



Rental Policies for Crosspointe Management Group, LLC

Effective 9/4/17

Basic Rental Terms: Applicants must meet basic rental terms which includes rent, security deposit, tenancy start date and the maximum number of occupants for property. **It is CrossPointe's policy to begin the application process only after the full deposit is received.** The security deposit, along with a completed rental application allows our staff to quickly begin the application process, and get an answer back to you in a timely manner. If for some reason you are not approved under our rental standards, or you choose to withdraw your application before you are approved, we will gladly return the deposit to you. Properties will continue to be showable and listed on the market until a lease is signed. Lease is to be signed by all parties within 24 hours of approval notification or deposit will not be refunded and property will be offered to the next prospect in line.

Showing Instructions: At CrossPointe Management Group, we require all future tenants to meet in our office prior to any showings. You must bring a valid driver's license. If the unit is occupied, we are required to give a 24-hour notice to the current tenants prior to showing.

Conditional Approval: Typically, conditional approvals come along with an increase in security deposit and first and last month's rent due up front. If applicant is conditionally approved the remaining required deposit is due no later than by 5 PM the following business day, after approval notification. If entire deposit is not submitted within 24 hours, the property will be made available to the next prospect in line.

First Month's Rent: Lease term will start within two weeks from application submission unless the property is occupied in which case move in would be extended to two business days after current residents vacate. If the lease term is set to start from the 1st of the month to the 15th of the month, the rent will be prorated and due on the first day of the lease. If lease is set to start after the 16th of the month the prorated rent for that month plus the next full months' rent will be due at the beginning date of lease. Keys will not be released at move in day until file is complete and all payments have been made.

Fair Housing Laws: We fully comply with the federal fair housing laws and will not discriminate on the basis of race, color, religion, national origin, familial status, disability or sex. We will also follow any state and local laws that forbid additional types of discrimination.

Complete and Truthful Applications: We require a separate application from every adult who will live in the rental. We will reject applications that contain information that cannot be verified or incomplete applications (if a particular item on application does not pertain please enter "n/a" so we know item was not skipped). Any applications with false information will be rejected and we will terminate the tenancy of anyone who has made a materially false statement on an application that is discovered at a date after which the applicant has been accepted.

Additional Occupants: Only those who have submitted a rental application, along with any listed minor dependents, may live in the rental. We define minor dependents as any legal dependent under the age of 25 who is attending school on a full-time basis. Any dependent 18 years of age or older who is not attending school full-time will be required to complete an application. Any proposed additional residents, other than minor dependents, must complete an application and be approved prior to occupying the property.

Occupancy Policy: In order to prevent overcrowding of any property, maximum occupancy is limited to two persons per bedroom.

Applicant's Identification: All applicants must provide a current photo ID such as a driver's license, passport, military or state identification card. All applicants must provide their Social Security number or Individual/Taxpayer's ID number (ITIN) to facilitate a credit check. We handle this information with care and destroy it when it is no longer needed.

Credit Check and References: We will speak with current and prior landlords, current employers and complete a credit check on all applicants. Applicants who are first-time tenants, or who are self-employed, may supply alternate types of references and verifications. We reserve the right to conduct the screening ourselves or hire an independent tenant-screening firm. If you have placed a freeze on your credit file it is your responsibility to lift the freeze to enable us to secure your credit report.

Financial Responsibility: All applicants must show a history of financial responsibility. The primary means of evaluating financial history is the credit report. Applicants must have a verifiable credit score of 580 or above from a credit reporting agency. An applicant with a past bankruptcy will not be approved unless a minimum of 12 months has passed since the bankruptcy was discharged by the court. A history of delinquent payments, unpaid debts and/or charge-offs may result in the application being rejected.

Rental History: Rental history must show that the tenants have paid on time, been considerate of rental property and neighbors, and that the tenant left the property in good condition on move out. We require satisfactory references from two prior landlords or equivalent information from first-time tenants such as recommendations from teachers, transcripts or letters from neighbors. No applicant will be approved with a recorded eviction during the previous five years. We reserve the right to waive these requirements if applicant pays first and last month's rent plus a full month's security deposit in advance.

Criminal History: All applicants should list any and all criminal convictions on the application. We strive to rent to applicants who demonstrate a history of honest, non-violent behavior and will not, to the best of our abilities rent to anyone whom we reasonably conclude poses a current, direct threat to persons or property. No applicant will be approved who has been convicted of a felony. No applicant will be approved who has been convicted of a misdemeanor during the previous year. We will complete a criminal background check on all applicants.

Smoking: All of our properties are smoke free in all areas. All tenants, occupants and their guests must refrain from smoking on the property at all times. Failure to abide by this policy may result in termination of tenancy and will result in forfeiture of the entire security deposit.

Minimum Income: The combined gross monthly income from all applicants must be greater than three times the monthly rent. All applicants must provide a current pay stub and self-employed applicants must provide the previous year's federal tax return. Students or others without income must provide an acceptable cosigner.

Cosigners or Guarantors: If the gross monthly income of the applicant(s) is not three times the monthly rent we may require a guarantor who lives within the State of Texas. The guarantor must complete a separate rental application and authorize us to use the same screening tools as the applicant(s). The guarantor's own housing costs will be deducted from income before considering income sufficiency.

Tenant-Screening Firm: We may contract with a tenant-screening firm which may report your credit history, criminal history and any past eviction records. We require your written consent for this background check. We will provide you with any reports we receive at your request.

Pets: Animals are prohibited in our properties unless the owner, the resident and all roommates execute our standard form animal addendum. The following breeds are not permitted:

Pitbull, Rottweiler, Doberman, Akita, Pincher, Dalmatian, Chow, Wolf Hybrid, Bull Mastiff and other aggressive breeds. Other pets may be considered on a case-by-case basis. In no circumstances are inside pets over 20 pounds allowed.

A maximum number of 2 pets are allowed per property. No puppies under 12 months old are allowed and any approved cats must be declawed. If an approved pet causes serious disruption or damages the property your tenancy may be terminated. \$15 per month per pet will be charged as pet rent. Deposit will increase to full month if pets are approved. *Cats are not allowed at Mission Ranch*

Our Selection Process: All applications will be considered in a timely manner. Applicant screening may take anywhere from a few hours to a few days. We will offer the rental to the most qualified applicant. If applicants are equally qualified, we will offer the rental to the first application received. We will send written or email notification to all applicants who are rejected.

Application Fees: All applications must be accompanied by a \$50.00 application fee per adult applicant. This fee must be paid by cash, money order or certified funds. Personal checks are not accepted for application fees. These fees are non-refundable if the application is denied.

New Account Admin Fee: All approved tenants will be charged a one-time account administrative fee of \$150 for the purpose of setting up the tenant's online account. This fee will be added to the initial rent payment. This is a requirement and will not be waived.

By signing this acknowledgement, you are indicating that you have reviewed the above stated Rental Policies of Crosspointe Management Group, LLC. If you do not meet the selection criteria or if you provide inaccurate or incomplete information, your application may be declined and your application fee will be forfeited.

Applicant	Date
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Applicant	Date
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Applicant	Date
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TEXAS ASSOCIATION OF REALTORS® RESIDENTIAL LEASE APPLICATION

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Each occupant and co-applicant 18 years or older must submit a separate application.

Property Address: _____
Anticipated: Move-in Date: _____ Monthly Rent: \$ _____ Security Deposit: \$ _____

Property Condition: **Applicant is strongly encouraged to view the Property prior to submitting any application.**
Landlord makes no express or implied warranties as to the Property's condition. Applicant requests Landlord consider the following repairs or treatments should Applicant and Landlord enter into a lease: _____

Applicant was referred to Landlord by:
 Real estate agent _____ (name) _____ (phone)
 Newspaper Sign Internet Other _____

Applicant's name (first, middle, last) _____
Is there a co-applicant? yes no **If yes, co-applicant must submit a separate application.**
Applicant's former last name (maiden or married) _____
E-mail _____ Home Phone _____
Work Phone _____ Mobile/Pager _____
Soc. Sec. No. _____ Driver License No. _____ in _____ (state)
Date of Birth _____ Height _____ Weight _____ Eye Color _____
Hair Color _____ Marital Status _____ Citizenship _____ (country)

Emergency Contact: (Do not insert the name of an occupant or co-applicant.)
Name: _____
Address: _____
Phone: _____ E-mail: _____

Name all other persons who will occupy the Property:
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____

Applicant's Current Address: _____ Apt. No. _____

(city, state, zip)
Landlord or Property Manager's Name: _____
Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____
Date Moved-In _____ Move-Out Date _____ Rent \$ _____
Reason for move: _____

Applicant's Previous Address: _____ Apt. No. _____

(city, state, zip)
Previous Landlord or Property Manager's Name: _____
Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____

Residential Lease Application concerning _____

Date Moved-In _____ Move-Out Date _____ Rent \$ _____

Reason for move: _____

Applicant's Current Employer: _____

Address: _____ (street, city, state, zip)

Supervisor's Name: _____ Phone: _____ Fax _____

E-mail: _____

Start Date: _____ Gross Monthly Income: \$ _____ Position: _____

Note: If Applicant is self-employed, Landlord may require one or more previous year's tax return attested by a CPA, attorney, or other tax professional.

Applicant's Previous Employer: _____

Address: _____ (street, city, state, zip)

Supervisor's Name: _____ Phone: _____ Fax _____

E-mail: _____

Employed from _____ to _____ Gross Monthly Income: \$ _____ Position: _____

Describe other income Applicant wants considered: _____

List all vehicles to be parked on the Property:

Type	Year	Make	Model	License/State	Mo.Pymnt.

Will any pets (dogs, cats, birds, reptiles, fish, and other pets) be kept on the Property? yes no

If yes, list all pets to be kept on the Property:

Type & Breed	Name	Color	Weight	Age in Yrs.	Gender	Neutered?	Declawed?	Rabies Shots Current?
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

- Will any waterbeds or water-filled furniture be on the Property?
- Does anyone who will occupy the Property smoke?
- Will Applicant maintain renter's insurance?
- Is Applicant or Applicant's spouse, even if separated, in military?
If yes, is the military person serving under orders limiting the military person's stay to one year or less?
- Has Applicant ever:
 - been evicted?
 - been asked to move out by a landlord?
 - breached a lease or rental agreement?
 - filed for bankruptcy?
 - lost property in a foreclosure?
 - had any credit problems (including any outstanding debt (e.g., student loans or medical bills)), slow-pays or delinquencies?
 - been convicted of a crime?
- Is any occupant a registered sex offender?
- Are there any criminal matters pending against any occupant?
- Is there additional information Applicant wants considered?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Residential Lease Application concerning _____

Additional comments: _____

Authorization: Applicant authorizes Landlord and Landlord's agent, at any time before, during, or after any tenancy, to:

- (1) obtain a copy of Applicant's credit report;
- (2) obtain a criminal background check related to Applicant and any occupant; and
- (3) verify any rental or employment history or verify any other information related to this application with persons knowledgeable of such information.

Notice of Landlord's Right to Continue to Show the Property: Unless Landlord and Applicant enter into a separate written agreement otherwise, the Property remains on the market until a lease is signed by all parties and Landlord may continue to show the Property to other prospective tenants and accept another offer.

Privacy Policy: Landlord's agent or property manager maintains a privacy policy that is available upon request.

Fees: Applicant submits a non-refundable fee of \$ 50.00 to **CrossPointe Management Group** (entity or individual) for processing and reviewing this application. Applicant submits will not submit an application deposit of \$ _____ to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed.

Acknowledgement & Representation:

- (1) Signing this application indicates that Applicant has had the opportunity to review Landlord's tenant selection criteria, which is available upon request. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history.
- (2) Applicant understands that providing inaccurate or incomplete information is grounds for rejection of this application and forfeiture of any application fee and may be grounds to declare Applicant in breach of any lease the Applicant may sign.
- (3) Applicant represents that the statements in this application are true and complete.

Applicant's Signature

Date

For Landlord's Use:

On _____, _____ (name/initials) notified

Applicant _____ by phone mail e-mail fax in person that Applicant was

approved not approved. Reason for disapproval: _____



TEXAS ASSOCIATION OF REALTORS®

AUTHORIZATION TO RELEASE INFORMATION RELATED TO A RESIDENTIAL LEASE APPLICANT

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I, _____ (Applicant), have submitted an application
to lease a property located at _____
_____ (address, city, state, zip).

The landlord, broker, or landlord's representative is:

_____	(name)
CrossPointe Management Group	
_____	(address)
1658 W. Grande Blvd. Suite 100	
_____	(city, state, zip)
Tyler TX 75703	
_____	(phone)
(903)705-6587	
_____	(fax)
(903)561-3098	
_____	(e-mail)
ashley@crosspointegroup.com	

I give my permission:

- (1) to my current and former employers to release any information about my employment history and income history to the above-named person;
- (2) to my current and former landlords to release any information about my rental history to the above-named person;
- (3) to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above-named person;
- (4) to my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above-named person; and
- (5) to the above-named person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain background information about me.

Applicant's Signature

Date

Note: Any broker gathering information about an applicant acts under specific instructions to verify some or all of the information described in this authorization. The broker maintains a privacy policy which is available upon request.