

# RPM RELIABLE PROPERTY MANAGEMENT, INC.

512-732-8388

[www.LandlordAustin.com](http://www.LandlordAustin.com)

512-327-3283 Fax

## APPLICANT REQUIREMENTS AND TENANT SELECTION CRITERIA

RPM does business in accordance with the federal, state, and City of Austin Fair Housing laws and does not discriminate against any person because of race, color, national origin, religion, familial status, mental or physical disability, and status as a student, marital status, sexual orientation or age.

To qualify for the property, **the combined income for applicants must be at least three times the monthly rent.** Proof of one month's income is required for acceptance. Each person over the age of 18, planning to reside at the property, must complete the following documents:

- Texas Association of Realtors Residential Lease Application -TAR 2003 (1-1-14)
- Texas Association of Realtors Authorization to Release Information Related to a Residential Lease Applicant (part of TAR 2003)
- Information About Brokerage Services (TAR 2501)

Along with these forms, **RPM collects a \$50 per person application fee.** The application fees must be in the form of Certified Funds or online by credit card. The security deposit must be in the form of a Certified Funds or online at [www.paylease.com](http://www.paylease.com) by **credit card**, separate from the application fee. **Payments made on PayLease with a bank draft (e-check) will NOT be accepted.** Please be aware, if you pay by credit card on Paylease for your security deposit and are not accepted, Paylease will NOT refund the 3.5% convenience fee.

Once the necessary forms and fees are in place, RPM will run a background check on the tenants through the National Tenant Network (ID AU 395). Each tenant must meet the following criteria:

Average credit score for the tenant must be at least **600**. For credit scores lower than this, RPM may consider accepting additional security deposit. RPM no longer accepts Guarantors to qualify for a lease.

**No evictions or judgments.** Cannot owe money to a former landlord or have any complaints. We will not work with an applicant that has a judgment on their credit report.

- Criminal convictions – Will be looked at on a case by case basis
- Does not appear in the Terrorist Database
- Does not appear in the Sexual Offense Database

Most properties accept pets if indicated on the listing. There is a minimum \$300 pet deposit per pet, determined on a case-by-case basis. RPM's breed restrictions (or mix thereof) include, but are not limited to: Pit Bulls, Rottweilers, Chows, Dobermans and German Shepherds . A \$1M liability insurance policy is required for the restricted breeds above. A photo of the pet(s) is required before approval.

Upon acceptance, an appointment is scheduled for lease signing. The applicant must execute lease within 7 days of acceptance. The applicant must pay one full month's rent, balance of deposit and any pet deposits at the lease signing or 48 hours before their move in date. These funds are payable via personal check, certified funds, or online payment.

Should the applicant not meet RPM's requirements, RPM will return the deposit money to the applicant along with a form letter designating the reason the applicant was not accepted. The applicant must sign for the release of the deposit check at RPM's office.

Applicant Initials \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Mailing Address:**  
**P. O. Box 30525**  
**Austin, Texas 78755**

**Physical Address:**  
**4501 Spicewood Springs Road, Ste. 1040**  
**Austin, Texas 78759**

