Dear Applicant,

Thank you for your interest in renting a property managed by OPTIONS Realty Property Management Division.

This packet contains the information and forms necessary to begin the rental application process. Please carefully review all instructions and submit all required documentation to avoid delays in processing.

REQUIRED APPLICATION ITEMS

- ☐ Completed Rental Application for each applicant eighteen (18) years of age or older
- ☐ Non-Refundable Application Fee for each applicant eighteen (18) years of age or older
- ☐ Government-Issued Photo Identification
- ☐ Identity Verification through the designated screening platform
- ☐ Income Verification through the designated screening platform
- ☐ Credit Screening Authorization
- ☐ Criminal Background Screening Authorization
- ☐ Rental History Verification
- ☐ Pet Screening Profile Completion (See Pet Screening QR Code Flyer)
- ☐ Signed Residential Tenant Selection Criteria
- ☐ Authorization to Release Information (TXR-2003)
- ☐ Information About Brokerage Services (TXR-2501)
- ☐ Any additional documentation requested during the screening process

APPLICATION PROCESSING

Applications are reviewed in the order in which complete application packages are received. Incomplete applications cannot be processed.

Processing generally occurs during normal business hours and may require additional time depending upon employer responses, landlord responses, third-party verification services, and the completeness of information submitted by the applicant.

OPTIONS Realty will make reasonable efforts to process completed applications within three (3) business days; however, processing times are estimates only and are not guaranteed.

Applicants are responsible for monitoring their email, text messages, telephone messages, and online application portal for requests regarding additional information.

IMPORTANT INFORMATION

Submission of an application does not guarantee approval and does not reserve a property.

The property will remain available for lease until:

- An application has been approved;
- All required funds have been received;
- The lease agreement has been fully executed; and
- All required move-in requirements have been satisfied.

Applicants should carefully review the Residential Tenant Selection Criteria included in this packet. The Tenant Selection Criteria contains important information regarding application procedures, screening standards, resident benefits, insurance requirements, pet screening requirements, fraud prevention notices, and applicant responsibilities.

We appreciate the opportunity to assist you and look forward to reviewing your application.

Sincerely,

Arleen LaPointe, GRI, TRLP, TRLS

REALTOR®/Property Manager
OPTIONS Realty Property Management Division
PO Box 960444 El Paso, Texas 79996 Website: www.optionsrealty.us

PROPERTY MANAGEMENT DIVISION
www.optionsrealty.us
arleenlapointe41@gmail.com

RESIDENTIAL TENANT SELECTION CRITERIA

Thank you for your interest in renting a property managed by OPTIONS Realty Property Management Division ("OPTIONS Realty").

OPTIONS Realty is committed to providing Equal Housing Opportunity in accordance with all applicable federal, state, and local fair housing laws. All applicants are evaluated using the same written screening criteria and application procedures.

Please carefully review this Tenant Selection Criteria before submitting an application. Submission of an application does not guarantee approval. Applications are evaluated based on the information provided by the applicant and information obtained through independent verification and screening processes.

Incomplete, inaccurate, illegible, altered, or fraudulent applications may result in denial of the application.

Applicants are strongly encouraged to personally view the property before submitting an application. Properties are offered in their current condition unless otherwise agreed to in writing.

1. EQUAL HOUSING OPPORTUNITY

OPTIONS Realty Property Management Division is committed to Equal Housing Opportunity.

Applicants will be evaluated in compliance with all applicable fair housing laws, including but not limited to protections based upon:

- Race
- Color
- Religion
- Sex
- National Origin
- Disability
- Familial Status
- Any additional protected classes recognized under applicable law

All applicants are evaluated under the same standards and procedures.

2. APPLICATION PROCEDURES

Applications are reviewed in the order in which complete applications are received.

Each applicant eighteen (18) years of age or older must submit:

- ☐ A separate rental application;
- ☐ The required non-refundable application fee;
- ☐ Identity verification;
- ☐ Income verification;
- ☐ Credit screening authorization;

Initialed by Applicant(s) _____, _____, _____, _____

- ☐ Criminal background screening authorization;
- ☐ Rental history verification authorization; and
- ☐ Any additional documentation requested during the screening process.
- ☐ Married applicants must each submit a separate application.
- ☐ Roommates must apply and qualify individually.
- ☐ Co-signers and guarantors are not accepted unless specifically approved by the Property Owner and permitted by applicable law.

Applications will not be processed until all required documentation has been received.

3. IDENTIFICATION REQUIREMENTS

Each applicant must provide:

- ☐ A valid government-issued photo identification card; and
- ☐ Any additional identification documentation reasonably requested during the verification process.
- ☐ Applicants must successfully complete identity verification through the screening platform designated by OPTIONS Realty.

Unacceptable Identification Documents

The following documents are not accepted for identity verification purposes:

- Temporary identification cards or temporary driver's licenses
- Birth certificates
- Military identification cards
- Non-government-issued identification
- Unofficial identification documents
- Expired identification documents
- Digital identification cards or digital driver's licenses
- Photocopies of identification documents that cannot be independently verified

Applicants must provide a current, valid, government-issued photo identification document acceptable to the identity verification provider designated by OPTIONS Realty.

OPTIONS Realty reserves the right to require additional identification documentation when necessary to verify an applicant's identity.

Providing false identification or misrepresenting identity is grounds for denial.

4. SOURCE OF INCOME REQUIREMENTS

OPTIONS Realty does not discriminate based upon lawful source of income. Participation in a lawful housing assistance program will not, by itself, disqualify an applicant from consideration.

Applicants may satisfy income requirements through one or more lawful and verifiable sources, including:

- ☐ Employment income
- ☐ Self-employment income
- ☐ Retirement benefits
- ☐ Pension income
- ☐ Military pay and allowances
- ☐ Government benefits
- ☐ Housing assistance programs
- ☐ Court-ordered child support
- ☐ Court-ordered spousal support

Initialed by Applicant(s) _____, _____, _____, _____

- ☐ Trust income
- ☐ Investment income
- ☐ Other lawful and verifiable income sources

All income must be capable of independent verification.

5. INCOME VERIFICATION REQUIREMENTS

Applicants must demonstrate sufficient verifiable income to meet the financial requirements established for the property.

Unless otherwise specified by the Property Owner, applicants should demonstrate verifiable monthly income equal to at least three (3) times the monthly rent.

All income used for qualification must be lawful, verifiable, and reportable to the Internal Revenue Service (IRS).

OPTIONS Realty only accepts income that is reported or required to be reported to the Internal Revenue Service. Applicants are responsible for providing documentation sufficient to establish that income is reportable to the Internal Revenue Service. Income that is not reported to the IRS, cash income that cannot be independently verified, undocumented income, or income that cannot be reasonably verified through reliable documentation will not be considered for qualification purposes.

Acceptable income verification may include:

- Pay stubs
- W-2 forms
- 1099 forms
- Federal income tax returns
- Social Security benefit statements
- Retirement or pension award letters
- Military Leave and Earnings Statements (LES)
- Housing assistance documentation
- Court-ordered child support or spousal support documentation
- Trust income documentation
- Investment income statements
- Other IRS-reportable income documentation acceptable to OPTIONS Realty

Income verification may be conducted through a third-party verification service selected by OPTIONS Realty.

Applicants are responsible for any fees charged by third-party verification vendors.

OPTIONS Realty reserves the right to require additional documentation when necessary to verify income.

Self-Employment Income Calculation

Applicants who are self-employed must provide sufficient documentation to verify income.

Unless otherwise approved by the Property Owner, self-employed applicants may be required to provide:

- Two (2) years of signed federal income tax returns;
- Recent business bank statements;
- Recent personal bank statements; and
- Any additional documentation reasonably requested to verify income.

Initialed by Applicant(s) _____, _____, _____, _____

For qualification purposes, OPTIONS Realty generally uses the Adjusted Gross Income (AGI) reported on the applicant's federal income tax return.

The following example illustrates how self-employment income may be evaluated:

Example: Monthly Rent: $1,000
Applicant's Adjusted Gross Income (AGI): $40,000

1. Calculate Monthly Income
    a. $40,000 ÷ 12 months = $3,333.33 Monthly Income
2. Determine Rental Qualification
    a. Monthly Income: $3,333.33
3. Required Income: Three (3) times the monthly rent
    a. $1,000 Rent × 3 = $3,000 Required Monthly Income
4. Result: $3,333.33 Monthly Income exceeds the $3,000 Monthly Income Requirement.

Applicant would satisfy the income qualification requirement for a $1,000 per month rental property.

Income calculations may vary based upon the applicant's complete financial documentation, business structure, and Property Owner requirements.

OPTIONS Realty reserves the right to request additional documentation when necessary to verify self-employment income.

6. EMPLOYMENT VERIFICATION

Applicants may be required to verify current employment through a third-party verification system. The website to submit the information is: https://rentervibe.com/options

Applicants shall provide accurate employer information, including:

- Employer name;
- Human Resources contact information;
- Supervisor contact information; and
- Employer telephone number.
- Military applicants may provide current military orders or military employment documentation.

Employment history and stability may be considered during the screening process.

7. RENTAL HISTORY REQUIREMENTS

Applicants must provide rental history information requested during the application process. The website to submit the information is: https://rentervibe.com/options

- Rental history may be verified through:
- Current landlords;
- Previous landlords;
- Property management companies;
- Military housing offices; or
- Other independent sources.

Rental references from relatives or interested parties may not satisfy rental history requirements.

Initialed by Applicant(s) _____, _____, _____, _____

Applicants are responsible for providing accurate contact information for prior housing providers.

8. CREDIT SCREENING

A consumer credit report may be obtained for each applicant.

Credit history may be considered as part of the overall evaluation process.
Outstanding debt owed to a landlord, property management company, housing provider, or utility provider may negatively affect approval.

Bankruptcy, foreclosure, collections, judgments, payment history, and overall credit profile may be considered as part of the screening process.

Credit screening standards are applied consistently to all applicants.

9. CRIMINAL BACKGROUND SCREENING

A criminal background screening may be conducted on all adult applicants.

Criminal history is evaluated in accordance with applicable laws and fair housing guidance.

Factors that may be considered include:

- Nature of the offense;
- Severity of the offense;
- Time elapsed since the offense;
- Evidence of rehabilitation; and
- Relevance to resident safety or property protection.

Criminal history is not evaluated using blanket exclusions and will be reviewed on an individualized basis where required by law.

10. RESIDENT BENEFITS PACKAGE

Applicants acknowledge that approved residents may be required to participate in the OPTIONS Realty Resident Benefits Package ("RBP").

The Resident Benefits Package is designed to provide residents with additional services, convenience, and resources during the lease term.

Benefits may include:

- Filter Delivery Service
- Utility Concierge Service
- Resident Rewards Program
- Online Resident Portal
- Home Buying Assistance
- Identity Theft Protection Services
- Vetted Vendor Network
- Other resident services offered by OPTIONS Realty

Current pricing, services, and program details will be disclosed prior to lease execution.

Initialed by Applicant(s) _____, _____, _____, _____

Participation in the Resident Benefits Package may be mandatory where permitted by law and required by the Property Owner.

11. RENTCRED / CREDHUB RENT REPORTING PROGRAM

OPTIONS Realty utilizes CredHub and RentCred to report rental payment history to participating credit reporting agencies.

Approved residents may be automatically enrolled in the program as part of the Resident Benefits Package or other resident service offerings.

Residents may receive benefits including:

- Establishment of positive rental payment history
- Improved credit reporting opportunities
- Enhanced credit profile development
- Portable rental payment history

Residents acknowledge that:

1. On-time rental payments may be reported to participating credit bureaus.
2. Late, delinquent, returned, unpaid, or otherwise unfavorable payment history may also be reported.
3. Participation in the program does not guarantee any increase in credit score.
4. Reporting practices may change based upon vendor requirements and applicable law.

Program Fee

Participation in the RentCred/CredHub Rent Reporting Program is subject to a monthly charge of Eight Dollars ($8.00) per adult occupant residing in the property.

The monthly charge will be assessed to each adult resident listed on the lease agreement and may be collected with monthly rent or through another payment method designated by OPTIONS Realty.

Current pricing, enrollment requirements, and program details are subject to change and will be disclosed before lease execution.

Unless otherwise prohibited by law, participation in the RentCred/CredHub Rent Reporting Program may be mandatory for all adult residents residing in the property.

12. PET SCREENING REQUIREMENTS

Pet policies vary by property and are subject to Property Owner approval.

All applicants must complete the pet screening process designated by OPTIONS Realty, including applicants with pets, applicants without pets, and applicants requesting an accommodation for an assistance animal.

Standard Pet Policy

Unless otherwise stated in writing for a specific property, the following pet policy applies:

1. A maximum of two (2) dogs may be permitted, subject to Property Owner approval.
2. A non-refundable Pet Fee of Two Hundred Fifty Dollars ($250.00) per approved pet is required prior to occupancy.
3. Cats are not permitted.
4. Birds, reptiles, rodents, ferrets, livestock, exotic animals, poisonous animals, endangered species, and other non-traditional household pets are not permitted.
5. Fish tanks and aquariums larger than fifty (50) gallons are not permitted without prior written approval.

Initialed by Applicant(s) _____, _____, _____, _____

6. All approved pets must:
    - Be properly licensed if required by local law;
    - Have current vaccinations;
    - Comply with all local animal control regulations; and
    - Be maintained in a safe and sanitary manner.
7. Pet approval is not automatic and remains subject to Property Owner approval and property-specific restrictions.
8. Unauthorized pets constitute a lease violation and may result in fees, lease enforcement actions, or lease termination as permitted by the lease agreement and applicable law.

Pet Screening Requirements
Applicants with household pets may be required to provide:

- Photographs of each pet;
- Vaccination records;
- Licensing records;
- Breed information;
- Weight information;
- Veterinary information; and
- Other information requested by the pet screening provider.

Applicants are responsible for all fees charged by third-party pet screening providers.

Assistance animals are not pets and are addressed in Chapter 14.

13. ASSISTANCE ANIMALS

The pet policies described in Chapter 13 do not apply to approved assistance animals. Assistance animals are not considered pets under applicable fair housing laws.

Requests for reasonable accommodations involving assistance animals will be evaluated in accordance with federal, state, and local fair housing laws and the OPTIONS Realty Fair Housing Compliance Manual.

OPTIONS Realty complies with all applicable federal, state, and local fair housing laws concerning assistance animals.

Applicants requesting an accommodation for an assistance animal may be required to submit supporting documentation when permitted by law.

Assistance animals are not considered pets.

Pet fees, pet deposits, pet rent, breed restrictions, and pet limitations do not apply to approved assistance animals.

Requests for reasonable accommodation involving assistance animals will be reviewed in accordance with:

- The Fair Housing Act;
- Applicable Texas law;
- Other applicable laws; and
- The OPTIONS Realty Fair Housing Compliance Manual.

Submission of false, altered, misleading, fraudulent, or improper documentation may result in denial of the accommodation request and other remedies permitted by law.

Initialed by Applicant(s) _____, _____, _____, _____

14. TENANT LIABILITY INSURANCE REQUIREMENTS

The lease agreement may require residents to maintain tenant liability insurance coverage during the entire lease term.

Unless otherwise specified by the Property Owner, residents may be required to maintain liability coverage of not less than One Hundred Thousand Dollars ($100,000.00).

Residents may satisfy this requirement by:

1. Participating in a landlord-approved tenant liability insurance program;
2. Purchasing renters' insurance from a provider approved by the Property Owner; or
3. Purchasing renters' insurance from a licensed insurance company meeting the lease requirements.

Coverage requirements, proof of insurance requirements, and policy conditions will be provided before lease execution.

Failure to maintain required insurance coverage may constitute a lease violation.

OPTIONS Realty is not an insurance company and does not provide insurance advice.

Residents should consult a licensed insurance professional regarding insurance coverage options.

15. EXAMPLES OF REASONS FOR DENIAL

The following are examples of circumstances that may result in denial of an application:

1. Failure to satisfy income requirements.
2. Failure to satisfy rental history requirements.
3. Failure to satisfy credit requirements.
4. Failure to satisfy criminal screening requirements.
5. Providing false, misleading, altered, incomplete, or fraudulent information.
6. Failure to provide requested documentation.
7. Outstanding debt owed to a landlord, property management company, or housing provider.
8. Prior lease violations.
9. Prior eviction judgments or other court actions involving housing.
10. Unverifiable information provided by the applicant.
11. Failure to meet property-specific requirements established by the Property Owner.
12. Failure to complete required verification processes.
13. Failure to comply with application procedures.

The examples above are not exhaustive.

Each application is evaluated individually using the complete screening criteria.

16. APPLICATION FRAUD AND MISREPRESENTATION

Applicants must provide complete, accurate, and truthful information.

Any materially false, misleading, altered, incomplete, or fraudulent information may result in:

- Denial of the application;
- Cancellation of approval;
- Termination of a lease if discovered after occupancy;
- Forfeiture of fees as permitted by law; and
- Referral to appropriate authorities when warranted.

Initialed by Applicant(s) _____, _____, _____, _____

Examples include:

- False employment information;
- False income information;
- False rental history information;
- False identification documents;
- Undisclosed occupants;
- Undisclosed animals; and
- Altered supporting documents.

OPTIONS Realty reserves the right to verify any information submitted by an applicant.

17. APPLICATION PROCESSING PROCEDURES

Applications are processed in the order in which complete application packages are received.

A complete application package generally includes:

- Completed rental application;
- Application fee;
- Identity verification;
- Income verification;
- Credit screening authorization;
- Criminal background screening authorization;
- Rental history verification authorization;
- Pet screening profile, if applicable; and
- Any additional documentation requested by OPTIONS Realty.

Applications are generally processed during normal business hours.

Processing times may vary depending upon:

- Employer response times;
- Landlord response times;
- Third-party verification vendors;
- Volume of applications received;
- Additional documentation requests; and
- Other circumstances beyond the control of OPTIONS Realty.

OPTIONS Realty will make reasonable efforts to process completed applications within three (3) business days. However, processing times are estimates only and are not guaranteed.

Incomplete applications will not be processed.

If requested documentation is not provided within a reasonable time, the application may be denied or withdrawn from consideration.

Applicants are responsible for monitoring their email, telephone messages, text messages, and application portal communications during the application process.

18. ELECTRONIC COMMUNICATIONS AND ELECTRONIC RECORDS

Applicants agree that OPTIONS Realty may communicate regarding the application and tenancy through electronic means.

Initialed by Applicant(s) _____, _____, _____, _____

Electronic communications may include:

- Email;
- Text messages;
- Online portal messages;
- Electronic document delivery;
- Electronic signature platforms; and
- Other electronic communication systems used by OPTIONS Realty.

Applicants are responsible for providing accurate contact information and promptly updating any changes.

Applicants acknowledge that failure to monitor electronic communications may delay application processing.

Electronic records and electronically signed documents shall have the same force and effect as original paper documents to the fullest extent permitted by law.

Applicants consent to receiving notices, disclosures, requests for information, and other communications electronically.

Applicants are encouraged to opt in to receive text messages. Text messaging allows OPTIONS Realty to provide application updates, request additional documentation, and communicate important information quickly, helping to create a smoother and more efficient application process and reducing the likelihood of processing delays.

19. AUTHORIZATION AND ACKNOWLEDGMENTS

By submitting an application, the applicant authorizes OPTIONS Realty, the Property Owner, and their authorized representatives to:

1. Obtain a consumer credit report;
2. Conduct a criminal background screening;
3. Verify employment information;
4. Verify income information;
5. Verify rental history;
6. Verify mortgage payment history;
7. Verify banking information when necessary;
8. Contact references provided by the applicant; and
9. Obtain any other information reasonably necessary to evaluate the application.

Applicants acknowledge that:

- Submission of an application does not guarantee approval.
- Application fees are non-refundable unless otherwise required by law.
- Approval standards may vary by property.
- Additional documentation may be requested.
- Providing false or incomplete information may result in denial.

Applicants further acknowledge receipt of this Tenant Selection Criteria and understand that screening standards may include factors such as:

- Income;
- Rental history;
- Credit history;
- Criminal history;
- Identity verification; and

Initialed by Applicant(s) _____, _____, _____, _____

- Other lawful screening criteria.

20. PROPERTY AVAILABILITY AND APPROVAL PROCEDURES

Submission of an application does not reserve a property.

Unless otherwise agreed in writing, the property shall remain available for lease and may continue to be shown to prospective applicants until:

1. An application has been approved;
2. All required funds have been received;
3. The lease agreement has been fully executed by all parties; and
4. Any additional required documents have been completed.

Approval of an application does not create a landlord-tenant relationship.

A landlord-tenant relationship is created only upon execution of a written lease agreement by all required parties.

Once approved, applicants may be required to:

- Execute lease documents;
- Pay required deposits;
- Pay any required fees; and
- Commence occupancy within the timeframe established by the Property Owner.

Failure to complete move-in requirements within the required timeframe may result in cancellation of the approval.

OPTIONS Realty reserves the right to continue accepting and processing backup applications until a lease agreement has been fully executed and all required funds have been received.

21. FRAUD PREVENTION AND RENTAL SCAM WARNING

WARNING: Rental scams are common and can result in significant financial loss.

OPTIONS Realty encourages all applicants to use caution and verify all information before sending money or providing personal information.

Applicants should be alert to the following warning signs:

- Requests to send money before viewing a property;
- Requests to send money to individuals not affiliated with OPTIONS Realty;
- Requests for payment by gift card, cryptocurrency, wire transfer, Cash App, Venmo, Zelle, MoneyGram, Western Union, or other unusual payment methods;
- Rental prices that appear substantially below market value;
- Individuals claiming ownership or management authority without verification;
- Refusal to provide written documentation;
- Pressure to make immediate payments; and
- Communications containing significant errors, inconsistencies, or suspicious information.

Initialed by Applicant(s) _____, _____, _____, _____

Applicants should independently verify that they are communicating directly with OPTIONS Realty before sending funds or sensitive personal information.

OPTIONS Realty is not responsible for losses resulting from fraud committed by third parties.

Applicants who suspect fraudulent activity should immediately discontinue communication with the suspected party and notify OPTIONS Realty.

APPLICANT ACKNOWLEDGMENT

I/We acknowledge that I/we have received, reviewed, and understand the OPTIONS Realty Property Management Division Residential Tenant Selection Criteria.

I/We understand that submission of an application does not guarantee approval and that all applications are subject to verification and screening.

I/We certify that all information provided during the application process is true, complete, and accurate to the best of my/our knowledge.

Applicant Signature: _____
Printed Name: _____
Date: _____

Applicant Signature: _____
Printed Name: _____
Date: _____

Applicant Signature: _____
Printed Name: _____
Date: _____

Applicant Signature: _____
Printed Name: _____
Date: _____

Initialed by Applicant(s) _____, _____, _____, _____

TEXAS REALTORS

AUTHORIZATION TO RELEASE INFORMATION RELATED TO A RESIDENTIAL LEASE APPLICANT

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS®, INC. IS NOT AUTHORIZED.

©Texas Association of REALTORS®, Inc. 2024

I, _____ (Applicant), have submitted an application to lease a property located at _____

_____ *(address, city, state, zip)*.

The landlord, broker, or landlord's representative is:

OPTIONS Realty *(name)*

P.O.BOX 960444 *(address)*

El Paso, TX 79996 *(city, state, zip)*

(915)478-1145 *(phone)* _____ *(fax)*

arleenlapointe41@gmail.com *(e-mail)*

I give my permission:

(1) to my current and former employers to release any information about my employment history and income history to the above-named person;

(2) to my current and former landlords to release any information about my rental history to the above-named person;

(3) to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above-named person;

(4) to my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above-named person; and

(5) to the above-named person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain background information about me.

_____

Applicant's Signature Date

Note: Any broker gathering information about an applicant acts under specific instructions to verify some or all of the information described in this authorization. The broker maintains a privacy policy which is available upon request.

TEXAS REAL ESTATE COMMISSION

Information About Brokerage Services

Texas law requires all real estate license holders to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

EQUAL HOUSING OPPORTUNITY

TYPES OF REAL ESTATE LICENSE HOLDERS:

- **A BROKER** is responsible for all brokerage activities, including acts performed by sales agents sponsored by the broker.
- **A SALES AGENT** must be sponsored by a broker and works with clients on behalf of the broker.

A BROKER'S MINIMUM DUTIES REQUIRED BY LAW (A client is the person or party that the broker represents):

- Put the interests of the client above all others, including the broker's own interests;
- Inform the client of any material information about the property or transaction received by the broker;
- Answer the client's questions and present any offer to or counter-offer from the client; and
- Treat all parties to a real estate transaction honestly and fairly.

WRITTEN AGREEMENTS ARE REQUIRED IN CERTAIN SITUATIONS: A license holder who performs brokerage activity for a prospective buyer of residential property must enter into a written agreement with the buyer before showing any residential property to the buyer or if no residential property will be shown, before presenting an offer on behalf of the buyer. This written agreement must contain specific information required by Texas law. For more information on these requirements, see section 1101.563 of the Texas Occupations Code. **Even if a written agreement is not required, to avoid disputes, all agreements between you and a broker should be in writing and clearly establish: (i) the broker's duties and responsibilities to you and your obligations under the agreement; and (ii) the amount or rate of compensation the broker will receive and how this amount is determined.**

A LICENSE HOLDER CAN REPRESENT A PARTY IN A REAL ESTATE TRANSACTION:

AS AGENT FOR OWNER (SELLER/LANDLORD): The broker becomes the property owner's agent through an agreement with the owner, usually in a written listing to sell or property management agreement. An owner's agent must perform the broker's minimum duties above and must inform the owner of any material information about the property or transaction known by the agent, including information disclosed to the agent by the buyer or buyer's agent. **An owner's agent fees are not set by law and are fully negotiable.**

AS AGENT FOR BUYER/TENANT: The broker becomes the buyer/tenant's agent by agreeing to represent the buyer, usually through a written representation agreement. A buyer's agent must perform the broker's minimum duties above and must inform the buyer of any material information about the property or transaction known by the agent, including information disclosed to the agent by the seller or seller's agent. **A buyer/tenant's agent fees are not set by law and are fully negotiable.**

AS AGENT FOR BOTH - INTERMEDIARY: To act as an intermediary between the parties the broker must first obtain the written agreement of each party to the transaction. The written agreement must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. A broker who acts as an intermediary:

- Must treat all parties to the transaction impartially and fairly;
- May, with the parties' written consent, appoint a different license holder associated with the broker to each party (owner and buyer) to communicate with, provide opinions and advice to, and carry out the instructions of each party to the transaction.
- Must not, unless specifically authorized in writing to do so by the party, disclose:
  - that the owner will accept a price less than the written asking price;
  - that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
  - any confidential information or any other information that a party specifically instructs the broker in writing not to disclose, unless required to do so by law.

A LICENSE HOLDER CAN SHOW PROPERTY TO A BUYER/TENANT WITHOUT REPRESENTING THE BUYER/TENANT IF:

- The broker has not agreed with the buyer/tenant, either orally or in writing, to represent the buyer/tenant;
- The broker is not otherwise acting as the buyer/tenant's agent at the time of showing the property;
- The broker does not provide the buyer/tenant opinions or advice regarding the property or real estate transactions generally; and
- The broker does not perform any other act of real estate brokerage for the buyer/tenant.

Before showing a residential property to an unrepresented prospective buyer, a license holder must enter into a written agreement that contains the information required by section 1101.563 of the Texas Occupations Code. The agreement may not be exclusive and must be limited to no more than 14 days.

LICENSE HOLDER CONTACT INFORMATION: This notice is being provided for information purposes. It does not create an obligation for you to use the broker's services. Please acknowledge receipt of this notice below and retain a copy for your records.

OPTIONS Realty	**547830-BB**	**angelacochoa@outlook.com**	**(915)252-7943**
Name of Sponsoring Broker (Licensed Individual or Business Entity)	License No.	Email	Phone
OPTIONS Realty	**547830-BB**	**angelacochoa@outlook.com**	**(915)252-7943**
Name of Designated Broker of Licensed Business Entity, if applicable	License No.	Email	Phone
Angela Ochoa	**486718-B**	**angelaochoa@outlook.com**	**(915)252-7943**
Name of Licensed Supervisor of Sales Agent/Associate, if applicable	License No.	Email	Phone
Arleen La Pointe	**438560-SA**	**arleenlapointe41@gmail.com**	**(915)478-1145**
Name of Sales Agent/Associate	License No.	Email	Phone

_____ _____ _____

Buyer/Tenant/Seller/Landlord Initials Date

INSTRUCTIONS

Part of your application process focuses on providing verification reports. We use RenterVibe™. They are a trusted third-party vendor.

Information you need to know.

- If your application is grouped, every adult 18 years or older must complete an individual profile.
- We may ask for any, or all, of the following:
  - We ask for two (2) years of rental history.
  - We ask for one (1) most recent months of bank statements and one (1) most recent pay stubs for each account and job that you have.
  - Please note: all bank statements, pay stubs, and other income verification documents must be uploaded during one log-in session. You will not be able to add additional documents later. Be certain to **upload all documents during your initial login session**.

Additional Instructions:

1. Please use the link below to get to the site and create your account.
   Link: www.rentervibe.com/OPTIONS
2. After creating your account, look for an email to verify your email address. Click the link in the email, then log back into your new account.
3. In addition to your login credentials, use the Property Manager's Code below
   Property Manager's Code: OPTIONS.
4. Follow the steps on your dashboard to get started.
5. Getting rental history reports completed is a time-sensitive process. We highly recommend you call your past landlords for the following:
   a. Make sure the email address you will be entering for them is the address they wish to receive rental history requests.
   b. Let them know to be looking for an email from: support@rentervibe.com, Subject: Renter Verification Request.
6. Complete the "Final Step" by signing your consent and clicking "Submit."

Once you have submitted the required information, you will receive a confirmation email from RenterVibe™ that your reports are being processed.

We look forward to continuing your application process.

Arleen LaPointe, GRI, TRLP, TRLS

REALTOR®/Property Manager
OPTIONS Realty

HOW-TO

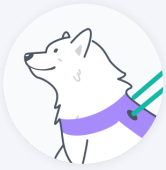
Make a PetScreening Profile

1. Sign In To Your PetScreening Account At:

https://optionsrealty.petscreening.com

Tip: Please use the email address that was used for your property application.

2. Select Your Profile Type



Household Pet

Annual Fee Associated

If you have a household pet living in your home:
Upload pet photos and add breed information, vaccination details, and behavioral history.

Assistance Animal

Free – No Associated Fee

If you have an assistance animal (support or service):
Upload animal photos & medical documentation, if required. Add breed, vaccinations, and behavioral history details.

No Pet/Animal

Free – No Associated Fee

If you do not have any pets or animals:
Affirm your property's affidavit and understand the pet policy in place.

3. Complete & Submit Your Profile!

Profiles are active for one year from creation date & should be updated annually. View your PetScreening account settings for auto-renewal options.

PetScreening®

For PetScreening support, email support@petscreening.com

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OPTIONS Realty

LET'S EXPLORE

Resident Benefits Package

$15/mo plus $8 per Adult

All of our residents receive the following benefits:

Filter Delivery Service

Changing filters is as easy as opening the front door. This service saves you up to $250/year and reduces the hassles of repairs.

Positive Credit Enhancement Credit Reporting for All Rental Payments

Your on-time rental payments will help build your credit. We report all rental payment history to major credit bureaus allowing tenants the opportunity to establish positive rental history and improve their credit score. This fee is charge per adult living in the property. It will vary with each lease.

Identity Theft Coverage

Tenants will be provided ID theft protection and resolution services to protect from multiple types of identity theft; provided by InfoArmor (by Allstate). This service is comparable to LifeLock at a fraction of the cost.

Utility Concierge Setup

We take the frustration out of setting up utilities. One call sets up water, cable, and internet services - ensuring you get the best price.

Online Portal

Access your documents, pay rent, and place service requests through our easy to use online portal 24/7.

Tenant Insurance Options

We offer several options for our Residents to choose a Tenant Insurance Policy. This selection is done outside of the lease. Tenants can utilize their own insurance company or one of the other insurance companies offered by OPTIONS Realty.

Home Buying Assistance

For those who want to move onto homeownership, we'll help you get there.

Resident Benefit Package is **REQUIRED** with **ALL** lease agreements with OPTIONS Realty Property Management. Resident Benefit Package will be billed as one charge on a monthly basis. Credit Reporting will be billed at $8/month per adult.

credhub™
A Data Analytics Company

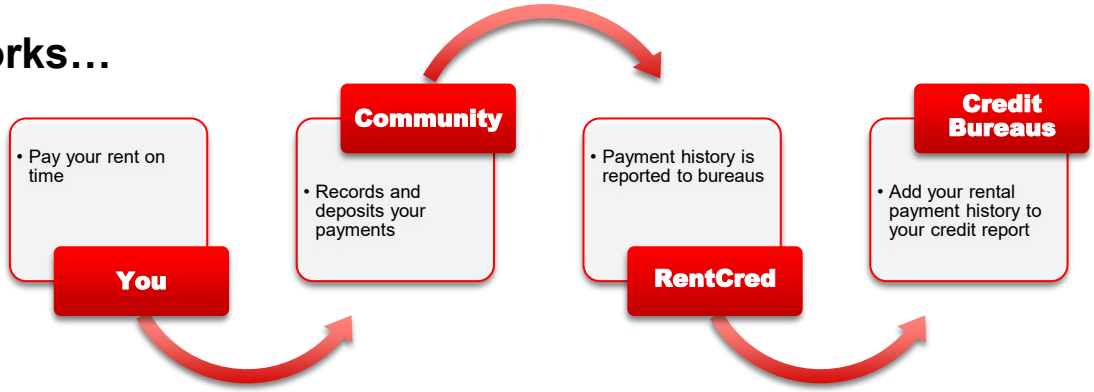
Allstate SM
IDENTITY PROTECTION

Get Credit for your most substantial payment - your **RENT**

RentCred, powered by CredHub allows residents to get credit for their on-time rental payments

OPTIONS Realty utilizes CredHub, a Data Analytics and Credit Bureau Reporting Company. CredHub provides property rent roll analytics information to OPTIONS Realty in addition to providing payment data to TransUnion and Equifax monthly. RentCred reports your rental payments to TransUnion and Equifax. Getting credit for your most substantial payment can increase your credit score 20 – 70 points saving you $1000's of dollars down the road. This service is available to all OPTIONS Realty residents.

How it works…



CredHub does the work and the resident reaps the benefits: OPTIONS Realty will report your rental payment history monthly during the term of your lease. CredHub will in turn transmit this history to two of the major credit bureaus: TransUnion, Equifax (the "Credit Bureaus").

The benefits of RentCred:

Improve your credit score quickly
Positively increase your buying power
Gain better interest rates
Have portable rental history
Establish yourself in the credit world

The benefits of Allstate InfoArmor:

- ✓ Protect identity and finances with proactive monitoring and alerts
- ✓ Dark web monitoring thru bots to protect from suspicious hacker forums
- ✓ 24/7 credit team to manage recovery and restore identity in timely manner
- ✓ $1 million dollar identity restoration policy to cover out of pocket costs if identity is breached

While using RentCred when you meet your lease payment obligations, your information will be reported to the Credit Bureaus and will help you in building a positive credit history. If you *do not meet* your rental payment obligations, as per your lease contract agreement, the late or unfavorable fact will be reported to CredHub and thereafter to the Credit Bureaus. This will also impact your credit and can affect your credit score.

Positively impact your future! It's important to make sure that you are meeting your lease payment obligations monthly and throughout the term of your lease agreement. Reporting on-time rental payments can positively impact your credit score. Some results *may* be reflected in 7-10 days. Building a good credit history is important should you apply for credit in the future, such as to purchase a home or car. RentCred is the key to opening that future.

OPTIONS Realty is excited to bring this amenity to all our residents!

credhub™

credhub.com
t • 1.833.888.CRED ƒ • 888.657.2484
707 S. Grady Way, Suite 600
Renton, WA 98057

SUREVESTOR INC.

LANDLORD REQUIRED LIABILITY INSURANCE

The Lease requires all Tenants to carry a $100,000 in Tenant Legal Liability coverage for accidental or tenant damage resulting from fire, smoke, backup or overflow of sewer, drain, water damage, falling objects and collision with vehicles.

CHOOSE ONE OF THE FOLLOWING OPTIONS BELOW

Option 1: Do nothing — you will be automatically enrolled in our Tenant Liability Insurance Program. You pay the monthly premium together with rent. (See details on back)

Tenant Liability Insurance DOES NOT include coverage for:

✗ Personal Property ✗ Theft ✗ Loss of Use

Cost: $12.00 per month (includes admin fee)

Option 2: Purchase renters insurance from our preferred provider and provide proof of coverage to us. The policy is pre-underwritten and meets the terms of your lease while also providing coverage for:

✓ Personal Property ✓ Theft ✓ Loss of Use

Cost: Depends on limits, coverages, and deductibles selected — Scan for more info:

Option 3: Purchase renters insurance from a licensed agent and provide proof of coverage to us. Please ensure to obtain limits that meet the required amounts and name our Property Management Company as an "additional interest".

Cost: Varies on your provider and applicant's creditworthiness, among other factors

WARNING!

There are many online scammers trying to steal money from renters like you. DO NOT send money or anything of value to anyone you have not met! IT IS A SCAM AND YOU WILL LOSE YOUR MONEY!

We care about you and our community, and we want to protect you from those seeking to lie to you and steal your money. Please be aware that there are many online scams regarding rental properties. Criminals will pressure you to wire money or send money by Western Union, Money Gram, Bitcoin, PayPal, or Venmo. Don't do it.

This property is offered for lease only by OPTIONS REALTY.

DO NOT deal with anyone regarding this property other than us and Tenant Turner, our online scheduling software. DO NOT take the word of someone who claims to have recently terminated our services.

If you feel that you are not dealing directly with us or a member of our staff, please call us at 915915-478-1145 immediately at and we will be happy to assist you with renting this property or to verify you are dealing with the correct company that represents this property.

What should I watch out for?

- Emails or texts from someone who does not live in your local area or claims to be out of town for some time
- Inability or refusal to meet face-to-face to complete the transaction
- Rent prices that are too good to be true
- Minimal or no approval process
- Poor grammar and spelling
- Requests to send money by wire transfer, Western Union, Money Gram, bitcoin, gift cards, PayPal, shipping, escrow service, or a "guarantee". We will not ask you to wire money, and if we accept money orders and certified funds we will only do so in person at our office.

OPTIONS Realty
LET'S EXPLORE