

RENTAL APPLICATION POLICIES AND RESIDENT QUALIFICATION CRITERIA

WILSON MANAGEMENT GROUP (HEREINAFTER REFERRED TO AS WMG) DOES BUSINESS IN ACCORDANCE WITH THE FAIR HOUSING ACT, AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL STATUS, FAMILIAL STATUS, SEXUAL ORIENTATION, OR ANY OTHER PROTECTED BASIS.

WMG IS THE MANAGING AGENT FOR MANY SEPARATE OWNERS; THEREFORE, POLICIES AT EACH PROPERTY MAY VARY DEPENDING ON THE PARTICULAR OWNER'S PREFERENCE. ALL PROPERTIES ARE NON-SMOKING RESIDENCES.

1. **Third Party Application Processing:** Our applications are received and processed by a third-party company, ACUTRAQ.

ACUTRAQ runs credit, criminal and eviction reports, as well as verifies employment, income and residency/rental histories on each Rental Applicant received. Our online Rental Application can be found at the following link: <https://wmgi.quickleasepro.com/d/apply/103802>

2. **Rental Property Viewing Disclosure:** All applicants who apply for any rental property managed by WMG are **highly encouraged** to personally preview the Premises they are applying for prior to submitting the Rental Application Packet. WMG makes every effort to provide a clear, complete and accurate description of all rental properties within our portfolio that are being advertised for rent on our website (www.wilsonmanagementgroup.com) and any other rental listing websites currently used by WMG.

Should the applicant(s) elect to apply for a property "sight unseen", WMG will not be held responsible for any misinterpretations regarding the Premises, or deficiencies in the Premises, other than structural deficiencies, that would have been observable had the prospective resident personally inspected the Premises prior to submitting the Rental Application Packet. WMG makes no warranties regarding the "description" of the Premises.

Applicant Affirmation:

If applying for a property managed by Wilson Management Group without having personally viewed both the interior and exterior of the Premises, I (Applicant) hereby acknowledge, affirm and accept the following stipulations about said Premises:

- A. I have been given opportunities to personally visit the rental property and I have also been offered the option to have anyone I trust visit the Premises on my behalf.
- B. I may be relying on information about the rental property obtained through photographs or other media and I understand that there may be differences in the actual condition of the Premises that are/were not depicted in the photographs or other media.
- C. I agree to accept the rental property in "as is condition" except for structural deficiencies and/or warranted appliances, equipment, systems and other personal property of Owner located on the Premises, as specifically described in the lease agreement.
- D. I acknowledge and affirm that no representations about the condition of the rental property or promises to alter or to improve the Premises before or during the term of the lease agreement have been made by Wilson Management Group.

3. **Application:** A separate Rental Application is required for each adult, 18 years of age or older, intending to occupy the premises. Each Rental Application must be filled out completely and signed by the applicant.

Documents/Data REQUIRED for each application include:

- A. The full name of **ALL** intended occupants must be listed on the Rental Application.
 - B. Applicant must also list every other name or AKA (Also Known As) that they have previously used for obtaining or attempting to obtain housing, or credit, or for any other business purpose.
 - C. Each applicant must provide their own, unique email address on their application. This is necessary for our lease signing process, in the event you are approved to lease with us, and for future resident communication.
 - D. A clear, readable, current (non-expired) photo identification:
 - Driver's license
 - State ID
 - Passport ID
 - E. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)
 - **Non U.S. Citizens/Temporary residents** must provide documentation confirming that have the legal right to be in the U.S. As such, they must provide their current I-94 immigration forms (or proof that they have applied for an extension if their I-94 forms have expired).
 - If a social security number is not validated by the background screening, we reserve the right to obtain official validation directly from the Social Security Administration.
 - F. Housing: 24 months of residency/rental history with no interruptions or gaps.
 - G. Employment/Income Documentation: Two months of most recent, current, complete paystubs. All other sources of income must be verifiable if needed to qualify for a rental unit. (Supplemental documentation must be complete. Partial screenshots or pictures not permissible.)
 - **Self-employed applicants** will be required to produce the following items:
 1. The previous year's entire filed Tax Return (1040) (all pages are required)
 2. 1099s or W2 Forms
 - **Non-employed applicants** must provide proof of income and/or financial ability to pay rent (example: investment or retirement account statements)
 - H. Pet Screening Affidavit (must be completed whether you have a pet or a service animal or not) - <https://wilsonmanagementgroup.petscreening.com/>.
4. **Application Fee:** An application fee of \$80.00 is required for each Rental Application. The application fee is non-refundable. No Rental Application will be processed without an application fee. Rental Payments, deposits or other fees are not accepted without an approved Rental Application.
5. **Resident Benefits Package Disclosure:** All residents are enrolled in the Wilson Management Group Resident Benefits Package (RBP). The RBP delivers savings and convenient, professional services that make taking care of your home second nature. By applying, Applicant agrees to be enrolled and to pay the applicable cost of \$50.00/month, payable with rent.

Your RBP may include, subject to property mechanicals or other limitations:

- A. Credit building to help boost your credit score with timely rent payments
- B. \$1M Identity Protection for all adult leaseholders
- C. HVAC air filter delivery directly to your door approximately every 30 days
- D. Renters Insurance that meets all lease requirements from an A-rated carrier (details below)
- E. Move-in concierge service: one call set up your utility services, cable, and internet services
- F. A resident rewards program that helps you earn rewards for paying your rent on time
- G. 24/7 online maintenance reporting
- H. Online portal: Access to your account, documents, communication and payment options
- I. Vetted vendor network: we find the technicians who are reputable, licensed, and insured

Renters Insurance requirements and options: The Landlord requires Tenant obtain liability coverage of at least \$100,000 in property damage and legal liability from an A-rated carrier and to maintain such coverage throughout the entire term of the lease agreement. Tenant is required to furnish Landlord evidence of the required insurance prior to occupancy, at the time of each lease renewal period, and upon request.

To satisfy the insurance requirement, Tenant may either (1) be automatically enrolled into a policy that satisfies the coverage requirements as part of the Resident Benefits Package; or (2) obtain alternative liability coverage from an insurer of Tenant's choice. The option Tenant chooses will not affect whether Tenant's lease application is approved or the terms of Tenant's Lease.

Option 1: Do nothing. Tenant will be automatically enrolled into an insurance policy as part of the Resident Benefits Package. No further action is required. Coverage will begin on the effective date of Tenant's lease and continue throughout the lease term. Please refer to the evidence of insurance that is supplied by Dynamic Property Management for additional coverage details. The Resident Benefits Package monthly rate will be adjusted by the premium amount in the policy.

Option 2: Buy a policy. If Tenant prefers, Tenant may find, purchase, and maintain another policy that satisfies the Landlord's requirements. The Resident Benefits Package monthly amount will be adjusted accordingly. Visit <http://insurance.residentforms.com/> and follow the instructions listed there to provide evidence of the required insurance coverage to your Landlord.

Please be sure that your policy meets the following criteria prior to submitting:

- A. Policy is purchased from an A-rated carrier
- B. Policy meets or exceeds the required \$100,000 in property damage and legal liability
- C. Wilson Management Group is listed as additional interest
- D. Wilson Management Group address is listed as: PO Box 660121 Dallas, TX 75266

It is Tenant's responsibility to pay premiums directly to your insurance provider. If the policy is terminated or lapses, Tenant will be subject to a lease violation fee of \$25 and agrees to be

subsequently enrolled into the policy referenced in Option 1 above.

NOTE: The total monthly cost of the Resident Benefits Package is all-inclusive, and no discounts will be given if any element of the package is unavailable due to a lack of HVAC or another limitation at a specific property.

6. COMPLETE RENTAL APPLICATIONS INCLUDE:

- A. Fully Executed Rental Application packet (which includes):
 - Completed/Signed Rental Application Policies and Resident Qualification Criteria
 - Completed/Signed Rental Application Disclosure and Authorization
 - Completed/Signed Rental Application
- B. Clear, readable, current (non-expired) photo identification
- C. Completed/Signed Petscreening affidavit (whether or not you have a pet or service animal) - <https://wilsonmanagementgroup.petscreening.com/>.
- D. All required proof of income and employment verification

7. Incomplete/Missing/Inaccurate Application Data: ALL required Rental Application information must be complete BEFORE application processing can begin. (See detailed list above.) Data submitted by applicant must be accurate and verifiable. ACUTRAQ and WMG will make reasonable efforts to verify the information provided, and will attempt to contact the applicant if there is a delay in verification. **SPECIAL NOTE: (1) If there is a delay in data verification response from applicant, beyond 48 hours, WMG will conclude that applicant has elected to withdraw their application and we will complete our rental application withdrawal process accordingly. (2) Incomplete or inaccurate information may result in a Rental Application decline.**

8. Application Processing: Once ALL required documents are provided, we will begin processing your application. Rental Applications are accepted and processed in the order they are completed until a qualified Rental Application is approved. WMG cannot guarantee that any unit viewed will still be available by the time the Rental Application is processed. Because of the contractual and fiduciary relationship WMG has with our Property Owners, the BEST qualified applicant will be approved for placement. This may not necessarily be the first application received. Remaining qualified applicants may consider other properties available from WMG's rental list.

Processing a Rental Application usually takes between 2 and 3 business days. Sometimes additional approval which may be required from Homeowners or Condo Associations (see Homeowner's & Condominium Associations below), Property Owners, or other unavoidable circumstances may cause processing to take longer. Upon completion of processing the applicant will be notified promptly that the Rental Application has been approved or declined.

9. Homeowner's & Condominium Associations: If the applicant is applying to rent a unit governed by a Condominium or Homeowners Association, the applicant may be required to submit an additional, separate Rental Application and/or fee to the governing Association for processing and approval. Occupancy shall not be permitted prior to association approval.

10. **Proof of Legal Residency Status:** Applicants must provide documentation of U.S. citizenship or immigration status. All applicants must provide their Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN).
- A. **Non-US Citizens/Temporary residents** must provide their I-94 immigration forms. If the I-94 immigration form has expired, applicant must provide proof that they have applied for an extension.
- Rental Applications from applicants who are not U.S. citizens and who DO NOT have the legal right to be in the U.S. will be declined.
11. **Income:** Applicants, including all others who are applying to rent the Premises as one household unit, **must have a combined and verifiable gross income of at least three times (3x) the monthly rent or comparable amount if income is tax-free.**
- A. **Income Verification:** Employment and income will be verified on all applicants. Reliable original/unaltered documentation and employer telephone numbers for all income sources must be provided. Applicant must provide:
- Payroll check stubs covering a minimum of the last two months as documentation to assist in verifying current employment and income.
 - All other sources of income must be verifiable if needed to qualify for a rental unit.
 - All supplemental documentation must be complete. Partial screenshots, pictures, altered or redacted documentation are not permissible.
- B. **Self-employed applicants** will be required to produce the following:
- The previous year's entire filed Tax Return (1040) (all pages are required)
 - 1099s or W2 Forms
- C. **Non-employed applicants** must provide proof of income and/or financial ability to pay rent (example: investment or retirement account statements).
12. **Credit Report:** A credit report from a national credit reporting agency will be obtained on all applicants. Income plus verification of credit history will be evaluated to determine rental eligibility and security deposit levels.
- A. Unfavorable accounts which will negatively influence application approval, but are not limited to: collections, foreclosures, charge-off, repossession, and current delinquency. Debt to a previous landlord and/or open bankruptcies will result in a decline of the application.
- B. A history of bankruptcy is cause for rejection of a Rental Application unless the bankruptcy has been fully discharged. Additional security deposit may be required at the sole discretion of WMG.
13. **Criminal History:** Any of the following by any person intending to occupy the premises may be cause for rejection of a Rental Application:
- A. Conviction or adjudication other than acquittal for any of the following -
- sex offense or murder/manslaughter
 - felony, including those resulting in bodily harm or intentional damage or destruction of property or arson within the past 7 years

- illegal manufacture or distribution of a controlled substance within the past 7 years.
- B. Any history of violence/threats/or intimidation made to a Landlord, Landlord's agent, neighbors, or others.

Criminal history which indicates that an applicant's tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy could result in substantial physical damage to the property of the owner or others may result in rejection of the application.

14. **Rental History:** Residency must be verified for a minimum of the last twenty-four months with no interruptions. Rental history references must reflect:
- A. Timely payment
 - B. Appropriate notice of intent to vacate
 - C. No complaints regarding disturbances or illegal activities
 - D. No history of violence or threats and/or intimidation of others
 - E. No unpaid rent balances or debt to a former landlord
 - F. No damage to previous rental units
 - G. No failure to leave the premises in a clean and sanitary manner and without damage at the time of move-out
 - H. No lease non-compliance notices
 - I. Any history of eviction actions may be cause for application decline.
15. **Occupancy Guidelines:** As per guidance from the United States Department of Housing and Urban Development ("HUD"), maximum occupancy is two persons per bedroom. Persons under two (2) years of age are not included in the count.

WMG prohibits the rental of a single-family residence to more than three (3) *unrelated adults. However, some city and county municipalities and/or Homeowners Associations prohibit more than two (2) unrelated adults to reside in a single-family residence, in which case WMG will follow the prevailing community guideline.

*Unrelated adults are those persons who are not related to each other by blood or marriage.

16. **Animals: Wilson Management Group uses a third-party pet/animal policy and screening service. ALL Applicants must go to this link: <https://wilsonmanagementgroup.petscreening.com/> and complete the animal screening service regardless of whether or not they have a pet or service animal. Additional charges may apply.**
- A. **Permission:** Animals are permitted only on certain properties at the sole discretion and approval of the Property Owner. No more than (3) animals will be permitted per household (subject to local laws and HOA Rules and Regulations).
 - B. **Required Insurance:** All animals must be disclosed on the Rental Application, and proof of insurance (FS 83.535) covering Property Owner's interest must be provided for any aquariums.
 - C. **Restrictions:** Only small to medium sized, non-violent, common domesticated animals will be allowed on any property that permits animals. Farm animals, snakes, other reptiles, exotic animals, and any large or aggressive animal will not be approved.

Rottweilers, American Staffordshire Terriers (pit bulls), American Pit Bull Terriers, Dobermans, German Shepherds, Chows, Huskies, Alaskan Malamutes, Great Danes, St. Bernards, Mastiffs, and mixed breeds including any of the above mentioned will not be approved.

- D. **Animal Fees:** If an animal is approved, a minimum **\$200.00** non-refundable animal fee per animal is required and additional security deposit of a minimum of **\$300.00** per animal is required. Also, additional non-refundable animal fees or additional security deposits may be required at the sole discretion of the Property Owner.
- E. **Service Animals:** It is the policy of WMG to waive animal restrictions in a case where an animal is necessary to accommodate a person with a disability. **APPLICANTS WITH SERVICE ANIMALS MUST STILL COMPLETE THE ANIMAL SCREENING SERVICE at this link: <https://wilsonmanagementgroup.petscreening.com/>**

17. **Vehicle/Other Disclosures:** The following must be disclosed on the Rental Application, and proof of insurance (FS 83.535) covering Property Owner's interest must be provided for any water-filled furniture/aquariums:

- A. All vehicles of any kind, including commercial vehicles, motorcycles/scooters, and recreational vehicles (RV/Camper/Motorhome/etc)
- B. Boats/personal watercrafts
- C. Trailers
- D. Water-filled furniture
- E. Aquariums

Other Disclosures: All properties are non-smoking residences. Residents are not permitted to smoke inside the residence or inside the garage.

18. **Lease Signing:** If approved, the applicant must sign a Lease Agreement within one business day. **The following items are due at the time of lease signing:**

- A. Security Deposit (paid in full with certified funds ie. official bank cashier's check or money order - **no personal checks accepted**)

In the event the applicant fails to sign a Lease Agreement within one business day after approval, it will be assumed that the applicant has withdrawn and the Premises will be offered to others.

19. **Security Deposit:** All lease transactions involve risk. As such, applicant will be required to pay a standard security deposit at the time of lease closing in a minimum amount of one month's rent (paid in full with certified funds - ie. official bank cashier's check or money order - **no personal checks accepted**). This is fully refundable provided resident meets all Lease requirements at the termination of lease agreement. To mitigate risk for both landlord and tenant, WMG routinely photographs and/or videos the condition of properties before and after each tenancy.

- A. At Landlord's sole discretion, a higher security deposit may be required to mitigate applicant deficiencies.
 - Offering an applicant approval contingent on additional security deposit to mitigate applicant deficiencies comes with even more inherent risk to the landlord

and property manager. As such, a Risk Mitigation Admin fee of \$100.00 will be assessed and is due at the time of key release/property possession.

20. **Administrative Fees:** If approved the applicants agree to pay WMG at the time of lease closing, a non-refundable standard administrative fee which shall be used to help defray expenses associated with facilitating the lease signing and property move-in processes. In certain circumstances, other administrative fees may apply. These include and are limited to a Lease Change fee (explained below), and/or a Risk Mitigation Fee.
- A. A Standard Administrative Fee is \$150.00.
 - B. A Lease Change fee of \$75.00 will be charged if additional residents are added to the lease during the course of the lease term.
 - C. A Risk Mitigation Admin Fee (if applicable) is \$100.00, charged if additional security deposit or guarantor are required for applicant approval.
 - D. Resident Benefit Package fee of \$50/month.
21. **Income Deficiency/Guarantors:** In some instances, guarantors may be accepted in lieu of sufficient income. **A guarantor must complete a Rental Application packet, pay the application fee, and be qualified in order to be a guarantor.**

Guarantor Qualifications:

- A. Must be currently residing in the United States
 - B. Minimum income must be 5x monthly rent (or comparable amount if income is tax-free - ie. retirement/investment accounts)
 - C. Offering an applicant approval contingent on a Guarantor Agreement to offset income deficiencies comes with even more inherent risk to the landlord and property manager. As such, a Risk Mitigation Admin fee of \$100.00 will be assessed and is due at the time of key release/property possession.
22. **Due Upon Property Possession:** At time of key release/property possession, it is the applicant's responsibility to provide the following in certified funds, i.e. cashier's check or money order (**no personal checks accepted**) -
- A. First Month's Rent
 - B. Administrative Fee
 - C. Resident Benefit Package Fee
 - D. Animal Fees (if applicable)
 - E. Risk Mitigation Fee (if applicable)
 - F. Guarantor Agreement (if applicable)
23. **Media Release:** We routinely photograph and/or video the condition of our managed properties before, during and after each tenancy, as well as market our property and business with video tours, testimonials, reviews, social media posts, etc. Applicant understands and agrees that WMG can use these videos, photos and customer records for any legal purpose, and accepts any risk or consequence from these items being used in the course of business.
24. **Standards for Professional Conduct for Landlords, Residents and Property Managers:** A Lease Agreement is a binding contract that enters all signing parties into a professional,

business relationship. As such, WMG expects that all signing parties will conduct themselves in a professional, respectful fashion at all times.

WMG recognizes that moving into a new home with contractual lease obligations may be stressful at times. We are careful to maintain respectful behavior at all times. We strive to resolve all issues as quickly and smoothly as possible in a professional, efficient manner. We expect the same in return.

WMG will not tolerate behavior that is evasive, inconsistent, abusive, harassing or combative including but not limited to personal attacks, yelling or using inappropriate language. Our agents are encouraged to discontinue any conversation that is inappropriate, threatening, and/or unprofessional in this manner and to document such occurrences. There are times when we choose not to renew contracts with people who repeatedly display such inappropriate behavior.

We appreciate your recognition, acknowledgement, and adherence to these personal conduct standards. Failing to do so may result in your application being declined, or lease agreements not being renewed. Agent will decline any applicant whose behavior gives agent and/or lessor cause to believe that applicant cannot or will not comply with our WMG lease agreement or follow the expected rules of tenancy.

Applicant's Signature: _____ **Date:** _____