents can plan accordingly.

Leases starting within 5 days of the end of the month --- We will require the next full month's rental amount with the pro-rate.

Move-In Orientation & Inspection:

All new residents at lease signing will pay a one-time *Move-In Orientation Fee* of $125.00. Within the first three (3) business days of the Resident occupying the home, residents must conduct a self-inspection with zInspector OR in-person inspection with Manager Services. Resident will have the option to select one of these two options on the application.

zInspector: At lease signing, the resident will receive an invitation to create a login and perform the self-inspection through zInspector system to report the condition of the home.

Manager Services: The Move-In Orientation will be arranged and conducted with a technician from Manager Services. A leasing representative from RentWerx will not be present during the Move-In Orientation. Any requested work orders must be submitted separately.

The Manager Services technician will provide the Resident with a brief orientation and instruct them on basic home maintenance, including changing air filters, unclogging a garbage disposal, water cut-offs, smoke alarms, fuse & breaker box locations, and GFCI resets. The written report will include interior and exterior photos. The exterior will be documented with photos of all four sides of the home, the roof, any exterior equipment, and yard. Interior photos will be of each room, included equipment, any damaged or defective conditions, and an overall view of most areas. A copy of this report will be sent to the Resident and RentWerx for record.

What Our Residents Want You to Know:

1) RentWerx conducts periodic annual inspections of the home you will live in. We take pictures of the interior and exterior of the home during that inspection. This information is kept on record and shared with the owner. Any Resident caused damage identified in this inspection will be required to be repaired prior to a lease renewal being granted. **If this standard annual inspection procedure is going to cause you a problem – we recommend you stop now and do not apply for one of our homes.**

2) During the last 30 days of your lease agreement – a sign and lockbox may be placed on the home and you may be required to show the home to prospective new Residents. You may opt out of this arrangement, but it will cost an additional fee of one month's rent to do so.

3) RentWerx is a **ZERO TOLERANCE** company regarding rent collection. Rent is due the 1st of each month, late the 4th of each month. Late fees begin midnight on the 4th of the month. Late fees will be applied with no exceptions in accordance with all Federal Fair Housing laws.

4) **Site Un-Seen Application and Approval.** It is possible to apply for the home, be approved, and sign a lease agreement without ever seeing one of our homes in person. In such a scenario, we require an incoming approved Resident to sign a Site Un-Seen Addendum to the Lease Agreement. In that form, we ask you name a "Trusted Advisor" outside of RentWerx who has offered you their opinion of the condition of the home.

5) **Lease Preparation Fee: $395 ---** There is a lease preparation fee of $395 per lease agreement which includes no up-front fee to the Preferred Resident Program in addition the effort to prepare, forward, and offer the convenience of electronic signatures, electronic funds collection, and a lock box move in. A credit of $100 will be applied for an approved applicant completing a self-assisted showing of the property.

6) Resident Benefits Package: $59 Per Month --- See the Paragraphs Above.

7) **Move-In Orientation Fee: $125 ---** This fee covers the In Person Move-In Orientation & Inspection or Self-Inspection.

8) Animal (pet) Processing Fee: $100 Per Animal (pet)

Upon completion of your Application, you will be notified in writing of your Approval / Denial / or Offer of Other Terms within 2-3 Business Days.