

RESIDENT LEASING CRITERIA

LONGHORN PROPERTIES will not discriminate against any person in the terms, conditions, or privileges in the rental of a property, or otherwise make available or deny the provisions of services or facilities because of race, color, religion, sex, national origin, family status, or disability.

APPLICANTS

- Head of household / lessee must be a minimum of 18 years of age or older
- All applicants must have a valid Social Security Number, a valid state issued photo ID or drivers' license
- ALL applicants are required to complete a separate rental application, pay the specified application fee, meet the current leasing criteria, and pay the required security deposit. Married couples may pay one security deposit.
NOTE: Application fees are non-refundable
- ALL persons over the age of 18 will be listed as a resident or responsible party unless primary applicant is the parent, legal guardian or person is full time student / dependent child.
- Each applicant **MUST** meet rental criteria individually, unless a married couple, as income **CANNOT** be combined in roommate situations.

INCOME AND EMPLOYMENT

- Applicants must be currently employed and have a **MINIMUM** of one year of verifiable employment history and provide a **MINIMUM** of four (4) weekly or two (2) bi-weekly pay stubs to identify monthly income. NOTE: If new position, offer letter to identify employer and monthly salary **MUST** be provided.
- **To qualify, each applicant's NET monthly income must be at least three (3) times the amount of the monthly rent.** NOTE: Married couples can use their combined household income to meet income requirements.
- Self-employment, trust funds, retirement and other income sources must be verified with bank statements, financial statements, VA Benefit letter, tax returns, etc. and addressed on a case-by-case scenario.
- **Active-duty military must provide a copy of the most recent L.E.S, PCS orders to Ft. Hood and current active military ID card.** *For military applicants, the monthly rental amount cannot exceed the current BAH.*

RENTAL AND CREDIT HISTORY CRITERIA

Applicants must have a **MINIMUM** of one year of verifiable rental or mortgage payment history with no more than three (3) late payments within that period. First time renters will be addressed on a case-by-case scenario.

- **Negative rental or mortgage payment history or lack of rental history are addressed on a case-by-case scenario and may result in a CONDITIONAL APPROVAL**
- Credit / background checks are conducted on all applicants to include a national criminal and sex offender search
- **Slow pay accounts or lack of credit history are addressed on a case-by-case scenario and may result in a CONDITIONAL APPROVAL**
- Unpaid past due balances, judgments or collection accounts pertaining to past rentals may result in disapproval
- Renter's liability insurance is required for **ALL** properties. **Proof of insurance must be ACTIVE, CURRENT and provided prior to or at lease signing**

HOUSING ASSISTANCE PROGRAM (HAP)

- The Housing Assistance Program is accepted on **SELECTED** properties at the owner's approval.
- The approved monthly rent allowance **MUST** be equal to or greater than the monthly rent. **NOTE: RESIDENT IS NOT ALLOWED TO PAY DIFFERENCE BETWEEN ALLOWANCE AND RENT**
- Resident is responsible for the **ENTIRE** rent **UNTIL** HAP payments are received.
- Any overpayment will be credited to resident's account. **NO** cash refunds will be made to resident.

SECURITY DEPOSITS / ANIMAL DEPOSITS / PET FEES

- Security Deposits vary and may increase depending on credit, rental or employment history.
- **APPROVED** animals are accepted on **SELECTED** properties at the owner's discretion. A **non-refundable** Animal Fee of \$250 and a **refundable** Animal Deposit of \$500 is required for each animal, with a 2-animal maximum, WITH PRIOR APPROVAL. Animal Fees and Deposits **MUST** be paid in **FULL** prior to animal being allowed on property along with a photo of **APPROVED** animal and current shot records.
- **An Animal Deposit or Fee is NOT required for authorized Service or Emotional Support Animals. Proper documentation must be submitted and confirmed prior to the completion of the application process.**