

**Wright-Way Real Estate & Property Management**  
12863 CR 192, Tyler Texas 75703  
903-561-5191 office \* 903-581-8389 fax \* www.wright-way.com

**Resident Qualifying Criteria for Wright-Way Real Estate & Property Management**

We are excited that you are interested in leasing your new home from us. In order to help you in making your decision, we have listed below our criteria for qualifying as a resident.

1. A separate rental application must be fully completed, dated, and signed by each individual over the age of 18 that will be residing in the unit for more than 5 days in any given month. Spouses with the same last name may complete one joint application and pay one application fee.
2. The rental application will be reviewed at the time of submission to ensure that we have the information we need to determine your eligibility, a \$40.00 fee, per application, will be due at this time
3. Each applicant must provide a current, government issued, photo identification and allow it to be photocopied, all applicants must be 18 years or older.
4. Applicants who are first time renters or do not have sufficient income (under paragraph 6 below) may qualify by having the lease contract guaranteed. The guarantor must have a gross monthly income of at least 5 times the monthly rent and must meet all other qualifying criteria. The guarantor must complete and sign a lease guaranty agreement. Only employers or immediate family members will qualify as guarantors.
5. If applicant's family will be occupying the apartment, the family size must be appropriate for the available apartment; no more than two persons per bedroom.
6. Employment and monthly income must be verifiable. Total monthly income of all applicants must be 3 times greater than the monthly rent. Self employed persons will be required to bring copies of their IRS tax returns as proof on income.
7. Applicant(s) may be denied occupancy for the following reasons:
  - a. Falsification of application by any applicant
  - b. Incomplete application by applicant
  - c. Insufficient income (total of all applicants)
  - d. Felony conviction or Criminal conviction of a crime of a violent or sexual nature, committed by an applicant or any occupants, including children. Convictions of 5 years or older will be considered on a case-by-case basis.
  - e. Poor credit history of any applicant. Credit reports are obtained and a maximum of 5 negative marks with in the last 5 years are allowed.
  - f. Poor rental history (rental reports are obtained) Rental history of:
    - \*Non-payment or frequent late payment of rent
    - \*Eviction for any reason of applicant or occupant
    - \*Unruly or destructive behavior by applicant, applicant's children or applicant's guest(s)
    - \*Violence to persons or property by applicant, applicant's children or applicant's guest(s)

**We uphold the guidelines set forth by the Fair Housing Authority and do not discriminate against any applicant on the basis of race, creed, religion, sex, national origin, disability or family status.**

**Deposit Information and Holding a Unit**

**All rentals are available on a first come, first serve basis.**

- If you are interested in a unit and would like us to take that unit off the market and hold it for you we require that an application deposit be paid, in full. **An application alone, with a deposit, will NOT hold a unit.** The following are a few things that you should be aware of in regards to holding units, the application process, and the refunding, or non-refunding, of deposits paid in.
- A deposit will hold a unit for 1 business day without an application. If we have not received an application within 1 business day the unit will go back on the market. Your deposit is refundable.
  - Once an application is received we will continue to hold the unit until the application has been processed. Your deposit is still refundable.
  - If the application is denied for any reason other than falsification of information the unit will go back on the market and your deposit will be refunded.
  - Upon approval of an application we will notify one applicant. Upon notification of approval a lease start date must be confirmed within 24-hours. The deposit is no longer refundable. Even if you fail to sign a lease or move in.
  - A deposit will hold a unit for a maximum of 2 weeks from the date that the application is approved or the unit is ready to be occupied; which ever comes first.
  - Upon approval of you application our office will attempt to notify you. If you have not responded to our notification attempts within 2 business days your deposit will become non-refundable and the unit will go back on the market.

**Signing this acknowledgement indicates that you have had the opportunity to review the landlord's tenant selection criteria. This may include factors such as criminal history, credit history, current income and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected, and your application fee will not be refunded.**

Applicant	Date	Applicant	Date
Applicant	Date	Leasing Agent	Date
Unit:	Rent:	Deposit:	Pet Dep/Fee:
			Lease Term:

**\$40.00 Application Fee must be paid PRIOR to processing**

**\$40.00 Application Fee due for ALL occupants over 18 unless legally married with the same last name**  
**Application and/or Security Deposit must be paid in full; we DO NOT allow payment plans on Deposits**  
**We accept cash for application fees only, all other payments may be made with a check, money order, credit card ~ Visa, Master Card, or Discover Card – We DO NOT accept American Express**