SOTEX PROPERTIES
FULL SERVICE PROPERTY MANAGEMENT

SCREENING CRITERIA AND DISCLOSURE

Application fee is $45.00 and is non-refundable

Only one primary applicant that is 18 years of age or older needs to submit an application. All others will be listed as occupants.

Select homes welcome applicants with housing vouchers or any other form of lawful rental assistance.

It would be in your best interest to confirm that your rental requirements are not outside of our Resident criteria with foreclosures, bankruptcies, job loss, minimal income, low credit scores, unusual pets, large pets, multiple pets, multiple families, or anything that would cause your application to be rejected.

Wanting to offer less than list price for the home will cause your application to be delayed or rejected

We do not prescreen Applications. Applicants are required to pre-screen themselves with the following criteria and will need to meet the requirements below. We encourage you to apply if you meet the below criteria.

This application, background information, credit scores, rental history, criminal history, and employment verification will be viewed by Sotex Properties Employees only.

Multiple Applications May Be Reviewed in Choosing an Applicant

Lease Criteria in Applying for a Home: Before you apply for a home, read the following information concerning the approval process. If you have any questions, contact our office during normal business hours Monday to Friday 9 AM to 4 PM Central Standard Time.

Application Process & Screening Criteria: Sotex Properties is committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA). We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, or age. We also comply with all state and local fair housing laws. We offer application forms to everyone who requests one. Only one primary applicant that is 18 years of age or older must complete an application and pay the **$45.00** application fee. Approval is based on SEVEN factors:

1) Verification of Provided Identification
2) Credit History Review and Verification
3) Review and Verification of Rental History
4) Review and Verification of Income
5) Review and Verification of Employment History
6) Criminal Background and Terrorist Database Search
7) Review of Animal Applications

Identification: Each applicant is required to provide a copy of a legible Government issued photo identification card. A photo of your identification card can be sent to: Applications@SotexProperties.com

Income Verification: Income should be at least two (2) times the monthly rent and verifiable from an unbiased source: employer through pay stubs, tax returns, and/or bank statements. Self-employed income may also be verified with a CPA-prepared financial statement or tax returns. Your employment history should reflect at least 6 months with your current employer. Transfers or relocations must have correspondence showing an accepted job offer. Any verification fees required by the employer must be paid by the applicant.

Employment: We require verifiable employment history for at least the past six (6) months. You must be a permanent employee (not temporary or probationary). If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns, bank statements, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES. If you are active-duty military, you must be on an assignment that, to the best of your knowledge, will allow you to complete an initial 12-month lease.

Residence History: We require verifiable residence history for at least six (6) months whether you currently own or rent. Applicants are responsible for providing information including the names, addresses and phone numbers, of Landlords with the dates of tenancy for the previous six (6) months. Rental history must be verified from unbiased sources. Home ownership will be verified from a current credit report. We can accept base housing as rental history. Broken leases will be considered on a case-by-case basis and an additional security deposit may be required.

Credit History: We will obtain your credit report from Equifax. You cannot provide this to us. Lower or no credit scores will be considered on a case-by-case basis in part with other factors of your application and an additional security deposit may be required. Credit history should show that the resident has paid bills on time and does not have a history of debt "write-offs" or accounts that have gone into collection. Money owed to a previous landlord or utility company is cause for denial.

Errors & Omissions: Every effort has been made to provide applicants with reliable and accurate information regarding the home you are applying for – however, changes can and do take place to cause inaccurate information to be accidentally presented. We encourage all Residents to verify schools, allowable pets, expected features, or any HOA concerns prior to signing a lease agreement. Any information posted in the MLS advertisement does NOT constitute a written agreement or guarantee of the facts stated.

Criminal and Terrorist Database Check: Criminal backgrounds involving violent crimes, sex offenses, domestic violence and/or involving the possession/distribution of weapons or illegal substances are all grounds for denial of an application. An exception may be made for type and/or age of offense, please provide details to the Property Manager.

Security Deposit = One Month's Rent

Sotex Properties requires all approved applicants to pay a refundable Security Deposit at application approval in the amount of One Times of One Month's Rent. All security deposits will be paid by approved applicants through certified funds or wire transfer.

End of Lease Agreement and Tenant Move Out: After Sotex Properties conducts a final move out inspection, any damage to the home (above normal fair wear and tear) will be deducted from the refundable security deposit. The outgoing tenant will receive a copy of the final inspection along with an itemized final bill considered due and payable upon receipt. Outgoing tenants failing to pay in a timely manner will be turned over to a 3rd party collection agency.

INFORMATION ON ANIMALS (Pets)

Rental Criteria for Animals (Pets): Animal policies vary from one homeowner to another. Some owners do not permit animals (other than approved service animals) on the property, while others restrict type and/or size of allowable animals. No more than two animals per household are permitted without specific owner approval.

Monthly Administrative Animal (pet) Fee: $20.00 per Approved Animal (pet)

ALL Applicants are requested to create a profile with PetScreening.com.

Applicants with NO animals - Complete the FREE application at:
https://sotexproperties.petscreening.com

Applicants with animals – Submit a complete and full application at:
https://sotexproperties.petscreening.com

Applicants with assistance Animals - To allow service animals we request applicants to apply for free, providing certifiable documentation, and complete an application at: **https://sotexproperties.petscreening.com**

Inside of that application portal for PetScreening.com you will be required to provide the following information:

1) Full description of your animal (pet) of type of pet, gender, breed, age, color, weight, neutered / non-neutered.
2) Up to date veterinarian contact information to include most recent annual vaccination records.
3) Most recent photos of each animal (pet).
4) Supporting documentation for any Emotional Support Animal (ESA) or Assistance Animal such as a verifiable doctor's letter from a local physician.

Once all information is received and verified, the PetScreening.com report will be sent to Sotex.

Animal (pet) Processing Fee: A $50 fee will be charged at lease signing per animal (pet) allowed on the lease.

Restricted Breeds are NOT allowed.

To review some of the considered restricted breeds, visit our website. Breed variations may be subject for review.
https://www.sotexproperties.com/restricted-breed-dog-policy/

NOTICE TO ALL APPLICANTS: **NO SMOKING is permitted inside the home or garage.**

Disabled Accessibility: Any concerns should be submitted in writing to the property manager. We must obtain Owner approval to allow modification of the premises. All modifications are at the expense of the disabled person, and the disabled person must agree to restore the premises, at their own expense to the pre-modified condition (provided the modification would affect the use and enjoyment of the premises for future residents). We request written proposals detailing the extent of the work to be done, approval from the landlord before modifications are made, appropriate building permits with required licenses made available for the landlord's inspection, and a restoration deposit may be required per Fair Housing guidelines

SCHOOL BOUNDARIES: School Enrollment concerns should be investigated prior to submitting your application. Applicants must verify their own school information with the school district. Because of the expansive growth in this region, school enrollments get capped and designation boundaries may change. We highly recommend you contact the local school district should any of the school boundaries be a concern for the home you would like to rent.

*****IT IS THE DUTY OF THE APPLICANT TO VERIFY SCHOOL BOUNDARIES****

REASONS FOR DENIAL OF APPLICATIONS:

- If you failed to give proper notice when vacating a property.
- If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to your behavior or that of any family member, guest (welcome or not), or any animal on the property during your tenancy.
- If you have had three or more late payments of rent within the last 12 months.
- If you have an unpaid collection filed against you by a Property Management Company.
- If you have recently received a 3-day notice to vacate.
- If you have an extremely low or no credit score.
- If you have had two (2) or more NSF checks within the last 12 months.
- If you have allowed any person(s), not on the lease, to reside on the premises.
- If we are unable to verify your information, we must deny the application.
- No Businesses operated from property. If you have a home-based Business that you think we might approve please let the Property Manager know.
- If you violate any of our terms of service during this application process.
- Applicant requests re-wording or removing any paragraphs in the Sotex Lease Agreement.

APPLICATION APPROVAL:

All approved applicants will receive further instructions via email.

Approved applicants will be required to sign a lease agreement within TWO (2) business days of Security Deposit payment. Failure to do so will result in the cancellation of the application, forfeiture of the application fee, and forfeiture of the security deposit paid to Sotex Properties.

START OF LEASE:

Vacant Homes --- Sotex Properties has a policy that all leases on vacant homes must begin within seven (7) days of application approval. We are unable to hold the home rent free without a lease agreement longer than that time.

Occupied Homes --- Sotex Properties will typically advertise a first available date with all of the homes we manage. In some cases, those dates will need to change due to circumstances beyond our control. We understand the burden this can create and strive to advertise a solid date so incoming Residents can plan accordingly.

Leases that start within 5 days of the end of the month --- We will require the next full month's rental amount with the pro-rated rent for the month of move in.

Things to Know:

1) Sotex conducts periodic annual inspections of the home you will live in. We take pictures of the interior and exterior of the home during that inspection. This information is kept on record and shared with the owner. Any Resident caused damage identified in this inspection will be required to be repaired prior to a lease renewal being granted. **If this standard annual inspection procedure is going to cause you a problem – we recommend you stop now and do not apply for one of our homes.**

2) Sotex is a **ZERO TOLERANCE** company regarding rent collection. Rent is due the 1st of each month, late the 4th of each month. Late fees begin midnight on the 4th of the month. Late fees will be applied with no exceptions in accordance with all Federal Fair Housing laws.

3) **Site Un-Seen Application and Approval:** It is possible to apply for the home, be approved, and sign a lease agreement without ever seeing one of our homes in person. In such a scenario, we require an incoming approved Resident to sign a Site Un-Seen Addendum to the Lease Agreement. In that form, we ask you name a "Trusted Advisor" outside of Sotex who has offered you their opinion of the condition of the home.

4) **Lease Preparation Fee: $95** --- There is a lease preparation fee of $95 per lease agreement for the effort to prepare, forward, and offer the convenience of electronic signatures, electronic funds collection, and a lock box move in.

5) **Animal (pet) Processing Fee: $50 Per Animal (pet)**

6) **Renter's Insurance:** Residents are required to present Sotex with proof of Renter's Insurance containing a minimum of $50,000 Liability Coverage prior to move in naming *Sotex Properties* as "Additionally Insured" or "Additionally Interested".

7) **Utilities:** Residents are required to present Sotex with proof of utilities being transferred into the Lease Signer's name prior to move-in. This includes power, gas, and water services where applicable.

ATTENTION APPLICANTS! If you are being represented by a Realtor who has physically showed you the home in person, you are obligated by the National Association of Realtors to have completed a written Buyer / Tenant Representation Agreement. In that agreement are portions illustrating what is the maximum commission amount the Realtor can receive, and who will be paying that commission. Be aware that not every home being marketed by Sotex will be offering a Tenant Realtor Commission. Per the NAR guidelines, that decision has to be left solely to the homeowner and is not a Sotex policy.

WARNING: Should you choose to indicate you are being represented by a Realtor on your application, and the home you choose to lease is NOT offering a Tenant Realtor Commission - you may end up having to pay your Realtor directly out of pocket. We advise all applicants working with a Realtor to carefully read your Buyer / Tenant Representation Agreement and consult with an attorney if you have any questions or concerns.

Upon completion of your Application, you will be notified in writing of your Approval / Denial / or Offer of Other Terms within 2-3 Business Days.