

Application Guidelines



Basic Information

All adults 18 years of age and older must complete a separate application. This includes adult children.

All adults must submit to a criminal background check and credit history check.

Neighborhood Realty and Property Management will not consider incomplete applications for approval. If applying with others, all applicants must fully complete an application to be considered for approval.

All applicants must be able to meet our minimum qualifying standards.

Minimum Qualifying Standards

Neighborhood Realty and Property Management is in compliance with Fair Housing regulations. We do not discriminate on the basis of race, religion, color, sex, familial status, disability, gender identity, age, sexual orientation, disability or student status.

Income:

The total gross monthly income of all applicants must be 3x the rent amount. Income must be verifiable. Proof of income must be the most recent within 60 days.

Forms of acceptable proof of income include:

- Paystubs
- Bank statements
- End of Month LES
- Court order for child support and/or alimony (must provide print out of payments)
- Retirement statements
- Disability statements
- Structured settlement statements
- Most recent tax returns
- Employment offer letters that specify income. (Must be on official letterhead with employer contact information)

We will not accept:

- Screenshots taken from phones or computers
- Handwritten documents or letters not on official letterhead

Credit:

Applicants must be able to prove their credit worthiness by submitting to a credit check. We do not deny applicants based solely on credit score. All aspects of the credit report are taken into consideration during the decision-making process. Landlord debts are grounds for denial.

Rental History:

Applicants must in good standing with current landlord and be able to provide references from unbiased sources. If you are related to your previous landlord or your rental history does not include at least two previous landlords, we may require a qualified Guarantor. If a Guarantor is needed, we require a completed application from the Guarantor (including fees and all required documentation).

A history of nonpayment of rent, frequent late payments, abandonment, landlord filings or judgements, landlord debt, and severe damage to a property are all grounds for denial.

Criminal Background:

All applicants 18 years of age and older must submit to a criminal background check. We do not automatically deny applicants based on the presence of a criminal history, but it is factored into the decision-making process. A criminal history which may indicate a potential threat to the safety of others or the property is grounds for denial.

Pets:

Most of our properties allow pets. Restrictions on the number and size of pets will vary depending on the property. We do not accept breeds on the aggressive/vicious breed list. These include but may not be limited to:

- Pit Bull Terriers
- Staffordshire Terriers
- Rottweilers
- German Shepherds
- Presa Canarios
- Chows Chows
- Doberman Pinschers
- Akitas
- Wolf-hybrids
- Mastiffs
- Cane Corsos
- Great Danes
- Alaskan Malamutes
- Siberian Huskies

Emotional Service Animals (ESA) are not considered pets. Applicants will need to provide ESA registration or an ESA letter signed by a licensed mental health professional within the last 12 months prior to application.

Smoking:

Smoking of any substance (this includes vaping) is not permitted in any of our properties. Falsification of this information in an application is grounds for denial. Residents will be held fully responsible for any and all damage caused by smoking.

How To Apply

Applications are not complete until Neighborhood Realty and Property Management has received the listed items below. We will not process incomplete applications. All prospective tenants over the 18 years if age and older will need to fill out an application and submit all necessary documentation to be considered complete.

- Completed application for all persons 18 years of age and older
- \$75 non-refundable application fee for all applicants
- Copy of State issued ID
- Rental history verification from unbiased sources
- Proof of income. Please see "Income" above.
- Pictures and vet records of any pets
- ESA letters for Emotional Service Animals

Step 1:

Gather the necessary documents and information:

- State issued ID
- Proof of income. Please see "Income" above.
- Contact information for previous landlords
- Pet pictures or vet records (these must be uploaded in the application)
- Credit card information
- ESA letter (if applicable)

Step 2:

Visit our available listing on our website.

Step 3:

Click the "Apply Now" button on the bottom right-hand corner of the property you'd like to apply for.

Step 4:

Follow the prompts in the application to complete. All relevant fields must be completed, including employer contact information and landlord references.

What Happens Next?

Processing your application should take 2-4 business days, or less. You will be notified of approval or denial by email.

- 1) Upon approval, your deposit is due within 24 hours. You will have 72 hours to sign your lease.
- 2) At the time of signing, you will also be required to submit a full month's rent, any required pet deposits, proof of your renter's insurance policy, and a \$125 administrative fee.
- 3) Once you've signed your lease, you will need to set up utilities. You can find the contact information for utilities in our "Utilities: Austin and Surrounding Areas" document under Tenant Resources. If you need assistance setting up utilities, you can use our utility concierge service by following the link below.

<https://myfreeconnection.com/neighborhoodrealty>

- 4) We use a contactless move in process. On the first day of your lease, you will receive a code to the front lockbox at 7am. The lockbox contains the keys you will need to access your new home. We will not issue codes until the lease is signed and the first month's rent and deposits have been paid
- 5) NRPM will remove the sign and lockbox within a the next few business days.