



Application Instructions & Criteria

- Applications must be submitted for everyone over the age of 18 residing at the property, regardless of their employment status. Each applicant must submit a completed application, including all requested documentation to avoid delay or possible rejection.
- Apply online at www.localdwelling.com, pay the **\$75 NON-REFUNDABLE** application fee (per person). Complete all required fields including employment verification, landlord contact information and address history. You must submit copies of government issued ID's and income verification to the listing agent. You may submit documentation, like copies of ID's, income verification and other documents online when you submit your application. Government issued ID's are required for verification.
- If we do not receive all the required information or are unable to contact your landlord or employer for verification, this will delay processing and other applications that are completed may be processed next.
 - *Agents, once your clients apply online, we will begin communicating with them when we need or are missing additional information to process their application. We will gladly copy you in on correspondence, but we will start communicating with them regarding the application and leasing process. You must let the leasing agent know if you DO NOT want us to communicate directly with your client, but this could slow down the approval and leasing process.*
- Once approved, the following is **REQUIRED**:
 - Security Deposit in certified funds to Local Dwelling paid immediately
 - \$250 non-refundable admin fee (may be personal check)
 - First month's rent in certified funds to Local Dwelling (this can be paid on lease start date)
 - Any pet fees or pet deposits in certified funds to Local Dwelling (this can be paid on lease start date or with the initial security deposit)
 - ALL utilities must be in your name by lease start date
 - Renters Insurance is required before keys are given
- Each property is being leased **"AS-IS"** unless otherwise specified in the listing. Any requests regarding property condition **MUST BE IN WRITING** and approved by the landlord. All agreed upon items will be listed in the lease.

- **AGENTS:** You must show the property to your client to be paid. They must put your information on their application. Please submit a w9 to our office along with your invoice. Commissions are noted in the MLS and are non-negotiable and paid after receipt of first month's rent via certified funds. If you do not submit payment correctly, it will delay getting your commission paid. All move in funds must be certified except the admin fee.

Landlord Tenant Criteria

****Local Dwelling does not discriminate based on race, color, religion, sex, familial status, sexual preference, national origin, handicap, or ancestry.***

The following constitute grounds upon which Landlord will be basing the decision to lease the Property to you. If your application is denied based upon information obtained from your credit report, you will be notified.

INCOME: Total monthly income for the combined applicants for a property must be at least three times applicant's portion of the monthly rental rate.

EMPLOYMENT: Prospective residents must be employed by the same employer for no less than six (6) months within the last two (2) years. Should a prospect be recently transferred or relocated, they must have six (6) months prior verifiable employment, as well as current verifiable employment. An offer letter on company letterhead is sufficient.

CREDIT: A credit report will be obtained and accessed for each applicant. Accounts will be carefully reviewed for late payments, defaults, etc. Unpaid rental related debts will be grounds for denial. If prior balances have been paid, a letter showing this must be provided.

RENTAL HISTORY: Prospects must have lived for a minimum of six (6) months at their present residence and have verifiable established residency for a minimum of the past twenty-four (24) months. Previous payment history will be reviewed. Negative rental history will not be accepted. Negative rental history is described as, but not limited to, any damages owed, rental related debt and/or eviction filed within the past sixty (60) months.

CHECKS: A negative check writing history will result in applicant paying rent in certified funds only.

NUMBER OF OCCUPANTS: Requirements regarding the maximum number of occupants:

1 bedroom	Two persons
1 bedroom / study	Three persons (familial status)
2 bedroom	Four persons
2 bedroom / study	Five persons (familial status)

**Familial status is defined as living with a person who has not reached the age of (18) years.*

SELF EMPLOYED: If self-employed, retired or disabled, the applicant must provide copies of tax returns from the previous year, financial statements from a CPA or copies of three most recent bank statements showing proof of ability to pay rent for the term of the lease.

CRIMINAL HISTORY: Management will reject applicants with any felony charges within the last seven (7) years or misdemeanor convictions involving crimes against persons, property or for illegal drug related or prostitution related offenses. Check fraud is also grounds for rejection of application.

PETS: Pets will be permitted on a case-by-case basis according to Landlord's instructions. An additional pet deposit and pet fee will be required from the prospective resident, a portion of which will be non-refundable.

All application fees, administration fees and pet fees are non-refundable. Only deposits may be classified as refundable according to the terms spelled out in the lease.

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