



Rental Qualifications and Application Instructions

THOROUGHLY READING THESE INSTRUCTIONS WILL PREVENT SURPRISES AND MISUNDERSTANDINGS LATER. PLEASE READ!!

Morgan Property Management does business in accordance with the Federal Housing Law. It does not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin.

Applicant represents that the statements made herein are true and hereby authorizes verification of income, tenancy, employment, and references, including but not limited to obtaining a credit report, eviction search, and criminal search, and agrees to furnish additional references upon request.

The application fee is NON-REFUNDABLE.

AUTOMATIC DENIAL Do not complete this application if you or any applicant has (1) an eviction within the past five years; (2) any unresolved/unpaid amounts to a prior landlord; (3) any felony convictions involving violence against a person or thing; sexual violence or predation; (4) the manufacture and/or sale of a controlled Schedule A narcotic or methamphetamine; (5) an active or dismissed bankruptcy; (6) credit score below 580.

Each resident 18 years of age or older must submit a separate rental application and pay an application fee. Applicant agrees to pay a non-refundable application fee, payable online. Each Applicant must have a unique email address to process the application.

In addition to this rental application, you must provide a copy of a valid form of identification and proof of income.

INCOME VERIFICATION We highly encourage all applicants to link their bank accounts during the application process to expedite response time. Should you choose to upload documents manually, we ask for your patience, as this will result in longer review cycles. If you do not complete the automated income verification process, *we require the three most recent paystubs and bank statements to verify income.*

FEES Application Fee: \$75 per person NON-REFUNDABLE. Each resident over the age of 18 years must submit a rental application and pay the application fee.

Administration Fee: \$95 per LEASE and is due with the first month's rent. See below.

PET SCREENING IS A REQUIRED PART OF THE APPLICATION PROCESS FOR ALL APPLICANTS: A welcoming environment is paramount to all our residents, with or without pets and animals. To help ensure ALL of our residents understand our pet and animal-related policies, we use a third-party screening service and require EVERYONE to complete a profile. This process ensures we have formalized pet and animal-related policy acknowledgments and more accurate records to create greater mutual accountability. If you need accommodation in another way, please contact your housing provider.

Please get started by selecting a profile category on our landing page ****HERE****(<https://morganpm.petscreening.com/>)

Pet Screening: \$25 Each Additional \$20 (2 is maximum allowed) No Pet Screening: FREE Service or Assistance Animal Screening: FREE

Pet Rent: Based on Pet Screening Paw Score-Minimum \$25

Pet Fee: Based on Pet Screening Paw Score-Minimum \$300. Due and payable at move-in.

RESIDENT BENEFITS PACKAGE The Morgan Property Management Resident Benefits Package (RBP) delivers savings and convenient, professional services that make taking care of your home second nature. By applying, the Applicant agrees to be enrolled and to pay the applicable cost of \$50.00/month, payable with rent.

Your RBP may include, subject to property mechanicals or other limitations: -Renters Insurance that meets all lease requirements from an A-rated carrier-HVAC air filter delivery directly to your door approximately every 30 days -Move-in concierge service: to assist in setting up your utility, cable, and internet services -A resident rewards program that helps you earn rewards for paying your rent on time -Credit building to help boost your credit score with timely rent payments -\$1M Identity Protection for all adult leaseholders-24/7 online maintenance reporting -Home buying assistance for when the time is right to buy your "forever" home -Online portal: Access to your account, documents, communication, and payment options -Vetted vendor network: we find technicians who are reputable, licensed, and insured. For more information, click [HERE](#).

RENTERS INSURANCE The Landlord requires Tenants to obtain liability coverage of at least \$100,000 in property damage and legal liability from an A-rated carrier and to maintain such coverage throughout the entire term of the lease agreement. Tenant must furnish Landlord evidence of the required insurance prior to occupancy, at the time of each lease renewal period, and upon request.

To satisfy the insurance requirement, the Tenant may either (1) be automatically enrolled into a policy that satisfies the coverage requirements as part of the Resident Benefits Package; or (2) obtain alternative liability coverage from an insurer of the Tenant's choice. The option the Tenant chooses will not affect whether Tenant's lease application is approved or the terms of the Tenant's Lease.

Option 1: Do nothing. Tenants will be automatically enrolled into an insurance policy as part of the Resident Benefits Package, and no further action is required. Coverage will begin on the effective date of the Tenant's lease and continue throughout the lease term. Please refer to the evidence of insurance supplied by Morgan Property Management for additional coverage details. The premium amount in the policy will adjust the Resident Benefits Package monthly rate.

Option 2: Buy a policy. If the Tenant prefers, the Tenant may find, purchase, and maintain another policy that satisfies the Landlord's requirements. The Resident Benefits Package monthly amount will be adjusted accordingly. Visit this [WEBSITE](#) and follow the instructions listed there to provide evidence of the required insurance coverage to your Landlord.

Please be sure that your policy meets the following criteria before submitting:

- Policy is purchased from an A-rated carrier
- Policy meets or exceeds the required \$100,000 in property damage and legal liability -*Morgan Property Management is listed as an additional interest*
- *Morgan Property Management address is listed as PO Box 660121 Dallas, TX 75266*

It is Tenant's responsibility to pay premiums directly to your insurance provider. If the policy is terminated or lapses, the Tenant will be subsequently, and without notice, enrolled into the policy referenced in Option 1 above.

NOTE: The total monthly cost of the Resident Benefits Package is all-inclusive, and no discounts will be given if any element of the package is unavailable due to a lack of HVAC or another limitation at a specific property.

Applicant agrees to hold harmless both Morgan Property Management and any previous or future owners/managers from any liability for providing written or verbal information regarding the quality of tenancy.

Applicant understands that any information contained in this application that is not true or does not match the credit report will result in the rejection of the application or may result in the termination of the lease if discovered at a later date.

To complete this rental application, you must be prepared to provide three years of residential history and contact information for your rental references. You will also be asked to provide information on your employment and monthly income, and please note that we require that the applicant(s) combined net income be at least 2.5 times the monthly rent amount OR combined gross income of at least 3 times the monthly rent.

Once approved, the lease must be signed within 24 hours of delivery. The lease must begin within 14 days of approval. The security deposit is due when the lease is signed and payable on the portal. A signed lease and security deposit must be paid in full to remove a property from the market. The security deposit is non-refundable should the tenant decide not to move in and fail to fulfill the terms of the lease. A full month's rent and applicable fees are due three days before the lease start date and payable on the portal.

EMERGENCY CONTACTS: Please provide the name and contact info of an adult who will NOT live in the home.

REMINDER: Application fees are NOT refundable for any reason.