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Tenant Screening Policy

Ambassador personnel take the tenant screening process very seriously. If you meet the criteria and are accepted, you will have the peace of mind of knowing that we are extending our full trust that our tenants abide by the lease set forth. Please review our list of criteria and if you meet the criteria, please apply. Please note that we provide equal housing opportunity; we do not discriminate on the basis of race, color, religion, sex, handicap, national origin, or familial status. All applicants are screened by the same policy and procedures.

****Please note that all components of the application must be present with full certified funds for the application of deposit and application fee. All incomplete applications will be rejected and/or denied without a refund of any application fee. Special requests such as cleaning, carpet replacement, repairs, etc. must be presented in writing with any application.***

A complete application is required for each adult 18 years of age or older. If a line is not filled in, and the omission is not explained satisfactorily, we will return the application to you; rental application fees will not be returned. Applications may not be faxed for acceptance unless specifically directed by administration. **All applications will be hand delivered by listing/finding agents.**

Each applicant must provide a photo ID (driver's license or other government issued photo identification) prior to move-in. Failure to do so is grounds for rejection.

Your rental history must be verified by unbiased sources. If you are related by blood or marriage to one of the previous landlords listed above, or your rental history does not include at least two previous landlords, we will require a qualified cosigner on your rental agreement (qualified cosigners must meet all applicant screening criteria) or an additional security deposit of 150%. It is your responsibility provide us with the information necessary to contact your past landlords. We reserve the right to deny application if, after making a good faith effort, we are unable to verify your rental history. If you owned—rather than rented—your previous home, you must furnish mortgage company references and proof of title ownership or transfer.

You must have sufficient income/resources. If you do not make at least 3 times the monthly rental rate your application will be denied.

We must be able to verify independently the amount and stability of your income through sources such as pay stubs, employer/source contacts, or tax records. If you are self-employed, you will be required to submit a business license, tax records, bank records, or a list of client references.

False information is grounds for denial. Your application will be denied if you misrepresent any information on the application. If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated immediately.

Criminal convictions for certain types of crimes will result in denial of your application. Your application will be denied if, in the last 5 years, you have been convicted of any type of crime [including the manufacture or distribution of controlled substances] that would be considered a serious threat to real property or to other residents' peaceful enjoyment. A letter of explanation may be requested for consideration of any convicted crime or occupant on community supervision.

Tenant Screening Policy (continued)

Certain court judgments against you may result in denial of your application. If in the past 7 years, you have been through a court-ordered eviction or had any judgment against you for financial delinquency, your application will be denied. This restriction may be waived if there has not been more than one such incident, the circumstances can be justified, *and/or* you provide a qualified cosigner on your rental agreement.

A poor credit record (overdue accounts) may result in denial of your application. Credit records showing occasional payments within 30 days past due will be acceptable, provided you can justify the circumstances. Records showing payments after 60 days are not acceptable.

Poor references from previous landlords may result in denial of your application. You will be turned down if previous landlords report significant complaints such as repeated disturbance of the neighbors' peace, reports of prostitution, drug dealing, or drug manufacturing, damage to the property beyond normal wear and tear, reports of violence or threats to landlords or neighbors, allowing persons not on the lease to reside on the premises, and failure to give proper notice when vacating the property. Also, you will be turned down if a previous landlord would be disinclined to rent to you again for any reason pertaining to lease violations by you, your pets, or others allowed on the property during your tenancy.

We will accept the first qualified applicant. If you are accepted and do not take possession you WILL lose your application deposit and application fees. NO ACCEPTIONS!

If your application is accepted, you will be required to sign a rental agreement in which you will agree to abide by the rules of the rental unit. All persons responsible for the lease will sit through our tenant orientation process. A complete copy of our rental agreement is will be provided to you. Additional copies will be \$20.

In particular, in addition to the other important requirements, please note that your rental agreement will:

- Require that you prevent all household members, guests, and visitors from engaging in any lease-violating behavior
- Forbid you and any member of your household, or your guests, from engaging in illegal drug use, sale, manufacture, distribution, or other criminal activity on or near the property.
- Limit your ability to allow guests to stay for long periods without the advance permission of the landlord.
- Provide that serious or repeated violations of the lease requirements on these items, or any other item addressed by the rental agreement, will result in termination of your rental agreement.
- **Please read the rental agreement carefully, because we take each part of the agreement seriously.**

I have read, understand, and agree to the terms of the above Policy.

Tenant's
Signature _____
Name
(Printed) _____

Date _____

Tenant's
Signature _____
Name
(Printed) _____

Date _____