

# Statement of Leasing Policies and Selection

Homegrown Homes, LLC does not discriminate against any person based on race, color, religion, sex, national origin, handicap status, familial status, or any other state or locally protected classifications.

To be considered for approval, all adults must fully complete a rental application. Any omissions, errors, or falsifications may result in denial of an application or terminate the right to occupy the property. All applicants must be eighteen (18) years of age or older. Spouses and roommates will be scored together on the same application. All applications are subject to approval through by the criteria outlined below. All information obtained is kept confidential and a copy of our privacy policy is available to you upon request. Approval with additional deposit and denial are based on a review of the following criteria:

## ***Income***

Household income must be at least three (3) times the monthly market rent. If income qualifications cannot be met, a qualified guarantor is acceptable (see below). If income is not verifiable, we may accept proof of personal financial worth of at least 10 times the amount of the monthly rent. Supporting documents such as pay stubs and bank statements are required.

## ***Employment***

Applicant must be employed or provide proof of income. Each applicant must provide written proof of income such as check stubs (previous one month required), offer letter, most recent year's tax record or three most recent bank account statements within seventy-two (72) hours of completing an application. Attending school will be accepted as an alternative to being employed; therefore a student may obtain a qualified Guarantor if the income requirement is not met.

## ***Resident History***

Any applicant with an eviction or an applicant that owes monies to another property(s) or property management company(s) will be automatically declined. Former landlords will be contacted for references and a history of late payments, NSF checks, causing disturbance or property damage will disqualify any applicant.

## ***Credit History***

Credit History will be verified by TransUnion, a consumer credit reporting agency. A complete credit history from a credit bureau is required. Income plus verified credit history will be entered into a scoring model to determine rental eligibility. The following deposit requirements and concession stipulations will be applied based on scoring model recommendations:

Accepted:                    Standard Deposit  
Conditional:                Standard Deposit plus additional deposit of one (1) month's rent

Applicants without credit history must provide proof of employment (minimum of six (6) months). Applicants who are residents of foreign countries and do not have a social security number, must provide proof of foreign citizenship, written verification of employment, and proof of income (one month's most recent paycheck stubs).



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## ***Criminal History***

Criminal history will be checked. Any applicant whose criminal history cannot be verified will be automatically declined. Any applicant with a record of a violent crime(s) will be automatically declined. This includes any applicant with a violent crime(s) felony conviction, deferred adjudication of a felony violent crime(s), or who has been charged with a violent crime(s) felony. This also includes any terrorism related convictions or charges.

Applicants with a record of a non-violent felony or felonies that have occurred within the past ten (10) years will not be accepted. Misdemeanors against persons or property, including prostitution and/or drugs, which have occurred within the past five (5) years, will not be accepted.

Any person convicted for crimes of a sexual nature, designated as a sexual predator/offender, or under consideration by any court for being declared a sexual predator/offender will not be accepted. Our decisions are based on the information provided by Trans Union SmartMove at the time of application. We are not responsible for inaccurate information obtained.

## ***Occupancy Limits***

Occupancy limits will not exceed two (1.5) persons per bedroom. People over the age of twenty-four (24) months old will be included in the occupancy number for the property.

## ***Guarantor Requirements***

Guarantors may be used for students with insufficient credit or applicants with insufficient income. A Guarantor must have income at least six (6) times the monthly market rent verifiable through tax returns, check stubs, etc or verifiable proof of personal financial worth of at least 30 times the monthly rent amount; score in the "Accept" category for credit history, minimum employment of one year, and must furnish all necessary information on leasing or mortgage history. If approved, the standard deposit will be accepted.

## ***Animal Requirements for Properties Where Pets Are Allowed***

Animals must be at least one (1) year of age and must have proof of current vaccinations, proof of weight when full grown, and proof the pet is spayed or neutered. A maximum of two (2) dogs are allowed per property and the applicant must provide a photograph of the dog. A maximum of two (2) cats are allowed per property. The following breeds and animal types are prohibited and will not be accepted: dog breeds – Pit Bull, Terriers, Chows, Doberman Pinschers, Rottweilers, Huskies, and any other breed generally considered aggressive or deemed aggressive by state or local officials; other prohibited animals – rodents, rabbits, ferrets, snakes and reptiles, fish aquariums larger than 20 gallons. All provisions of the Animal Addendum apply.



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