

# Llewellyn Management, LLC

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## *Rental Criteria*

All applications for residency will be evaluated using the following criteria: Rental applications must be processed on all prospective tenants 18 years of age and older. A non-refundable application fee must be paid for each occupant 18 years of age and older unless married and filling out a joint application.

### **OCCUPANCY GUIDELINES:**

The maximum number of residents permitted in an apartment or home, shall not exceed (2) occupants per bedroom. The only exception to the limitations above is an infant who is under (1) year of age at the time of move-in; however, upon lease renewal the resident(s) will have to comply with the occupancy standards above.

### **INCOME:**

The gross monthly income of the household must equal or exceed three times the monthly market rent. Prior to move-in, income must be verified by obtaining one of the following: Offer letter with company letterhead, copy of the most current payroll check stub, previous year W-2, or copies of the last two months bank statements. If applicant is unemployed or retired, proof of income/assets should be provided, and must equal or exceed three times the contractual amount of the lease term. Roommate applications must be processed simultaneously; combined income must equal or exceed three times the market rent. A guarantor will be accepted if the rent to income ratio is not met; however, guarantor must meet or exceed the income criteria.

### **RENTAL/MORTGAGE HISTORY:**

At least 12 months of satisfactory rental history is required. An exception would be a first time renter that meets all other requirements.

### **CREDIT HISTORY:**

Credit history must be in good standing. Any balance owed to a utility company, Mortgage Company, and/or previous landlord must be paid in full prior to approval.

### **CRIMINAL HISTORY:**

Applicants with Felony or misdemeanor charges and/or convictions involving crimes against a person or property, and including but not limited to theft, drugs, assault, and sex related crimes will be denied. Guarantors will be subject to the same criminal history criteria.

### **SECURITY DEPOSIT REQUIREMENTS:**

Security deposits are collected at the time of application. If an applicant withdraws an application, all application fees and deposits will be forfeited, and neither party will have further obligation toward one another.

### **APPLICANTS WITHOUT A SOCIAL SECURITY NUMBER MUST PROVIDE:**

- Additional Supplemental Application for Non-U.S. Citizens.
- INS documents for verification. Acceptable forms include 1551, 1688, 1688A, and I-94. The document must be a minimum 6-month permission period when they apply.
- If the I-94 is being submitted, a valid passport and visa must also be submitted.
- Proof of income-Acceptable sources: include two recent check stubs or six months of bank statements. Students may also submit the I20 as an acceptable source of income verification.
- Non US citizens who do not provide the required U.S. INS documents will be denied.

### **ANIMAL POLICY:**

Most of our owners allow pets with a signed Pet Agreement and pet deposit, however, some do not. The amount of the pet deposit varies for different owners. If you have a pet please discuss it with us before submitting your application.

Do you plan to bring a pet to this property? \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Representative \_\_\_\_\_ Date \_\_\_\_\_