Tenant Application / Selection Criteria

Top Hat Property Management, LLC does not discriminate against any person based on race, color, religion, sex, national origin, familial status, or handicap status.

- Application: All persons over the age of 18 will be required to fill out an application and pay a non-refundable application fee of $50.00 which is due at the same time the application is submitted. *Copies of Driver's License and Social Security card must be submitted with application*.
- Income: *Applicants must provide copies of most recent pay stub which reflects current and YTD pay. Gross monthly income should be 3 times the monthly rent. Self-employed applicants to provide past 2 years tax returns.*
- Employment: Applicants must provide detailed employment history for the past year..
- Guarantors: There are situations where a Guarantor will be accepted. The Guarantors must be a relative (parent, sibling, or grandparent), adhere to the same application process, and have income equal to 5 times the monthly rent.
- Pet Policy: Policies will vary by property and property owner and will be considered on an individual basis. All pet fees will be non-refundable. No exotic pets or aggressive dog breeds will be allowed under any circumstances.
- Credit History: Credit reports will be run on each applicant and unfavorable credit can disqualify an applicant from being accepted. Evictions and landlord collections are automatic declines. Each situation will be evaluated individually.
- Criminal History: Criminal history will be checked on all applicants over the age of 18 and may result in being declines pending the seriousness of the offense. Convictions regarding weapons, illegal drugs, violent crimes, and sex offenders will be declined.
- Renters Insurance: All tenants will be required to carry a Renters Insurance policy and include Top Hat Property Management as an additional insured.

You are encouraged to read and fully complete the required application, and do not hesitate contacting Top Hat Property Management with any questions regarding the application or process. Please sign this form and return with your application to acknowledge your review of our application and selection criteria.

_____ _____

Applicant Signature Date

_____ _____

Applicant Signature Date

9137 Belshire Drive N. Richland Hills, TX 76182