



THE GROOVE REALTY

## Lease Applicant Guidelines and Qualifying Criteria

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### **The Application**

Each person 18 years of age or older who will be occupying the property must submit a full application.

All applicants must send in the following:

- **TXR Residential Lease Application**
- **Privacy Policy**
- **Lease Applicant Guidelines and Qualifying Criteria**
- **Proof of income**
- **Government issued photo ID**
- **\$100 Administrative Fee payable to The Groove Realty remitted via PayPal (meghan.matta@gmail.com), Zelle (512-876-9159), Venmo @Meghan-Matta, or a Cashier's Check. If your application is not chosen to be processed, this fee will be refunded.**

Application packages should be e-mailed to the listing agent in .pdf format. Please do everything possible to *not* send the application one page at a time or in .jpg / picture format. Sending the application in one file and in .pdf format will greatly expedite the application process.

Within 48 hours of receipt of a fully completed application package:

- Applicant(s) will receive a link via e-mail from Smart Move for credit, criminal history, eviction, and income screening. Applicant(s) will pay directly through this link for the screening process, approximately \$44.
- Applicant(s) must go to <https://thegroove Realty.petscreening.com> for pet screening.
  - If you do not have a pet, you must still complete this step. There is no fee.
  - If you have a pet, you must complete this step. The fee for the first pet is approximately \$20, and \$15 for each additional pet.
  - If you are requesting a reasonable accommodation for an assistance animal, you must still complete this step. There is no fee.

Initial(s):

The Groove Realty  
&  
TGR Property Management  
[Homes@TheGrooveRealty.com](mailto:Homes@TheGrooveRealty.com)  
512-348-8370

## Qualification Criteria and Security Deposit

- The security deposit must be remitted in certified funds (cashier's check) payable to the Owner or Property Manager and must be delivered within 1 banking day's notice of application approval.
- At least six month's verifiable rental history or mortgage history is required. Rental history must come from an unbiased landlord, i.e. non-family member. Applicants must have minimal late pays with no evictions, lease violations, or NSF (non-sufficient funds) payments.
- **Applicants must have verifiable income.**
  - The household income must be at least three times the monthly rent to qualify.
  - One month of most recent pay stubs must be submitted with application.
  - Other income sources must be verifiable with bank statements.
- **If applicant is self-employed**, copies of bank statements for the past three months and a copy of the previous year's income tax return must be provided.
- **If newly employed**, income must be verified by at least one of the following:
  - Offer letter from the employer stating start date and base salary agreement or commission/bonus structure.
  - Supervisor or hiring manager contact information so that we may verify employment acceptance, hire date, and income.
  - Most current US bank statement showing a total balance of 3 times the monthly rent multiplied by the lease term.

\*\* Employment must begin within 30 days of lease commencement. \*\*
- **Other verifiable proof of income sources** may include the following:
  - Child support, grants, pensions, Social Security benefits, GI benefits, alimony, disability benefits, trust funds, assets receiving dividend, section 8 vouchers, and savings accounts.
- **SECTION 8 VOUCHERS**
  - If Section 8 vouchers are being accepted for the property you are applying for, they will be accepted as a form of verifiable proof of income. All application requirements still apply to those using Section 8 vouchers.
- **GUARANTORS**
  - If the landlord is allowing Guarantors, the verifiable proof of income or credit scores do not meet the minimum requirements, and applicant qualifies in all other areas, then Landlord may accept a guarantor to achieve approval.
  - Guarantors must submit a completed Application for Guarantor of Residential Lease

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(page 2 of form TXR-2007), verifiable proof of income, and a \$50 administration fee in addition to the application fee per guarantor.

- Guarantors must be related to the applicant, make 5 times the monthly rent, and meet all other general requirements.
- Criminal charges and/or convictions may be grounds for automatic rejection.

**Failure to meet all of the above criteria may result in:**

1. Automatic denial.
2. An increased security deposit in excess of the amount stipulated in the lease listing, additional rent paid up front, and/or a lease Guarantor.

**The landlord reserves the right to deny occupancy for the following reasons, but not limited to:**

- Incomplete, inaccurate or falsification of information or unverifiable information
- Unsatisfactory credit history as determined by The Groove Realty and Investments and/or the Landlord
- Unpaid child support
- Tax liens, foreclosures, or bankruptcies
- Judgments against any applicant for evictions or property damage
- Criminal history by any applicant

## **Animal Policy**

- As detailed in “The Application” section of this document, Applicant(s) must go to <https://thegrooverealty.petscreening.com> for pet screening.

If an animal is allowed at the property, it will be considered by the Landlord on a case-by-case basis. Certain types of dogs that may have violent tendencies are not allowed, such as Pit Bulls (AKA Staffordshire Terrier), Rottweilers, Dobermans, Chows, Akitas, Huskies, German Shepherds, or mixed breeds with any of the before mentioned. The Landlord reserves the right to deny any animal so please check with the leasing agent prior to applying. All animals are subject to an individual animal deposit and monthly pet rent. **Each animal requires a photograph to be submitted with the application** and an animal interview may be required.

**\*IMPORTANT NOTICES\***

- If we are unable to verify any part of the above qualifications within three business days from the date of application submittal, the application may be denied.
- Application fee(s) are non-refundable.

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I/WE, THE UNDERSIGNED HAVE READ, FULLY UNDERSTAND, AND AGREE TO THE ABOVE RENTAL QUALIFICATION CRITERIA.

Applicant Signature	
Applicant Signature	
Applicant Signature	
Applicant Signature	
Applicant Signature	
Applicant Signature	

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