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WE DO NOT PRE-SCREEN APPLICATIONS. APPLICANTS ARE REQUIRED TO PRE-SCREEN THEMSELVES WITH THE FOLLOWING CRITERIA AND WILL NEED TO MEET THE REQUIREMENTS BELOW.

IF YOU FEEL YOU MEET THESE MINIMUM REQUIREMENTS, YOU ARE ENCOURAGED TO APPLY.

**MULTIPLE APPLICATIONS MAY BE TAKEN FOR THE SAME PROPERTY, THE MOST QUALIFIED APPLICANT WILL BE SELECTED.*

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. IF MULTIPLE PEOPLE WILL BE APPLYING WITH THE APPLICANT, ALL WILL NEED TO BE SUBMITTED AT THE SAME TIME TO BE CONSIDERED. PLEASE BE PREPARED TO PAY THE NON REFUNDABLE APPLICATION FEE (\$75) AS OUTLINED IN THE PROPERTY LISTING.

**BY SUBMITTING YOUR APPLICATION, YOU ARE ACKNOWLEDGING THAT YOU HAVE READ AND UNDERSTAND THE CRITERIA AND POLICIES BELOW.*

IF YOU HAVE ANY QUESTIONS EMAIL US AT MCPM@MIDCITI.COM

APPLICANTS

EACH PERSON 18 YEARS OF AGE AND OLDER WHO WILL OCCUPY THE HOME, MUST COMPLETE AN ONLINE APPLICATION AND PAY THE \$75 APPLICATION FEE. THIS FEE INCLUDES THE COST OF YOUR CREDIT AND BACKGROUND CHECK AND IS NON REFUNDABLE.

A RESIDENT BENEFITS PACKAGE IS REQUIRED WITH ALL LEASE AGREEMENTS WITH MIDCITI REALTY PROPERTY MANAGEMENT AND WILL BE BILLED ON A MONTHLY BASIS AT \$49 PER MONTH.

WE DO NOT ACCEPT CO-SIGNERS. FINANCIALLY RESPONSIBLE PERSON MUST RESIDE AT THE PROPERTY.

LEASE ADMINISTRATION FEE

THERE WILL BE A LEASE ADMINISTRATION FEE OF \$150 CHARGED AT THE TIME OF LEASE SIGNING, AND AGAIN FOR EACH RENEWAL PERIOD.

CREDIT CRITERIA

- CURRENTLY WE USE TRANSUNION TO DETERMINE CREDIT SCORE AND OTHER REPORTING. SCORES FROM OTHER SOURCES WILL NOT BE ACCEPTED.
- WE REQUIRE A CREDIT SCORE OF **600 OR ABOVE**. OCCASIONALLY, EXCEPTIONS ARE MADE FOR CREDIT SCORES BETWEEN 550 TO 599, BUT A COMPLETE APPLICATION MUST BE REVIEWED BEFORE DETERMINATIONS ARE MADE.
- WE WILL OBTAIN A CREDIT REPORT FOR EACH APPLICANT. REPORTS SUPPLIED BY APPLICANTS WILL NOT BE ACCEPTED.
- THE DEPOSIT AMOUNT IS SCALED BASED ON YOUR ACTUAL CREDIT SCORE.
- IF YOU HAVE NO CREDIT SCORE OR THE REPORT SHOWS AN N/A, THE APPLICATION WILL BE DENIED.

- IF THERE IS ANY DEBT OWED TO THE ATTORNEY GENERAL'S OFFICE FOR BACK CHILD SUPPORT, APPLICATION WILL BE DENIED.
- AN OPEN FEDERAL TAX LIEN WILL CAUSE APPLICATION DENIAL.
- BANKRUPTCY STATUS AND AGE WILL DETERMINE IF AN APPLICATION IS ACCEPTED WITH INCREASED DEPOSIT OR DENIED.

RENTAL HISTORY CRITERIA

THE FOLLOWING CAN BE USED FOR REJECTION OR INCREASED SECURITY DEPOSIT:

- EVICTION, BROKEN LEASE OR JUDGMENT WITHIN THE LAST 5 YEARS IS AN AUTOMATIC DENIAL.
- EVICTION OR OUTSTANDING BALANCES DUE TO A PREVIOUS LANDLORD OVER 5 YEARS OLD COULD HAVE AN INCREASED DEPOSIT OR DENIAL.
- WE DO NOT TAKE RENTAL VERIFICATIONS FROM FAMILY MEMBERS.
- PLEASE MAKE SURE YOU HAVE CORRECT CONTACT INFORMATION FOR THE LANDLORD.

INCOME CRITERIA

1. 1 PERSON MUST MEET OR EXCEED GROSS INCOME THAT IS 3X THE MONTHLY RENT.
2. WE WILL COMBINE UP TO TWO GROSS MONTHLY INCOMES WHICH MUST MEET OR EXCEED 3.5X MONTHLY RENT (INCOME MUST BE FROM PEOPLE OCCUPYING THE HOME).
3. INCOME WILL BE VERIFIED BY THE EMPLOYER'S HR DEPARTMENT OR, THE PRIOR MONTH'S PAY STUBS WITH YTD CALCULATION ON CHECK STUB, TO BE PROVIDED WITH THE APPLICATION.
4. 25% OF CHILD SUPPORT WILL BE TAKEN INTO ACCOUNT FOR INCOME.
5. SELF-EMPLOYED APPLICANTS MUST ATTACH 2 YEAR'S WORTH OF CURRENT TAX RETURNS - NO EXCEPTIONS. THE AGI ON YOUR TAX RETURNS MUST REFLECT AN AMOUNT THAT MEETS OR EXCEEDS THE INCOME REQUIREMENT. BANK STATEMENTS WILL ONLY BE USED TO VERIFY SELF-EMPLOYED APPLICANTS ALONG WITH TAX RETURNS.
6. UNVERIFIABLE INCOME WILL NOT BE CONSIDERED.

CRIMINAL CHECK & BACKGROUND POLICY

A CRIMINAL BACKGROUND CHECK WILL BE RUN ON EVERY APPLICANT. FELONIES INVOLVING PERSON OR PROPERTY CONVICTIONS ARE CAUSE FOR AUTOMATIC REJECTION. REVIEW THE ATTACHED LIST OF OFFENSES THAT ARE CAUSE FOR REJECTION. YOUR APPLICATION AUTHORIZES MIDCITI PROPERTY MANAGEMENT TO PERFORM A CRIMINAL BACKGROUND CHECK ON YOU.

RENTERS INSURANCE REQUIREMENTS

PROOF OF THE FOLLOWING MUST BE SHOWN TO MIDCITI PROPERTY MANAGEMENT PRIOR TO THE TENANTS MOVE IN DATE:

- EVIDENCE OF REQUIRED INSURANCE LEVELS TO SHOW THE POLICY IS IN EFFECT, WHEN IT WILL START, WHEN IT WILL END, AND WHO IS NAMED ON THE POLICY.
- MIDCITI PROPERTY MANAGEMENT MUST BE NAMED AS AN "ADDITIONAL INTERESTED" PARTY TO THE INSURANCE BINDER PROVIDED BY THE RESIDENT.
- THE RESIDENT LIABILITY COVERAGE HAS TO BE EQUAL TO OR GREATER THAN: *\$100,000 IN RESIDENT LIABILITY COVERAGE TO THE PROPERTY.