

SUPERIOR REALTY, LLC

RENTAL APPLICATION GUIDELINES

Superior Realty, LLC is committed to complying with all applicable laws, including Fair Housing laws, and prohibit discrimination based on color, race, religion, gender, marital status, national origin or ancestry, physical or mental disability, medical conditions, sexual orientation, age or any other consideration made unlawful by federal, state or local laws.

1. **APPLICATION**- An application must be completed and signed by each individual over 18 years of age applying for residency. Omissions and false information may be grounds for application denial. **We do not accept co-signers.** Completed applications are reviewed in the order in which they are received into our office. All applicants are judged by the same standards and on a first come first served basis. ***APPLICATION(S) WILL NOT BE PROCESSED UNTIL APPLICATION FEE(S) ARE RECEIVED.***

A non-refundable application fee of \$40 per person is required for processing and reviewing applications. All deposits and application fees must be paid before an application is processed for approval. All application fees must be paid with certified funds. Personal checks will not be accepted.

2. **IDENTIFICATION** – A copy of a government issued I.D. must accompany all applications.

3. **RENTAL HISTORY** – All rental history must be verifiable for the past 2-5 years. The following are examples of reasons your application may be denied: Unpaid rental collections, evictions, property damage beyond normal wear and tear, illegal activity on premises or refusal to re-rent by previous landlord. **All prior landlords' phone numbers must be provided.** Rental history cannot be from a relative. Base housing rental history will be accepted.

4. **INCOME REQUIREMENT** – Verifiable income should exceed 3 times the amount of the monthly rent. Applicants must provide the past 2 months' pay stubs. If self-employed, applicant must submit W2 or last 12 months bank statements. **Current employers will be contacted.**

5. **CREDIT** – A credit check will be performed and used for approval. Applications will be rejected for prior evictions, vehicle repossessions, unpaid collections or judgments. Bankruptcy within the last 12-24 months may be grounds for denial of your application. Outstanding debt to any property management company or landlord will result in denial.

6. **CRIMINAL HISTORY** – The following offenses are cause for automatic rejection: arson or destruction of property, indecency with a child, lewd behavior, murder, rape, organized crime, sale or manufacture of drugs, stalking, kidnapping, burglary, manslaughter, molestation, prostitution, robbery, sex crimes, and terrorism. We will not rent to anyone who has been convicted of a felony, who has a history of drug abuse or anyone required to be register as a sex offender. All other offenses will be considered on a case-by-case basis, final decision will be at the landlord and property manager's discretion.

7. **SMOKING POLICY** – No smoking permitted within any home, attached or unattached garage, or outside premises.

8. **PET POLICY** – Policy on pets will vary from home to home based on the property owner’s requirements.

When pets are permitted there may be restrictions on the size and breed of the animal. No aggressive or mixed breed dogs are allowed; Pit bull, Doberman, Rottweiler, Akita, Chow, etc. All permitted pets will require a minimum \$300 pet deposit with a signed pet agreement. Pet policies are strictly enforced; any breach of this policy will be grounds for immediate termination of your lease. The property manager requires all applicants bring all pets into the office for a photo. No more than 2 pets per household. All vaccinations must be current in accordance with all cities guidelines.

NO PETS WILL BE ALLOWED ON THE PROPERTY WITHOUT PRIOR WRITTEN CONSENT AND A PET AGREEMENT SIGNED BY ALL PARTIES.

9. **INSPECTIONS:** TENANTS TO PAY \$75.00 INSPECTION FEE AT THE TIME OF LEASE SIGNING. NON-REFUNDABLE.

10. **TENANT MANUAL:** Tenant must comply with all rules set forth in the Tenant Manual

11. **VENUE:** All amounts owed under the lease will be subject to jurisdiction of Precinct 4, Collin County located at 8585 John Wesley Frisco, TX 75034.

All criteria are subject to change at the Owner’s discretion and without notice.

STATEMENT OF UNDERSTANDING AND ACKNOWLEDGEMENT OF RECEIPT

Signing this acknowledgment indicates that you have had the opportunity to review the Landlord’s tenant selection criteria. If you do not meet the selection criteria or provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded. Selection criteria may include factors such as criminal history, credit history, current income and rental history.

Applicant

Date

Applicant

Date

Superior Realty, LLC Security Deposit Refund Form:

As a tenant you want and expect to be refunded 100% of your Security Deposit, and Property Management Companies want to refund every penny of your Security Deposit to you.

Being able to return 100% of your security deposit is what both parties want, it means that minimal work (fair wear and tear items only) is required to get the property back on the market and rented. Good Property Managers want your tenancy with them to be a very pleasurable experience for obvious reasons... it is just good business.

PMIS (Property Management Inspection Services) along with Superior Realty, LLC offers all tenants a 100% Guarantee on the return of security deposits.

It is simple; PMIS will conduct an Unbiased 3rd party inspection that is designed to protect you and your family. This report documents the actual condition of the property at the time of inspection, reveals possible hidden conditions, exposes possible future problems, leaves no doubt in anyone's mind as to the actual condition of the property, and protects against misunderstandings, deposit disputes, and possible litigation.

The document is typically 20 to 30 pages and includes 70 to 100 photos and once completed it is "Locked" and no changes can be made by any parties to include PMIS, and this now becomes a legal document. Copies of the report are provided to both the tenant and the Property Management Company; the Property Management Company may share this information with the Owner to expedite or facilitate any repairs on the property if needed.

PMIS will maintain an electronic copy of the document should either party require a copy in the future due to loss. Simply return the property in the same condition as documented in the Initial/Move in Report, with exception of those items that fall into the Fair Wear and Tear category and receive 100% of your security deposit back.

The initial cost for the inspections will be \$69.99 per inspection; this fee must be paid before the tenant takes possession of the property. This fee is non-refundable.

TENANT SIGNATURE

DATE

TENANT SIGNATURE

DATE

PROPERTY MANAGER

DATE