

**Hattaway Properties Inc.**

**3001 W. Stan Schlueter Loop Killeen, TX 76549**

**Office: (254) 628-7512 Fax: (254) 628-7513 Email: hattawayproperties@hotmail.com**

**Application Property Address:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

We are delighted you are interested in leasing with Hattaway Properties. Please take time to review our criteria and guidelines **BEFORE** you submit an application with a **NONREFUNDABLE** fee. We do not discriminate against any person of race, color, religion, sex, national origin, familial status or handicap and we comply with all state and federal fair housing and anti discrimination laws.

### **Rental Qualifying Criteria and Guidelines**

**Application:** All occupants 18 years of age or older must complete an application and pay a **NONREFUNDABLE** fee of \$30. Each applicant must provide a government issued photo id card and allow a photocopy. A military id card may not be used.

**Income:** Applicants must have a gross income of **NO LESS** than 3 times the rent amount. Proof of income such as pay stubs, LES, social security, housing voucher, etc must be furnished with the application. If self employed, we require the previous year tax return , W-2's and bank statements for our review.

**Employment:** Applicant must have verifiable current employment. Full time student status may be accepted as an alternative to employment history but we reserve the right to require a lease guarantor for a student if it is necessary to comply with our qualifying criteria.

**Co-Signer/Lease Guarantor:** If a co-signer is requested, they must meet all qualifying criteria with the exception of income - the lease guarantor must gross **NO LESS** than 5 times the rent amount. **If approved, it is important to understand that Guarantors are jointly and severally liable for all provisions of the lease.**

**Roommate Policy:** Roommates are not allowed without the property owner's approval. A roommate is any unmarried individual. When roommates are permitted, each adult must sign the lease and pay a full security deposit. We do not permit subletting to roommates.

**Automatic Rejection: Automatic Denial for the following:** Falsification or incomplete information; any applicant with a violent felony conviction or conviction of manufacture, possession and distribution of a controlled substance conviction; any applicant having been evicted by a prior landlord **UNLESS** the debt has been paid in full.

**Credit, Bankruptcy or Foreclosure:** A credit report is run on each applicant. **Credit reports are pulled through Experian ONLY.** If bankruptcy or foreclosure has occurred within the last 2 years, a hold/security deposit equal to one and a half times the property's standard security deposit will be required. Credit history

must be deemed satisfactory to Hattaway Properties. If other questionable account issues such as no current, satisfactory or delinquent accounts are identified, we reserve the right to deny the application in its entirety or ask for an increased security deposit. Options will be discussed with the applicant before a final decision is rendered.

**Security Deposit and Hold Deposit:** A security deposit is required and must be paid before taking occupancy. No security deposits will be waived. Security deposits may be higher than advertised due to credit, rental verification, or other substantive reasons. If a **HOLD** deposit is paid and a **HOLD** is placed on the property the money is **NON REFUNDABLE** should applicant change their mind and not take the property for ANY reason. A **HOLD** deposit will hold the property for 10 calendar days. Once applicant completes a lease on the property, the **HOLD** deposit will become the security deposit.

**Lease:** Ten (10) days from receipt of the **HOLD** deposit, the lease must be signed by all parties or the Hold deposit is forfeited.

**Pet Fee:** If the property allows a pet, a nonrefundable pet fee of \$250 per pet and a photo of the pet taken by our office personnel will be required at the time of lease signing. Any pet must be at least one (1) year old. This nonrefundable pet fee is for that particular pet only and no other. Aggressive breeds or breed/mixes that are NOT ALLOWED under any circumstances include those excluded by our insurance carrier to include , but NOT limited to: Pit Bull, Rottweiler, Doberman, Chow, Staffordshire Terrier, Bull Mastiff and American Bulldog. Pets also excluded are reptiles, mammals, rodents, birds, and any other exotic defined animal. To review, all approved pets must be at least 1 year old, pet fees are not transferrable and they are not refundable.

**Property Use Guidelines:** No home based day care is allowed. Any home based business **MUST** be approved by Hattaway Properties. **We do not allow trampolines or swimming pools (over 18: deep) on any property. Residents are required to purchase renter's insurance and furnish a copy of the policy to our office.** Our lease places responsibility on the resident for many property damage occurrences such as a broken window or vandalism to premises, etc and more than likely, many of these occurrences would be covered under a renter's insurance policy.

**I acknowledge I have received the rental selection criteria and understand if I do not meet the criteria, and or fail to answer any question or give false information, Hattaway Properties may reject the application and retain all fees. I understand my application is being made for the property in its current condition; no warranties or guarantees are being made concerning future cleaning or other repairs.**

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**Applicant**

**Date**

**Our privacy policy is available upon request. Please initial here \_\_\_\_\_**