



CREDIT & SCREENING POLICY

All applicants will be charged a \$70.00 application fee per adult (18 or older) and is NON-REFUNDABLE.

*****Multiple Applications May Be Reviewed in Choosing an Applicant*****

Each adult over 18 is required complete a separate application form. It would be in your best interest to confirm that your rental requirements are not outside of our Resident criteria with multiple adult roommates, eviction history, foreclosures, bankruptcies, job loss, minimal income, low credit scores, unusual pets, large pets, multiple pets, multiple families, or anything that would cause your application to be rejected.

Wanting to offer less than list price for the home will cause your application to be delayed or rejected

HomeLab Property Management does not prescreen Applications. Applicants are required to pre-screen themselves with the following criteria and will need to meet the requirements below. We encourage you to apply if you meet the below criteria and always ask questions.

This application, background information, credit scores, rental history, criminal history, and employment verification may be viewed by the Property Owner.

Lease Criteria in Applying for a Home

Before you apply for a home, read the following information concerning the approval process. If you have any questions, contact the Property Manager during normal business hours Monday to Friday 9 AM to 5 PM Central Standard Time.

Application Approval

All approved applicants will receive further instructions via email.

Lease Agreement with Security Deposit, Cleaning Deposit, and Pet Deposits: At approval, the advertised deposit amounts will be required within 48 hours via electronic funds.

Start of Lease

Vacant Homes - Homeowner/Landlord has a policy that all leases on vacant homes must begin within 10 calendar days of application approval. Homeowner/Landlord is unable to hold the home rent free without a lease agreement longer than that time.

Occupied Homes - Homeowner/Landlord will typically advertise a first available date with all of the homes we manage. In some cases, those dates will need to change due to circumstances beyond our control. Homeowner/Landlord ask the approved incoming tenant to be flexible in some cases. Homeowner/Landlord understand the burden this can create and strive to advertise a solid date so incoming tenants can plan accordingly.

Leases starting within 5 days of the end of the month - Homeowner/Landlord will require the next full month's rental amount with the pro-rated amount.



Six (6) Month Lease Agreement Option = Rent + 15%

Should an applicant request a 6-month initial lease agreement, Landlord charges an additional 15% on top of the advertised rental rate. REQUIRES OWNER APPROVAL.

Ex: Advertised Rent = \$1,500 Per Month. Add in 15% for 6 Month Lease Option = \$225 Per Month. Total Monthly Rent for 6 Month Lease Option = \$1,775

Errors & Omissions

Every effort has been made to provide applicants with reliable and accurate information regarding the home you are applying for – however, changes can and do take place to cause inaccurate information to be accidentally presented. HomeLab Property Management encourages all Residents to verify schools, allowable pets, expected features, or any HOA concerns prior to signing a lease agreement. Any information posted in the MLS advertisement does NOT constitute a written agreement or guarantee of the facts stated.

Identification

Each applicant is required to provide a copy of a legible Government issued photo identification card. A photo of your identification card can be sent to: Christopher@HomeLabPM.com

Notice to all Applicants

NO SMOKING is permitted inside the home or garage.

Disabled Accessibility

Any concerns should be submitted in writing to the property manager. We must obtain Owner approval to allow modification of the premises. All modifications are at the expense of the disabled person, and the disabled person must agree to restore the premises, at their own expense to the remodified condition (provided the modification would affect the use and enjoyment of the premises for future residents). We require written proposals detailing the extent of the work to be done, approval from the landlord before modifications are made, appropriate building permits with required licenses made available for the landlord's inspection, and a restoration deposit may be required per Fair Housing guidelines.

School Boundaries

School Enrollment concerns should be investigated prior to submitting your application. Applicants must verify their own school information with the school district. Because of the expansive growth in this region, school enrollments get capped and designation boundaries may change. We highly recommend you contact the local school district should any of the school boundaries be a concern for the home you would like to rent.

*****IT IS THE DUTY OF THE APPLICANT TO VERIFY SCHOOL BOUNDARIES*****

Application Process & Screening Criteria

HomeLab Property Management is committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA). We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, or age. HomeLab Property Management also complies with all state and local fair housing laws. We offer application forms to everyone who requests one. Approval is based on SEVEN factors:



- Credit History
- Income Verification
- Criminal Background Check
- Terrorist Database Search
- Employment Verification and History
- Rental Verification and History
- Animal Screening Criteria

Credit History

HomeLab Property Management will obtain a copy of your credit score/report from TransUnion, Equifax or Experian. You cannot provide this to HomeLab Property Management. Credit history should show that the resident has paid bills on time and does not have a history of debt “write-offs,” accounts that have gone into collection, judgements or suits.

Contingent/Conditional Approvals – Lease Protection Fees – Resident Credit Score Based

HomeLab Property Management can offer applicants with lower than a 600 Credit Score with an opportunity to rent by offsetting the monetary risk for the owner, and/or the management company. Applications may still be approved with less than a 600-credit score. Combined Resident Scores of 600 or higher are usually approved with normal rents, advertised admin fees, and the advertised security deposit/cleaning/pet deposits.

*Within each of the 5 Credit Tiers listed below there will be additional Screening Requirements, Documents, Letters of Explanations, Verifications, and “Bad Debt” maxes per category and in general. (Bad Debt includes, but is not limited to, Charge Offs, Active Collections, Paid Collections, Past Collections, Repossessions, Bankruptcy, Liens, and any other negative credit findings.)

Applicants with Less Than a combined 600 Credit Score May be Subject to a Lease Protection Fee and/or Increased Rent and/or other proposed terms, as outlined below:

Combined Resident Score of 580 to 599 will require an additional up front Lease Protection Fee of \$550.00. Reference: High Accept. Monthly Option of \$40/mo.

Combined Resident Score score of 560 to 579 will require an additional up front Lease Protection Fee of \$1050.00 – AND - are subject to review and approval by upper management. Reference: Moderate Accept. Monthly Option-\$550 Upfront and \$50/mo.

Combined Resident Score score of 540 to 559 will require an additional up front Lease Protection Fee equal to \$1,550.00 – AND - are subject to review and approval by upper management. Reference: Low Accept. Monthly Option-\$550 Upfront and \$90/mo.

Combined Resident Score score of 520 to 539 will require an additional up front Lease Protection Fee equal to \$2050.00 – AND - are subject to review and approval by upper management. Reference: Conditional. Monthly Option-\$550 Upfront and \$140.00/mo.

Combined Resident Score score of 500 to 519 will require an additional up front Lease Protection Fee equal to \$2550.00 – AND - are subject to review and approval by upper management. Reference: Conditional. Monthly Option-\$550 Upfront and \$180.00/mo.



* Lease Protection Fees are paid up front and prior to lease agreement execution in full. Payment options are available but are subject to higher amounts as outline. Lease Protection Fees are NON-REFUNDABLE.

Denied Lease Approvals: Any combined Resident Score under 500 are typically declined unless extenuating circumstances are proven.

Calculating for the Combined Resident Score of Multiple Applicants: Add the two Resident Scores together for both (or more) applicants and divide by the number of applicants in the home to arrive at the determining number for the approval process.

Example:

1) Applicant ONE has a Score of 600

2) Applicant TWO has a Score of 550

Gross Score =1,150. Divide by Two = $(1,150/2) = 575$ **Combined TU Score** = \$1050.00 Lease Protection Fee

Offering an approval based upon a total Resident score below a 600 comes with inherent risk to the homeowner/landlord. An approval can be offered even to Residents with less than perfect credit as long as they can pay the additional fee associated with their credit scores to offset the risk involved for all parties.

This program is offered on a Case-by-Case basis only ---weighing heavily on other factors outside of credit score to include income and rental history compiled by Experian, Equifax or TransUnion as well as special circumstance situations. Homeowner maintains the right to retract this offer for any applicant based on other criteria associated with the application process.

Employment Verification & History

HomeLab Property Management requires verifiable employment history for at least the past three (2) years. You must be a permanent employee (not temporary or probationary). If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), bank statements, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES. If you are active-duty military, you must be on an assignment that, to the best of your knowledge, will allow you to complete an initial 12-month lease.

Income Verification

Income should be at least three (2.5) times the monthly rent and verifiable from an unbiased source: employer through pay stubs, tax returns, and/or bank statements. Self-employed income may also be verified with a CPA-prepared financial statement, tax returns, 1099s, and Bank Statements. (You may be required to submit all or some of those verification documents.) Your employment history should reflect at least 6 months with your current employer. Transfers or relocations must have correspondence showing an accepted job offer. Any verification fees required by the employer must be paid by applicant. Applicants who do not meet the above



employment or income requirements may submit savings account(s) statements showing a minimum average balance equal to 2.5 months of rental payments, for the last 6 months.

Applicants with Less than 2.5X the Monthly Rent as Monthly Gross Income OR Savings Account statements showing a minimum average balance less than 2.5 months of the Monthly Rent Amount, for the last 6 months may be Subject to Additional Security Deposits and/or Increased Rent and/or other proposed terms, as outlined below:

Option 1: Monthly Rental Rate Increase of 5% of the Monthly Rent for the entire Lease Term.

Option 2: Additional Refundable Security Deposit Equal to 1 Months' Rent

Option 3: Lease Guarantor: A lease guarantor may be used under the following conditions:

1. Your monthly verifiable income is less than 3 X's the amount of the monthly rent.
2. You have a familial relationship with the guarantor such as parent or relative.
3. The guarantor lives within the United States and has a social security number.
4. The guarantor meets our credit and criminal history requirements.
5. The guarantor has verifiable monthly income which equals 4X's the amount of the rent.

You may not use a Lease Guarantor if:

1. You are declined because of unacceptable credit history.
2. You are declined because of unacceptable rental history.
3. Guarantor has landlord debts, evictions, rental judgements, or foreclosures paid or unpaid.

*Monthly Rent Increase Charges are NON-REFUNDABLE. Additional Security Deposits are paid up front and prior to lease agreement execution in full and are REFUNDABLE. Income Required Additional Security Deposits become NON-REFUNDABLE with 3 or more Late Payments during any one Lease Term.

Rental Verification & History

HomeLab Property Management require verifiable residence history for at least two (2) years whether you currently own or rent. Applicants are responsible for providing information including the names, addresses and phone numbers, of Landlords with the dates of tenancy for the previous two (2) years. Rental history must be verified from unbiased sources. Home ownership will be verified from a current credit report. We can accept base housing as rental history.

1. Any evictions within the previous 5 years will be automatic grounds for denial.
2. Broken leases will be considered on a case-by-case basis with a conditional screening process that may require, but are not limited to, additional security deposits, risk mitigation fees, and/or rental increases.
3. Broken leases within the last 12mo preceding application will be grounds for denial. Letter of Explanations will be REQUIRED.
4. Broken leases older than 12mo will require Letters of Recommendation from preceding 2 years of Rental History and submitted with the initial application. Letter of Explanations will be REQUIRED.



Criminal, Sex Offense, and Terrorist Database Check

HomeLab Property Management will check these databases for all occupants over 18. We do not rent to any person required to register as a sex offender. **Criminal backgrounds involving violent crimes, sex offenses, domestic violence and/or involving the possession/distribution of weapons or illegal substances are all grounds for denial of an application. HomeLab Property Management DOES NOT rent homes to registered sex offenders.**

Sex Offenders: Applicants should satisfy their concerns regarding crime statistics or the presence of any sex offenders in the area, before submitting an application. This information is available free of charge on the internet at the below sites.

Sex Offenders www.txdps.state.tx.us

San Antonio Crime Stats <http://www.neighborhoodscout.com/tx/san-antonio/crime/>

Austin Crime Stats: <http://www.neighborhoodscout.com/tx/austin/crime>

Animal Screening

Pet screening can be completed at <https://homelabpm.petscreening.com> and MUST be completed. We strive to provide mutual accountability and responsibility for the benefit of all our residents. It's imperative that ALL our residents fully understand and acknowledge our pet and animal-related policies. This ensures we have formalized pet and animal-related policy acknowledgments and more accurate records to create greater mutual accountability. We use a third-party service, Pet Screening, to ensure all applicants understand how to adhere to the property's pet and animal policies, even if you do not have a pet or animal. All applicants must complete a Pet, No Pet, or Animal Profile. Please get started by selecting a profile category on our landing page.

Reasons for POSSIBLE Denial of Applications that CAN be subject to a Lease Protection Fee(s) and/or Increased Rent and/or other proposed terms

1. If you failed to give proper notice when vacating a property.
2. If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to your behavior or that of any family member, guest (welcome or not), or any animal on the property during your tenancy.
3. If you have had three (3) or more late payments of rent within the last 12 months.
4. Filed for Bankruptcy within the previous three (3). However, a bankruptcy followed by good credit established after filing, indicates an attempt to rectify past credit problems and may be considered acceptable if the bankruptcy occurred over three (3) years ago.
5. If an unlawful detainer action or eviction has occurred within the past five (5) years.
6. If you have recently received a 3-day notice to vacate.
7. If you have had three (3) or more NSF checks within the last 12 months.
8. If you have allowed any person(s), not on the lease, to reside on the premises.
9. If we are unable to verify your information, we must deny the application. This includes but is not limited to: Rental History, Income Verification, Employment Verifications, and Credit Screening.
10. If you violate any of our terms of service during this application process.
11. Applicant requests re-wording or removing any paragraphs in the Lease Agreement.
12. Credit reports indicating installments payments in excess of 50% of gross monthly income.
13. Five (5) or more unpaid active collections or past due accounts. (Excluding Medical and Education)



14. Five (5) or more charge offs in the previous six months, Seven (7) or more charge offs in the previous 12 months and Ten (10) or more charge offs in the previous 24 months.
15. Any applicants with court Judgments. Collections and Judgments can be paid, marked paid or satisfied but will not be removed from the credit report for 7 years. If collections and judgments have been paid to Zero (0) and all other credit is satisfactory, HomeLab Property Management may approve.

Letters of Recommendations, Letters of Explanations, Proof of Hardships

1. Mitigating factors regarding an applicant's credit report, such as disputes with creditors, will be considered by HomeLab Property Management upon submission of objective written evidence, as long as the evidence presented, in the sole opinion of HomeLab Property Management, represents reliable evidence beyond the applicant's control. It is not the responsibility of HomeLab Property Management to discover, research or verify that there are possible mitigating factors. The burden of proof to present mitigating factors rests entirely with the applicant.
2. HomeLab Property Management understands life happens and certain things are unavoidable. We take pride in each one of our applicants and try to provide as many options as we can to understand past hardships when making an overall decision. This is why we accept Letters of Explanations and Proof of Hardships when there are a series of misfortunes that effect someone credit that can be logically explained as a unique case. These must be typed, signed and a PDF copy emailed to be considered.

Reasons for AUTOMATIC Denial of Applications

1. If you have had five (5) or more late payments of rent within the last 12 months.
2. Actively engaged in a bankruptcy or eviction proceedings
3. If you have any unpaid collection filed against you by a Property Management Company/Landlord or Homeowner within the previous 24 months.
4. If you have less than a 600 combined applicant credit score and refuse to abide by the additional Risk Mitigation guidelines outlined above.
5. If you have had four (4) or more NSF checks within the last 12 months.
6. No Businesses operated from property. If you have a home-based Business that you think we might approve please let HomeLab Property Management know.
7. Ten (10) or more unpaid active collections or past due accounts (Excluding Medical and Education)
8. Ten (6) or more charge offs in the previous six months, Eight (8) or more charge offs in the previous 12 months and Ten (11) or more charge offs in the previous 24 months.

What Residents Want to Know

1. HomeLab Property Management conducts periodic quarterly and annual inspections of the home you will live in. Homeowner/Landlord take pictures of the interior and exterior of the home during that inspection. This information is kept on record and shared with the owner. **If this standard quarterly/annual inspection procedure is going to cause you a problem – we recommend you stop now and do not apply for one of our homes.**
2. During the last 30 days of your lease agreement – a sign and lockbox may be placed on the home and you may be required to show the home to prospective new tenants. You may opt out of this arrangement, but it will cost an additional fee of one month's rent to do so.



3. HomeLab Property Management has a **ZERO TOLERANCE** policy regarding rent collection. Rent is due the 1st of each month, late the 5th of each month. Late fees begin at 12am on the 5th of the month. Late fees will be applied with no exceptions.
4. **Site Un-Seen Application and Approval.** It is possible to apply for the home, be approved, and sign a lease agreement without ever seeing one of our homes in person. In such a scenario, HomeLab Property Management requires an incoming approved tenant to sign a Site Un-Seen Addendum to the Lease Agreement. In that form, HomeLab Property Management may ask you name a “Trusted Advisor” outside of the HomeLab Property Management who has offered you their opinion of the condition of the home.

Upon completion of your Application, you will be notified in writing of your Approval / Denial / or Offer of Other Terms within 2-3 Business Days.