

TIMBERVIEW PROPERTIES
TENANT SELECTION CRITERIA

Notice of Eligibility Requirements (Texas Property Code § 92.3515)

Residential rentals in Pasadena and Humble, Texas, including the Randolph Rd manufactured home lots

This notice is given to every applicant at the time a rental application is provided. Please read it before you apply and before you pay any application fee.

1. Equal Housing Opportunity

Timberview Properties is an Equal Housing Opportunity housing provider. We do not discriminate on the basis of race, color, religion, sex, national origin, familial status, or disability, or any other characteristic protected by federal, state, or local law, including the federal Fair Housing Act and the Texas Fair Housing Act. Applicants with disabilities may request a reasonable accommodation in our rules, policies, practices, or services, or a reasonable modification of the premises, at any stage of the application process. Assistance animals are not pets and are not subject to pet restrictions or pet fees.

2. How We Make Decisions

We look at the entire application and every aspect of the applicant in order to make a decision. We cannot answer yes or no until an application has been submitted. No single item in these criteria automatically approves or denies an application, except as stated below. Each application is reviewed on its own facts, and the same criteria are applied to every applicant for the same property.

Timberview Properties reserves the right to use reasonable business judgment in weighing all of the information we receive. Meeting any one criterion does not guarantee approval. An application is approved only when we give notice of acceptance, and occupancy is permitted only after a lease is signed by all parties. Each adult (18 or older) who will live in the home must complete a separate application.

3. Grounds on Which an Application May Be Denied

An application may be denied, or may be approved only with conditions (see Section 4), based on the following:

A. Criminal History

We may review criminal history for each adult applicant. Criminal history is reviewed case by case; we do not have a blanket ban on applicants with a criminal record.

- We consider only convictions. We do not deny an application based on an arrest, or a charge, that did not result in a conviction.
- In reviewing a conviction, we may consider the nature and seriousness of the offense, how long ago it occurred, the applicant's age at the time, whether it bears on the safety of residents, neighbors, and property, the applicant's conduct and rental history since then, and any evidence of rehabilitation (such as completion of a sentence or program, employment, or references).
- Applicants are encouraged to give us any information about the circumstances of a conviction or their rehabilitation before we make a decision, and we will consider it.

- As permitted by applicable law, an application may be denied if an applicant or proposed occupant has been convicted of the illegal manufacture or distribution of a controlled substance, or is currently required to register as a sex offender under any state or federal law.

B. Previous Rental History

We may contact current and past landlords and review rental history records. We may consider eviction judgments (at any time) and eviction filings (within the past 7 years); applicants may explain the circumstances of any eviction, and we will consider that explanation. We may also consider money owed to a prior landlord, damage to a prior residence, lease violations, disturbances, and whether proper notice was given when moving out. A limited or first-time rental history is not, by itself, a reason for denial. A negative rental history may result in denial or may require an additional deposit or a co-signer.

C. Current Income

Applicants must show that they are able to pay the rent and other charges under the lease. We may ask for documents to verify income, such as pay stubs, bank statements, benefit award letters, or tax records. We consider income from all lawful, verifiable sources, including employment, self-employment, Social Security, disability or retirement benefits, child support, and other regular assistance. Applicants typically show monthly take-home (net) pay of about three times the monthly rent. All lawful, verifiable income counts, including benefits and retirement income, and other factors may be considered. Income that we cannot verify, or that we believe is not sufficient, may result in denial or may require an additional deposit or a co-signer.

D. Credit History

We may obtain and review a credit report. **No credit or poor credit is not, by itself, a reason for denial.** Credit is considered together with the rest of the application. We may give more weight to unpaid amounts owed to landlords or utility providers than to other debts. A credit history that raises concerns may require an additional deposit or a co-signer.

E. Failure to Provide Accurate or Complete Information

Incomplete, inaccurate, or false information on the application is grounds for denial. An application is not considered complete until all requested information and documents, and any application fee, have been received. If we later learn that information on an application was false or misleading, that may be grounds for termination of the lease as permitted by the lease and Texas law.

F. Other Considerations

- Identity: we may require government-issued photo identification or other proof of identity.
- Occupancy: the number of occupants must comply with applicable law, including Texas Property Code § 92.010, and our reasonable occupancy standards, applied consistently with fair housing law.
- Rules and policies: applicants must be willing to comply with the lease, any community rules, and our animal policy (assistance animals excepted).
- Rental assistance: Timberview Properties does not participate in the Housing Choice Voucher (Section 8) program. Rent or deposit assistance from charities, churches, or other third parties may be accepted at Timberview Properties' discretion; the applicant remains fully responsible for all amounts due.

- Manufactured home lots (Randolph Rd): for a lot rental, the manufactured home to be placed on the lot may need to meet the community rules. When we receive an application for a lot, we will also give the applicant a copy of the proposed lease, any community rules, and the lease-term disclosure required by Texas Property Code § 94.051.

4. Conditional Approval

Instead of denying an application, Timberview Properties may, in its discretion, approve it on conditions, which may include an additional security deposit, a qualified co-signer or guarantor, or other reasonable conditions permitted by law. Any condition will be stated in writing.

5. Application Fee and Notice of Decision

The application fee is \$55.00 per adult applicant. **Because these Tenant Selection Criteria are made available to you before you apply, the application fee is non-refundable if your application is denied, if you do not meet these criteria, or if you provide inaccurate or incomplete information,** except where Texas law requires a refund. Any separate application deposit will be handled as required by Texas Property Code Chapter 92, Subchapter I. If you ask us to mail you any refund, we will mail it to the address you provide.

We will notify you of our decision by telephone or mail. Under Texas law, if we do not give notice of acceptance on or before the seventh day after you submit a completed application, the application is considered rejected. A rejection of one co-applicant is a rejection of all co-applicants on the same application.

6. Screening Reports

By applying, you authorize Timberview Properties to verify the information in your application and to obtain credit, criminal history, and rental history reports. If we deny an application, or require an additional deposit or co-signer, based in whole or in part on a consumer report, we will give you a notice that names the reporting company and explains your right to obtain a free copy of the report and to dispute any information in it.

7. Reservation of Rights

These criteria may be updated at any time. The version provided with your application will be used to review that application. Nothing in this notice is an offer to lease or a promise of approval. Timberview Properties reserves all rights to make the final decision on every application, consistent with applicable law.

Timberview Properties

APPLICANT ACKNOWLEDGMENT OF RECEIPT

Signing this acknowledgment indicates that you have had the opportunity to review the landlord's tenant selection criteria. The tenant selection criteria 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.

I acknowledge that Timberview Properties made these Tenant Selection Criteria available to me at the time I was provided a rental application.

Applicant signature: _____ Date: _____

Printed name: _____

Co-applicant signature: _____ Date: _____

Printed name: _____

Property / unit or lot applied for: _____

Received for Timberview Properties by: _____ Date: _____