



4225 Mangum St
Houston, TX 77092

hiddenpark@medbayourei.com

713-686-1662

Selection Criteria

Before you apply to rent one of our apartment homes, please carefully review these rental qualifications and policies. The term “Applicant(s)” in these qualifications means the person or persons who will be signing the lease as “Resident”.

The term “Occupant(s)” means the person or persons who are authorized to live in the apartment under the lease. Some of our qualifications apply to Applicants only; other qualifications apply to all adult Occupants.

It is our policy to offer equal housing for all persons regardless of race, color, religion, sex, national origin, handicap, or familial status.

This document outlines the criteria for qualifying as a resident. To be considered for approval, each person over the age of 18 must complete a separate rental application. Any omissions, errors, or falsifications may result in denial of an application, terminating the right to occupy the apartment, and forfeiting all application fees and deposits. All applications must meet these criteria before moving forward.

Approval/Denial is based on review of the following criteria:

1. **Identification:** All Applicants, and accompanying Occupants of legal age, must present valid, government-issued photo identification and a copy of the social security card.
2. **Legal Age:** All Applicants must be at least 18 years old, or a legally emancipated minor. This is a legal requirement to sign a contract.
3. **Income:** Gross income must be approximately two and half (2.5) times the monthly rent. Proof of income and all sources of income must be verifiable. Bank statements will be required as well. If self-employed, tax returns for a trailing two (2) year period must be provided. Guarantors may be used if a prospective resident fails to meet the income/employment standards or is a full-time student (enrollment documentation must be provided). The guarantor must meet all qualifying criteria, in addition to approximately five (5) times the monthly rent.
4. **Credit History:** All Applicants must have a satisfactory credit history and rating. Our credit requirements are adjusted periodically to ensure we are competitive within our market and to ensure reasonable standards are applied equally and fairly to all Applicants. As a rule, a credit score of 590 will be required. A risk fee will be assessed for credit score less than 590. In addition to objective rental-related scores formulated by nationally recognized



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reporting agencies, we also consider subjective factors that may be relevant; for example, we generally have a minimal concern with medical debt. Bankruptcies and foreclosures over two years old may be accepted if there have been no delinquencies since. If the credit score is less than 550, the application will be automatically denied.

5. **Rental Verification:** Former landlords will be contacted for rental verification. Previous rental history must be verifiable through direct staff or owner contact and be satisfactory; meaning, rent paid on time, proper notice given, lease obligations fulfilled, apartment left in reasonable condition, and no evictions. If living with a relative, you must present a utility bill to show the address. Any applicant that is a first-time renter will be assessed additional fees. First time renters or those without any or a history less than 6 months will be assessed additional fees.
6. **Employment History:** All employed Applicants are required to have been at their current job for at least 6 months. If not, additional prior work history will be required. For verification, the employer phone number provided must be answered with the name of the company and verification must be made by a person with senior management, human resources, or payroll responsibility. Alternative means of employment verification may be available if this is not possible. If the Applicant is not employed, a sustainable and verifiable source of income or additional requirements will be required.
7. **Criminal Background:** Each applicant will be subject to a criminal background check through a third-party agency. It is possible your application may be denied due to criminal convictions or charges. Applicants with a felony or felonies that have occurred in the past ten (10) years may not be accepted. Applicants with the following types of criminal convictions will generally be excluded from the residency at this community: (1) murder; (2) arson; (3) felony aggravated assault, (4) any sex-related crime requiring Applicant's present registry as a sex offender under the State's Sex Offender programs. Applicants may not have been recently convicted of any felony assault, felony theft, aggravated crime, or crime relating to the manufacture or sale of illegal drugs or controlled substances. Recent misdemeanor convictions for certain types of assault, sexual offenses, and theft may also disqualify an Applicant. Notwithstanding the above, it is the policy of Hidden Park Apartments to review the facts regarding each Applicant's criminal conviction(s) and consider any evidence of mitigation provided by the Applicant. Applicants with pending criminal litigation who are subsequently convicted, given deferred adjudication, or pretrial diversion for any crimes within the foregoing standards during the term of any prospective lease, may be in default of their rental agreement and may be required to vacate the premises. Please note that these requirements do not constitute a guarantee that current Residents or Occupants in our community have not been convicted



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of criminal offenses. There may be Residents or occupants that have resided in our community prior to this requirement going into effect. Additionally, our ability to verify this information is limited to the information made available to us by the Resident, reporting services, and other agencies.

8. **Occupancy Standards:** There is a two (2) person(s) maximum per bedroom. (Exception: Children under the age dictated by the State or Federal Law.)
9. **Pets:** There is a maximum of two (2) pets per apartment, with no more than 70 pounds in combined weight, 35 pounds per pet. Each pet will be subject to a pet fee and pet rent. All animals must be properly licensed and vaccinated against rabies and adhere to all community rules. Aggressive dogs and exotic or venomous species are not permitted. The following breeds are deemed aggressive: Akita; Airedale Terrier; American Bulldog; American Pit Bull/Bull Terrier; American Staffordshire Terrier; Bouvier des Flandres; Briard; Bull Mastiff; Chow; Doberman; German Shepherd; Giant and Standard Schnauzer; Rottweiler. If your animal is a mix, documentation is required stating the animal is not over 30% of a restricted breed. Additional breeds may be added if deemed necessary. Additionally, pet interviews and/or photos may be required at any time. All pets must be screened by a third-party service agency. Occupant pet owners are at all times fully responsible for their pets and any issues they may create.
10. **Service Animals:** Are permitted with proper legal documentation, without regard to species or breed, so long such animal does not present a threat to the health or safety of others. Certification must be provided by a licensed medical practitioner and must include a full description of the specific service the animal will provide and where such support is required. Note that "registration" through internet-based services that promote their ability to exempt an animal from common restrictions will not qualify. All service animals must be screened by a third-party service agency to verify the service animal meets guidelines established by the Department of Housing and Urban Development (HUD) and must abide by community rules unless there is a documented reason they cannot. Owners are fully responsible for their service animals and any issues they may create at all times.
11. **Vehicles:** All vehicles must be properly registered, inspected and insured per applicable local, state, and federal laws. Vehicles must have a current registration sticker. Parking space is limited, therefore, there is a limit of one (1) vehicle per adult Occupant.

Recreational vehicles, large commercial vehicles, and trailers are not allowed unless specifically approved by Management. Such approval will depend on vehicle weight and



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dimensions, space available, and effect on the image of the community. Special allowances may be rescinded at any time for similar reasons.

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Application Agreement

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease. While some of the information below may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease. In order to continue with this Application, you'll need to review the Application Agreement carefully and acknowledge that you accept the terms.

1. **Apartment Lease Information.** The Lease contemplated by the parties will be the current TAA Lease. Special information and conditions must be explicitly noted on Lease.
2. **Approval when Lease is signed in advance.** If you and all co-applicants have already signed the Lease when we approve the Application, our representative will notify you of our approval, sign the lease, and then credit the application deposit of all applicants towards fees first then other amounts owed under the lease.
3. **Approval when Lease isn't yet signed.** If you and all co-applicants have not signed the Lease when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the lease when you and all co-applicants have signed, and then credit the application deposit of all applicants towards fees first then other amounts owed under the lease.
4. **If you fail to sign Lease after Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease within 3 days after we give you our approval in person or by telephone. If you or any co-applicant fails to sign as required, **your application will be deemed withdrawn**, and we may keep all monies paid to us as part of the application process as liquidated damages and terminate all further obligations under this Agreement.
5. **If you withdraw AFTER approval.** IF you or any co-applicant withdraws an application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all monies paid to us in the application process as liquidated damages, and the parties will then have no further obligation to each other.
6. **Approval/Non-Approval.** If we do not approve your application within 7 days after the date we received a completed application, your application will be considered "disapproved." Notification may be in person, by mail/email, or by phone. You may not assume approval until you receive actual notice of approval. The 7-day time period may be changed only by separate written agreement.
7. **Refund after Non-Approval.** If you or any co-applicant is disapproved or deemed disapproved under Paragraph 6, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
8. **Extension of Deadlines.** If the deadline for approving or refunding under paragraph 6 or 7 falls on a Saturday, Sunday, or state or federal holiday, the deadline will be extended to the end of the next business day.



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9. **Keys or Access Devices.** We'll furnish keys and/or access devices only after (1) all parties have signed the Lease and other rental documents referred to in the Lease; and (2) all applicable rents and any fees have been paid in full.
 10. **Application Submission.** Submission of an Application does not guarantee approval or acceptance. It does not bind us to accept the application or to sign a Lease. Images on our website may represent a sample of a unit and may not reflect specific details of any unit. For information not found on our website regarding unit availability, unit characteristics, pricing or other questions, please call or visit our office.
 11. **Notice to or from co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.

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Criterios de Selección

Antes de solicitar el alquiler de uno de nuestros apartamentos, revise cuidadosamente estas calificaciones y políticas de arrendamiento. El término "Solicitante(s)" se refiere a la(s) persona(s) que firmarán el contrato como "Residente". El término "Ocupante(s)" se refiere a la(s) persona(s) autorizadas a vivir en el apartamento bajo el contrato. Algunas calificaciones aplican solo a los Solicitantes; otras aplican a todos los Ocupantes adultos.

Nuestra política es ofrecer vivienda equitativa a todas las personas sin importar raza, color, religión, sexo, origen nacional, discapacidad o estado familiar.

Cada persona mayor de 18 años debe completar una solicitud de alquiler por separado. Las omisiones, errores o falsificaciones pueden resultar en la denegación de la solicitud, la pérdida del derecho a ocupar el apartamento y la pérdida de todas las tarifas y depósitos. Todas las solicitudes deben cumplir con estos criterios antes de avanzar.

Criterios de Aprobación/Denegación

1. **Identificación:** Todos los Solicitantes y Ocupantes adultos deben presentar una identificación oficial con foto y copia de la tarjeta de seguro social.
2. **Edad Legal:** Los Solicitantes deben tener al menos 18 años o ser menores legalmente emancipados.
3. **Ingresos:** Los ingresos brutos deben ser aproximadamente 2.5 veces el alquiler mensual. Se requiere verificación de ingresos, incluyendo estados bancarios. Los trabajadores por cuenta propia deben presentar declaraciones de impuestos de los últimos 2 años. Se permite el uso de garantes si el solicitante no cumple con los requisitos de ingresos o es estudiante a tiempo completo. El garante debe tener ingresos de aproximadamente 5 veces el alquiler mensual.
4. **Historial de Crédito:** Se requiere un puntaje mínimo de 590. Se aplicará una tarifa de riesgo si el puntaje es menor. Las deudas médicas se consideran con menor preocupación. Bancarrotas y ejecuciones hipotecarias mayores a 2 años pueden ser aceptadas si no hay morosidad reciente. Puntajes menores a 550 serán automáticamente rechazados.
5. **Verificación de Alquiler:** Se contactará a propietarios anteriores. Se requiere historial verificable y satisfactorio. Los primeros inquilinos o aquellos con menos de 6 meses de historial serán evaluados con tarifas adicionales.
6. **Historial Laboral:** Se requiere al menos 6 meses en el empleo actual. Si no se cumple, se solicitará historial laboral adicional. La verificación debe ser realizada por personal autorizado de la empresa.
7. **Antecedentes Penales:** Se realizará una verificación a través de una agencia externa. Las condenas por delitos graves en los últimos 10 años pueden resultar en rechazo. Se excluyen delitos como asesinato, incendio provocado, agresión agravada, y delitos sexuales con registro obligatorio. Se revisarán casos recientes de delitos graves o



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menores relacionados con drogas, agresión o robo. Se considerará evidencia de mitigación.

8. **Estándares de Ocupación:** Máximo de 2 personas por dormitorio (excepto niños según ley estatal o federal).
9. **Mascotas:** Máximo de 2 mascotas por apartamento, con peso combinado no mayor a 70 libras, 35 libras cada mascota. Se aplican tarifas y renta por mascota. No se permiten razas agresivas ni especies exóticas o venenosas. Se puede requerir entrevista o foto de la mascota. Todas las mascotas deben ser examinadas por una agencia de servicios externa.
10. **Animales de Servicio:** Permitidos con documentación legal válida. No se aceptan registros en línea no oficiales. Deben cumplir con las normas de HUD y las reglas comunitarias. Todas los animales deben ser examinadas por una agencia de servicios externa.
11. **Vehículos:** Deben estar registrados, inspeccionados y asegurados según la ley. Se permite un vehículo por adulto. No se permiten vehículos recreativos, comerciales grandes o remolques sin aprobación.

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Acuerdo de Solicitud

El siguiente Acuerdo de Solicitud será firmado por usted y todos los co-solicitantes antes de firmar el Contrato de Arrendamiento. Aunque parte de la información a continuación puede no aplicarse aún a su situación, hay disposiciones que podrían volverse aplicables antes de firmar el Contrato. Para continuar con esta solicitud, deberá revisar cuidadosamente el Acuerdo de Solicitud y confirmar que acepta los términos.

1. **Información del Contrato:** Se utilizará el contrato estándar de TAA. Condiciones especiales deben indicarse explícitamente.
2. **Aprobación con Contrato Firmado:** Si todos los solicitantes ya firmaron el contrato, se notificará la aprobación y se aplicarán los depósitos a las tarifas y rentas.
3. **Aprobación sin Contrato Firmado:** Se notificará la aprobación y se firmará el contrato una vez que todos los solicitantes lo hayan firmado.
4. **Fallo en Firmar el Contrato:** Debe firmarse dentro de 3 días tras la aprobación. Si no se firma, se considerará retirada la solicitud y se retendrán los pagos como daños liquidados.
5. **Retiro Después de la Aprobación:** Si se retira la solicitud tras la aprobación, se retendrán todos los pagos como daños liquidados.
6. **No Aprobación:** Si no se aprueba dentro de 7 días, se considerará rechazada. La notificación puede ser en persona, por correo, email o teléfono.
7. **Reembolso tras No Aprobación:** Se reembolsarán los depósitos dentro de 30 días. El cheque puede emitirse a todos los solicitantes.
8. **Extensión de Plazos:** Si el plazo cae en fin de semana o feriado, se extiende al siguiente día hábil.
9. **Llaves y Acceso:** Se entregarán solo después de firmar el contrato y pagar todas las tarifas y rentas.
10. **Envío de Solicitud:** No garantiza aprobación ni obliga a firmar contrato. Las imágenes del sitio web son representativas. Para detalles específicos, comuníquese con la oficina.
11. **Avisos entre Co-solicitantes:** Cualquier aviso entre solicitantes se considera válido para todos.

Signature _____

Date _____

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