

Application Qualifications

We are delighted that you are interested in leasing with our community. We have listed below the criteria for qualifying as a resident with us.

FAIR HOUSING: Scott Brown Properties is committed to compliance with all federal, state, and local fair housing laws. Scott Brown Properties will not discriminate against any person because of race, color, religion, national origin, sex, familial status, disability, or any other specific classes protected by applicable laws. Scott Brown Properties will allow any reasonable accommodation or reasonable modification based upon a disability-related need. The person requesting any reasonable modification may be responsible for the related expenses.

FEES AND DEPOSITS: An application fee of \$75.00 will be charged per completed application. A security deposit must be submitted in order to hold the property off market prior to approval. We will not hold a property without a security deposit being paid. An administrative fee of \$100.00 will be charged for each rental property on the date of move-in. We will not process an application without an application fee for each submitted application. All application fees are non-refundable. In the event the application is denied, the security deposit will be refunded within 30 days. Deposits will not be refunded if you provide false documentation.

OCCUPANCY: All persons 18 or older must complete an application and sign the lease. Emancipated minors must show written legal proof of status. All persons residing in the residence must be listed on the SBP Rental Application and lease. There are a maximum number of occupants in each unit that cannot be exceeded at any time during your residency. Occupancy limits will vary based on the number of bedrooms and square footage.

INCOME: Applicants must have a minimum of six (6) months of current verifiable employment. Prior employment verification may be required if on current job less than six (6) months. If an applicant has signed and accepted new employment, an offer letter will be accepted. The offer letter must be on company letterhead and contain position, start date, salary, and the supervisor's contact information. You may also use a statement of income from a third-party such as Social Security, retirement account service, etc. Self-employed applicants must provide their three (3) most recent personal bank account statements and one of the following: 1.) Two most recent tax returns or IRS transcripts, 2.) If tax returns have not been filed, or if an applicant has been self-employed less than two years, the applicant may provide an estimated Profit and Loss Statement from their accountant or attorney.

RENTAL HISTORY: Applicants must have 12 consecutive months of positive verifiable rental history within the last two years. Scott Brown Properties will not approve applicants who have been evicted or if an applicant owes a balance to any former landlord, unless the balance is paid in full. Family, friends, and landlords without a signed lease are not acceptable. Verified rental history will determine if an additional deposit is required or grounds for denial. 3-5 late payments will result in double deposit required and current ledger may be requested for clarification. Six (6) or more late payments will result in denial of application. Applicants will also be denied if prior management reports two (2) or more lease violations or reports that applicant is not eligible for re-occupancy. Applicants with less than 12 months verifiable rental history or first-time renters may be accepted with double deposit.

GUARANTOR: If the applicants are first-time renters or do not have sufficient income or credit, they may qualify by having a lease contract guarantor. The guarantor must have a gross monthly income of at least five (5) times the monthly rent and must meet all other qualifying criteria. The guarantor must complete their own application separate from the applicant. Guarantors must be a citizen of the United States and be an immediate relative. Guarantors may be held responsible for the entire rent and other costs, such as damages, as long as you live at this property, even if you have roommates.

CREDIT HISTORY: Credit history for each applicant is screened through a third-party service for approval recommendation. The recommendation is determined by analyzing credit for timely payment history, age of open accounts, types of open accounts, amount of credit inquiries, as well as percentage of open credit available. Depending on the results of this analysis, an applicant may be required to pay an additional deposit, or the application may be denied.

Factors that can result in an automatic denial include:

- False Social Security Number
- Eviction Judgment
- Unpaid Housing Debt
- FACTA Fraud Alert
- Open Bankruptcy

In accordance with the Fair and Accurate Credit Transaction Act of 2003 (FACTA), all applicants must provide a valid government issued ID during the application process. Identification provided must match information provided in the rental application. If an applicant has a “fraud alert” noted on their credit report, the application will be denied until the identity can be confirmed by our screening contractor using the contact method provided on the credit report.

CRIMINAL HISTORY: A criminal background report for each applicant is screened through a third-party service for approval recommendation. Criminal history which indicates that an applicant's tenancy would constitute a direct threat to the health or safety of other individuals of whose tenancy could result in substantial physical damage to the property of the owner and others will result in rejection of the application.

1. Recommend Denial for felony misdemeanor offenses, regardless of the date of conviction or other adjudication of the offense for: murder, assault, sexual offenses (including sex offenders subject to a lifetime registration requirement) or other crimes against persons or animals.
2. Recommend Approval for felony offenses, involving theft of property, damage to property, violence, illegal drug violation (sale or manufacture), prostitution, or weapons if occurred prior to **ten (10) years from the completion of the sentence.**
3. Recommend Approval for misdemeanor offenses involving theft of property, damage to property, violence, illegal drug violation (sale or manufacture), prostitution or weapons if occurred prior to **five (5) years from the completion of the sentence.**

Applicants who are denied may submit, within fourteen (14) days of denial, verifiable evidence of mitigating factors for additional assessment including (by the way of example, with no single factor being determinative): the facts or circumstances surrounding the criminal conduct; the age of the individual at the time of the conduct; evidence that the individual has maintained a good tenant history before and/or after the conviction of conduct; evidence of the rehabilitation efforts and/or any other factors related to whether a specific person poses any threat to safety.

ANIMALS: Pets are welcome at most, but not all, of our communities. We allow a maximum of two (2) animals per home. Generally, with a \$400 deposit per pet with some properties having non-refundable pet fees. Breed and weight restrictions vary by property. Vaccination records, registration number, and photo are required for all properties. Service animals do not require a pet deposit. Valid documentation must be provided from Licensed Physician or another Mental Health Professional (including psychologist or therapist). Documents must be dated within the last twelve (12) months and must be updated upon expiration.

RENTERS INSURANCE: Renter's Insurance may be required. As per your lease, our insurance does not cover any of your personal belongings for any reason.

INTERNATIONAL RENTAL CRITERIA: Non-U.S. Citizens are welcome to apply. A Supplemental Rental Application for Non-U.S. Citizens must be completed and one of the following must be provided for identity verification purposes only: 1.) Form I-551 Permanent Resident Card, 2.) Form I-485 Application for Adjustment of Status, 3.) Form I-94 Arrival - Departure Record, 4.) Other official U.S. Citizenship and Immigration Services document, or 5.) If you are waiting for replacement of one of the aforementioned forms, an official receipt from U.S. Citizenship and

Immigration Services of your entitlement to a required form. If the form of documentation required does not include a photograph, additional identification is required in the form of a passport or other official identification from your country. Applicants with less than twelve (12) months of verifiable Rental History and Credit History will be accepted **with an additional deposit of one month's rent.**

MOVE-IN POLICY: If leased property is not available for move in on the date agreed because of delay caused by construction or other unforeseen circumstances, then the sole remedy shall be the return and refund of the security deposit and application fee.

REASONABLE ACCOMMODATION AND MODIFICATIONS: Scott Brown Properties will allow any reasonable accommodation or reasonable modification based upon disability-related need. Accommodations may include changes in the method of administering policies, procedures, services or allowing a live-in aide. Requests must be made in writing or in any other equally effective method to the management office. A response to request for accommodation and/or modification will be made in writing not more than seven (7) business days after the request is received. The person requesting any reasonable modification may be responsible for the related expenses.

Falsification of application by any applicant, incomplete applications by any applicant, insufficient income, and criminal conviction history of violent or sexual crimes or poor credit history will be grounds for denial.

We do not discriminate based on race, color, religion, sex, national origin, disability, or family status.

I ACKNOWLEDGE IT WILL TAKE UP TO 30 DAYS TO RECEIVE A REFUND OF MY DEPOSIT IF MY APPLICATION IS DECLINED BY SCOTT BROWN PROPERTIES FOR REASONS THAT DO NOT RESULT IN MY DEPOSIT BEING LAWFULLY RETAINED. APPLICATION FEES ARE NON-REFUNDABLE REGARDLESS OF APPLICATION APPROVAL OR DENIAL.

Application Deadlines

- Generally, it takes 7-10 business days to complete the application process once all documents have been received.
- Applications must be received within 48 hours of deposit submittal
- All necessary documentation must be provided within 4 days of deposit submittal
- The deposit will be forfeited if you do not meet these restrictions

Please note in order to secure the dwelling in questions, you must put down the security deposit in person at 1400 Dallas Drive, Denton, TX 76205, or over the phone at 940.243.7368 with either a credit card (3.23% convenience fee will be applied to all deposits) or in the form of a money order or cashier's check.

 1400 Dallas Drive,
Denton, TX 76205

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 scottbrownproperties.net

 940.243.7368