



# Better World Properties, LLC

## Rental Criteria and Policies

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Welcome to our community. Before you apply to rent one of our apartment homes, please carefully review these rental qualifications and policies. The term “applicant(s)” in these qualifications means the person or persons that will be signing the Lease as “RESIDENT”, the term “occupant(s)” in these qualifications means the person or persons that are authorized occupants under the lease. Some of our qualifications apply to the applicants only; other qualifications apply to all adult occupants.

It is the policy of Better World Properties, LLC to offer equal housing for all persons regardless of race, color, religion, sex, national origin, handicap, or familial status. We do require all residents to meet the following Rental Criteria:

### Policies:

1. **Identification:** All applicants, and accompanying occupants of legal age, must present valid, government-issued photo identification. Knowing and recording each person’s true identity provides significant peace-of-mind to our residents and staff, and allows us to properly verify other aspects of each applicant’s suitability.
2. **Legal Age:** All applicants must be at least 18 years old, or a legally emancipated minor. This is a legal requirement to sign a contract.
3. **Credit History:** All applicants must have a satisfactory credit history and rating. For applicants who do not have satisfactory credit, or a credit history verifiable through a major credit reporting agency, we may accept an additional deposit equal to one month’s rent in lieu of these requirements. If there is no verifiable credit history we may also accept a qualified co-signer; however, we will not accept a cosigner if applicant’s credit history is unfavorable. Our credit requirements are adjusted periodically to ensure we are competitive within our market and to ensure reasonable standards are applied equally and fairly to all applicants. In addition to objective scores, we also consider subjective factors that may be relevant; for example, we generally have minimal concern with medical dept. Bankruptcies over two years old will be accepted with current good credit. Foreclosures will be accepted if over two years old and with good credit since foreclosure.
4. **Legal History:** We will review each prospective adult resident’s publicly-available legal records. We will consider criminal convictions (including deferred adjudication and/or pretrial diversion), relevant court orders, and past and pending civil actions. We have a legitimate concern about the safety and security of all residents and employees with whom applicants will share certain common areas. We also have a legitimate business concern about each applicant’s financial character.

Generally, factors including, but not limited to the following, will be considered when reviewing the applicant’s criminal conviction(s): nature and severity of the crime; when the crime was committed; and whether the type of criminal conduct is a concern to the legitimate interests of other residents, the property ownership, or management. Applicants with the following types of criminal convictions will generally be excluded from residency at this community: (1) murder; (2) arson; (3) felony aggravated assault, or (4) any sex-related crime requiring applicant’s present registry as a sex offender under the State’s Sex Offender programs. Within the past seven (7) years, applicant’s may not have been convicted of any felony assault, felony theft, aggravated crime, or crime relating to the manufacture or sale of illegal drugs, including controlled substances. Applicant’s may also not have had three (3) or more misdemeanor convictions for assault, sex offenses, or theft with the past seven (7) years.

Notwithstanding the above, it is the policy of Better World Properties to review the facts regarding each applicant’s criminal conviction(s) and consider any evidence of mitigation provided by the applicant. Applicants with pending criminal litigation who are subsequently convicted, given deferred adjudication, or pretrial diversion for any crimes within the foregoing standards during the term of any prospective lease, may be in default of their rental agreement and may be required to vacate the premises.

When applicants have not lived in this state for at least 12 months prior to application date, we will endeavor to check criminal history for the previous areas of residence over the past 7 years. Please note that this requirement does not constitute a guarantee that current residents or occupants in our community have not been convicted of criminal offenses. There may be residents or occupants that have resided in our community prior to this requirement going into effect. Additionally, our ability to verify this information is limited to the information made available to us by the resident, credit reporting services, and other third-party agencies.

5. **Income:** All legally related applicants must have a verifiable, combined source of income in the gross amount of no less than three (3) times the market rental rate. If there are multiple applicants who have not cohabitated for at least one year, each must have income of at least two and one-half (2.5) times the market rent. This has been proven within our

industry to be an appropriate indicator of affordability. Income must be verified by an appropriate official of applicant's employer, or by presentation of applicant's two most recent paycheck stubs with year-to-date earnings listed. If employer verification is not available, or is not in an acceptable form, applicant must provide a copy of prior year's income tax return. Social Security Income (SSI) will qualify as a source of income. Alimony, child support, and other inconsistent wages (tips, per diem, commissions, etc.) may require notarized verification for consideration. If income is insufficient, we may allow applicant to utilize a qualified co-signer. If self-employed, Schedule C from the most recent personal income tax return will be required, along with bank statements from the previous six months to verify consistent dollar deposits.

6. **Employment History:** All applicants are required to have been at their current job for at least 6 months. If not, additional prior work history will be required. For verification, the employer phone number provided must be answered with the name of the company and verification must be made by a person with HR or payroll responsibility. Alternative means of verification may be available if this is not possible.
7. **Rental History:** All applicants are required to have at least 6 months' rental history, or proof of current or prior home ownership without foreclosure. Previous rental history must be verifiable through direct staff or owner contact and be satisfactory (rent paid on time, proper notice given, lease obligation fulfilled, apartment left in reasonable condition, and no evictions). First-time renters will be accepted if applicants agree to pre-pay an additional deposit equal to one month's rent and all other qualifying criteria are met. First time-renters may also be given an option to utilize a qualified co-signer.
8. **Maximum Occupancy per Apartment:** A maximum of two (2) adult occupants per bedroom are allowed.
9. **Vehicle Restrictions:** Parking space is limited, therefore, there is a limit of one (1) vehicle per adult occupant. Recreational vehicles, large commercial vehicles, and trailers are not allowed unless specifically approved by Management. Such approval will depend on vehicle weight and dimensions, space available, and effect on the image of the property. Special allowances may be rescinded at any time for similar reasons.
10. **Pet Restrictions:** No more than 2 pets under 40 pounds will be permitted per apartment. Aggressive dogs and exotic or venomous species are not permitted. All animals must be properly licensed and vaccinated against rabies.

The following breeds are deemed aggressive: Akita; Airedale Terrier; American Bulldog; American Pit Bull/Bull Terrier; American Staffordshire Terrier; Bouvier des Flandres; Briard; Bull Mastiff; Chow; Doberman; German Shepherd; Giant and Standard Schnauzer; Rottweiler

If your animal is a mix, documentation is required stating the animal is not over 30% of a restricted breed. Additional breeds may be added if deemed necessary. Additionally, pet interviews/photos may be required at any time. Owners are at all times fully responsible for their pets and any issues they may create.

11. **Service Animals:** Are permitted with proper legal documentation, without regard to species or breed. Certification as to need must be provided by a licensed medical doctor or psychologist and must include a full description of the specific service the animal will provide. Note that "Registration" through internet-based services that promote their ability to exempt an animal from common restrictions generally will not qualify. All service animals must meet guidelines established by the Department of Housing and Urban Development (HUD) and must abide by community rules unless there is a documented reason they cannot. Owners are at all times fully responsible for their service animals and any issues they may create.
12. **Co-signer Acceptance:** An applicant may be eligible for residency with a co-signer under these conditions:
  - The co-signer must meet all the economic qualifying criteria as presented here.
  - A co-signer may NOT be used due to an unfavorable credit rating.
  - The co-signer must submit an application and pay an application processing fee.
  - The co-signer must reside in the same state where the community is located.
  - The co-signer must sign all legal forms including a Co-signer Guarantee form and will be listed on the lease.
13. **Falsification:** Any falsification of information on the application will automatically disqualify the applicant or occupant and will result in retention of any and all application, administration, and security deposits.

***Please review in detail. Your signature acknowledges that you fully understand the Better World Properties Rental Criteria.***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date





# Rental Application for Residents and Occupants

TEXAS APARTMENT ASSOCIATION

Each co-resident and each occupant over 18 must submit a separate Application.

M E M B E R

Date when filled out: \_\_\_\_\_

## ABOUT YOU

Full name (exactly as it appears on driver license or govt. ID card) \_\_\_\_\_

Former name (if applicable) \_\_\_\_\_

Gender \_\_\_\_\_ Birthdate \_\_\_\_\_ Social Security # \_\_\_\_\_

Driver license # \_\_\_\_\_ State \_\_\_\_\_

Government ID # \_\_\_\_\_ State (if applicable) \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Work phone \_\_\_\_\_ Email address \_\_\_\_\_

Marital status  single  married

U.S. citizen?  yes  no

Do you or does any occupant smoke?  yes  no

I am applying for the apartment located at \_\_\_\_\_

Is there another co-applicant?  yes  no

Co-applicant name \_\_\_\_\_ Email \_\_\_\_\_

Co-applicant name \_\_\_\_\_ Email \_\_\_\_\_

Co-applicant name \_\_\_\_\_ Email \_\_\_\_\_

Co-applicant name \_\_\_\_\_ Email \_\_\_\_\_

## OTHER OCCUPANTS

Full name \_\_\_\_\_ Relationship \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security # \_\_\_\_\_

Driver license # \_\_\_\_\_ State \_\_\_\_\_

Government ID # \_\_\_\_\_ State (if applicable) \_\_\_\_\_

Full name \_\_\_\_\_ Relationship \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security # \_\_\_\_\_

Driver license # \_\_\_\_\_ State \_\_\_\_\_

Government ID # \_\_\_\_\_ State (if applicable) \_\_\_\_\_

Full name \_\_\_\_\_ Relationship \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security # \_\_\_\_\_

Driver license # \_\_\_\_\_ State \_\_\_\_\_

Government ID # \_\_\_\_\_ State (if applicable) \_\_\_\_\_

Full name \_\_\_\_\_ Relationship \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security # \_\_\_\_\_

Driver license # \_\_\_\_\_ State \_\_\_\_\_

Government ID # \_\_\_\_\_ State (if applicable) \_\_\_\_\_

## WHERE YOU LIVE

Current home address (where you live now) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Do you  rent or  own? Beginning date of residency: \_\_\_\_\_ Monthly payment \$ \_\_\_\_\_

Apartment name \_\_\_\_\_

Name of owner or manager \_\_\_\_\_

Phone \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Previous home address (most recent) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Do you  rent or  own? Dates: From \_\_\_\_\_ To \_\_\_\_\_ Monthly payment \$ \_\_\_\_\_

Apartment name \_\_\_\_\_

Name of owner or manager \_\_\_\_\_

Phone \_\_\_\_\_ Reason for leaving \_\_\_\_\_

## YOUR WORK

Current employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work phone \_\_\_\_\_ Beginning date of employment \_\_\_\_\_

**YOUR WORK, continued**

Gross monthly income \$ \_\_\_\_\_ Position \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
 Previous employer (most recent) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Work phone \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
 Gross monthly income \$ \_\_\_\_\_ Position \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

**ADDITIONAL INCOME**

**(Income must be verified to be considered.)**

Type \_\_\_\_\_ Source \_\_\_\_\_ Gross monthly amount \$ \_\_\_\_\_  
 Type \_\_\_\_\_ Source \_\_\_\_\_ Gross monthly amount \$ \_\_\_\_\_

**CREDIT HISTORY**

If applicable, please explain any past credit problem: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**RENTAL AND CRIMINAL HISTORY**

**Check only if applicable.**

Have you or any occupant listed in this Application ever:

- been evicted or asked to move out?
- moved out of a dwelling before the end of the lease term without the owner's consent?
- declared bankruptcy?
- been sued for rent?
- been sued for property damage?
- been convicted or received probation (other than deferred adjudication) for a felony or sex crime?

Please indicate below the year, location, and type of each felony or sex crime for which you were convicted or received probation. We may need to discuss more facts before making a decision. You represent the answer is "no" to any item not checked above.

\_\_\_\_\_  
 \_\_\_\_\_

**HOW DID YOU FIND US?**

- Online search (website address) \_\_\_\_\_
- Referral from a person or locator? Name \_\_\_\_\_
- Social media (please be specific) \_\_\_\_\_
- Other \_\_\_\_\_

**EMERGENCY CONTACT**

**Emergency contact person over 18 who will not be living with you:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Work Phone \_\_\_\_\_ Email Address \_\_\_\_\_

If you die or are seriously ill, missing, or incarcerated according to an affidavit of (check one or more)  the above person,  your spouse, or  your parent or child, we may allow such person(s) to enter your dwelling to remove all contents, as well as your property in the mail-box, storerooms, and common areas. If no box is checked, any of the above are authorized at our option. If you are seriously ill or injured, you authorize us to call EMS or send for an ambulance at your expense. We're not legally obligated to do so.

**YOUR VEHICLES**

**(If applicable)**

**List all vehicles owned or operated by you or any occupants (including cars, trucks, motorcycles, trailers, etc.)**

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_  
 Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_  
 Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_  
 Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_  
 Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_  
 Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_  
 Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_  
 Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

**YOUR ANIMALS***(if applicable)*

You may not have any animal in your unit without management's prior authorization in writing. If we allow your requested animal, you must sign a separate animal addendum, which may require additional deposits, rents, fees or other charges.

Kind \_\_\_\_\_ Weight \_\_\_\_\_

Breed \_\_\_\_\_ Age \_\_\_\_\_

Kind \_\_\_\_\_ Weight \_\_\_\_\_

Breed \_\_\_\_\_ Age \_\_\_\_\_

## Application Agreement

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease. While some of the information below may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease. In order to continue with this Application, you'll need to review the Application Agreement carefully and acknowledge that you accept the terms.

1. **Apartment Lease information.** The Lease contemplated by the parties will be the current TAA Lease. Special information and conditions must be explicitly noted on the Lease.
2. **Approval when Lease is signed in advance.** If you and all co-applicants have already signed the Lease when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease, and then credit the application deposit of all applicants toward the required security deposit.
3. **Approval when Lease isn't yet signed.** If you and all co-applicants have not signed the Lease when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
4. **If you fail to sign Lease after approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. If you or any co-applicant fails to sign as required **your Application will be deemed withdrawn**, and we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.
5. **If you withdraw before approval.** If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.
6. **Approval/non-approval.** If we do not approve your Application within 7 days after the date we received a completed Application, your Application will be considered "disapproved." Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 7-day time period may be changed only by separate written agreement.
7. **Refund after non-approval.** If you or any co-applicant is disapproved or deemed disapproved under Paragraph 6, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
8. **Extension of deadlines.** If the deadline for approving or refunding under paragraphs 6 or 7 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
9. **Keys or access devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the Lease and other rental documents referred to in the Lease; and (2) all applicable rents and security deposits have been paid in full.
10. **Application submission.** Submission of an Application does not guarantee approval or acceptance. It does not bind us to accept the applicant or to sign a Lease. Images on our website may represent a sample of a unit and may not reflect specific details of any unit. For information not found on our website regarding unit availability, unit characteristics, pricing or other questions, please call or visit our office.
11. **Notice to or from co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicants is considered notice from all co-applicants.

## Disclosures

1. **Application fee (non-refundable).** You agree to pay to our representative the non-refundable application fee in the amount indicated in paragraph 3. Payment of the application fee does not guarantee that your Application will be accepted. The application fee offsets the cost of screening an applicant for acceptance.
2. **Application deposit (may or may not be refundable).** In addition to any application fees, you agree to pay to our representative an application deposit in the amount indicated in paragraph 3. The application deposit is not a security deposit. The application deposit will be credited toward the required security deposit when the Lease has been signed by all parties; OR, it will be refunded under paragraph 7 if the applicant is not approved; OR it will be retained by us as liquidated damages if you fail to sign or withdraw under paragraphs 4 and 5 of the Application Agreement.
3. **Fees due.** Your Application will not be processed until we receive your completed Application (and the completed Application of all co-applicants, if applicable) and the following fees:
  - A. Application fee (non-refundable): \$ \_\_\_\_\_
  - B. Application deposit (may or may not be refundable) \$ \_\_\_\_\_
4. **Completed Application.** Your Application will not be considered "complete" and will not be processed until we receive the following documentation and fees:
  - A. Your completed Application;
  - B. Completed Applications for each co-applicant (if applicable);
  - C. Application fees for all applicants;
  - D. Application deposit.

## Authorization and Acknowledgment

I authorize 5415 Scott Street

(name of owner/agent) to obtain reports from any consumer or criminal record reporting agencies before, during, and after residency on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this Application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Application. Authority to obtain work history information expires 365 days from the date of this Application.

## Payment Authorization

I authorize 5415 Scott Street

(name of owner/agent) to collect payment of the application fee and application deposit in the amounts specified under paragraph 3 of the Disclosures.

**Non-sufficient funds and dishonored payments.** If a check from an applicant is returned to us by a bank or other entity for any reason, if any credit card or debit card payment from applicant to us is rejected, or if we are unable, through no fault of our own or our bank, to successfully process any ACH debit, credit card, or debit card transaction, then:

1. Applicant shall pay a charge of \$ 35.00 for each returned payment; and
2. We reserve the right to refer the matter for criminal prosecution.

## Acknowledgment

You declare that all your statements in this Application are true and complete. **Applicant's submission of this Application, including payment of any fees and deposits, is being done only after applicant has fully investigated, to its satisfaction, those facts which applicant deems material and necessary to the decision to apply for a rental unit.** You authorize us to verify your information through any means, including consumer-reporting agencies and other rental-housing owners. **You acknowledge that you had an opportunity to review our rental-selection criteria, which include reasons your Application may be denied, such as criminal history, credit history, current income and rental history. You understand that if you do not meet our rental-selection criteria or if you fail to answer any question or give false information, we may reject the Application, retain all application fees as liquidated damages for our time and expense, and terminate your right of occupancy.** Giving false information is a serious criminal offense. In lawsuits relating to the Application or Lease, the prevailing party may recover from the non-prevailing party all attorney's fees and litigation costs. We may at any time furnish information to consumer-reporting agencies and other rental-housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease, the rules, and financial obligations. Fax or electronic signatures are legally binding. You acknowledge that our privacy policy is available to you.

**Right to review the Lease.** Before you submit an Application or pay any fees or deposits, you have the right to review the Application and Lease, as well as any community rules or policies we have. You may also consult an attorney. These documents are binding legal documents when signed. We will not take a particular dwelling off the market until we receive a completed Application and any other required information or monies to rent that dwelling. Additional provisions or changes may be made in the Lease if agreed to in writing by all parties. You are entitled to a copy of the Lease after it is fully signed.

Images on our website may represent a sample of a unit and may not reflect specific details of any unit. For information not found on our website regarding availability, unit characteristics or other questions, please call or visit our office.

**This Application and the Lease are binding documents when signed. Before submitting an Application or signing a Lease, you may take a copy of these documents to review and/or consult an attorney. Additional provisions or changes may be made in the Lease if agreed to in writing by all parties.**

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

1. Apt. name or dwelling address (street, city): \_\_\_\_\_ Unit # or type: \_\_\_\_\_
2. Person accepting application: \_\_\_\_\_ Phone: \_\_\_\_\_
3. Person processing application: \_\_\_\_\_ Phone: \_\_\_\_\_
4. Date that the applicant or co-applicant was notified  by telephone,  by letter,  by email, or  in person of  acceptance or  nonacceptance: \_\_\_\_\_  
(Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)
5. Name of person or persons notified (if there are more than one applicant, at least one of them must be notified): \_\_\_\_\_
6. Name of owner's representative who notified the applicant: \_\_\_\_\_

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_