

# HOW WE SCREEN

## Tenant Screening Criteria & Disclosure

At Cofield Property Management, we believe in fair and equal housing opportunities. Everyone is welcome to apply for one of our homes here in Austin and the surrounding areas. To make the process consistent and transparent, all applications are screened by a trusted third-party service.



Approval is based on the following criteria:

- **Bankruptcy Check**
- **Credit Check**
- **Criminal Background Check**
- **Collections History**
- **Employment Verification**
- **Eviction History**
- **Income Verification**
- **Landlord Verification**
- **Pet/Animal Verification**
- **Pre-Qualification Standards**
- **Public Records Review**
- **Sex Offender Registry Check**

### Application Requirements (Per Applicant)

#### 1. Income

- Monthly gross income must be at least 3 times the rent.
- Acceptable proof includes your most recent pay stubs, last year's W-2, or a 1099.

#### 2. Proof of Employment

- Employment history should reflect at least 6 months with the current employer.
- If self-employed, provide signed tax returns or recent bank statements.
- Military applicants must provide a current LES. Active-duty applicants must be on assignment that allows completion of the lease term.
- Retired applicants may provide recent SSI, VA, or retirement benefit statements, or 3 months of bank statements showing these deposits.
- Applicants who don't meet income requirements must show 6 months of savings statements showing a minimum average balance equal to 8 months of rent.
- If receiving unemployment benefits, please provide an unemployment verification letter showing weekly benefit amount and remaining balance on the claim.
- Job transfers require written proof of job offer and acceptance.
- Temporary, probationary, and seasonal positions are not accepted.
- Verification fees (if required by employer) are the applicant's responsibility.

#### 3. Residence History

- At least 2 years of verifiable residence history is required whether you've owned or rented.
- Must include landlord names, phone numbers, and dates of tenancy.
- Home ownership will be verified.
- Military/base housing may be accepted if verifiable.
- Evictions within the last 5 years are an automatic grounds for denial.
- Broken leases may require a double deposit and are reviewed case-by-case.
- All verifications must come from an unbiased source.
- If using a guarantor, they must also apply and qualify.

#### 4. Credit History

- We pull credit reports directly (TransUnion, Equifax, Experian) ...self-provided reports are not accepted.
- Applicants must show timely payments and no collections/write-offs. Money owed to a landlord or utility is cause for denial.
- A credit score below 600 will result in denial.
- Lease guarantors must be a relative, Texas resident, and financially qualified.

#### 5. Identification

- A valid Social Security number is required.
- Applicants must provide a current driver's license or government-issued photo ID.

#### 6. Emergency Contact

A reliable emergency contact (18+) not listed on the lease is required on the application.

**Please Read**

Every effort is made to provide applicants with reliable accurate information regarding our home for lease. However, changes can and do take place to cause inaccurate information to be accidentally presented. We encourage all applicants to verify schools, allowable animals, expected features, HOA concerns, etc. prior to signing a Lease. Any information posted in the MLS advertisement does NOT constitute any written agreement or guarantee

## PLEASE NOTE:



At Cofield Property Management, our goal is to make the application process clear, fair, and consistent, so you know exactly what to expect. We're a local Austin family business, and we take pride in helping renters find homes where they can truly feel at home.

## Criminal, Sex Offender & Terrorist Database Screening

- Convictions involving violent crimes, sex offenses, domestic violence, weapons, or illegal substances are cause for denial.
- In certain cases, management may consider the type and age of the offense.
- Applicants are encouraged to research local crime and sex offender statistics before applying. Public information is available at the [Austin Public Sex Offender Registry](#).

## Smoking Policy

- No smoking or vaping inside homes or garages.
- Removal of smoke/candle/incense-related damage is charged to tenants.

## Renter's Insurance

- Required for all tenants.
- Single-family homes/duplexes: \$300,000 liability minimum.
- All other properties: \$100,000 liability minimum.
- Cofield Property Management must be listed as an interested party.

## Disability Accommodations

Any concerns should be submitted in writing to CPM. Any modifications are at the expense of the disabled person, and the disabled person must agree to restore the premises, at their own expense, to the pre-modified condition (provided the modification would affect the use and enjoyment of the premises for future residents.) CPM would require written proposals detailing the extent of the work to be done, approval from the owner before modifications are made, appropriate building permits with required licenses made available for the owner's inspection, and a restoration deposit may be required per Fair Housing guidelines.

## Animal & Pet Policy

### 1. Pet Screening

- Every applicant must complete our PetScreening process, even if you do not have pets (you'll simply select "no pets").
- Pet profiles are required for all animals, including household pets, service animals, and ESAs.
- As of September 2023, PetScreening charges \$25 per profile (credit card) or \$20 (ACH). Fees are non-refundable and go directly to PetScreening.
- Support/assistance animal requests must include current documentation from a licensed healthcare professional which will be reviewed by PetScreening's legal team. **This approval process and final determination is the responsibility of PetScreening**

### 2. Restrictions

- Animal policies vary from one landlord to another. Check with Cofield Property Management if there is a question.
- No aquariums over 10 gallons.
- No ferrets, reptiles, arachnids, or rodents of any kind are permitted.
- Restricted dog breeds (insurance regulations): Akita, American Bulldog, Bullmastiff, Presa Canario, Chow, Doberman, German Shepherd, Husky, Rottweiler, Wolf hybrids, Staffordshire Terrier, Pit Bull breeds.
- Tenants are responsible for all damages or liability caused by their animals, regardless of type.

## Property Inspections

Cofield Property Management conducts 2 exterior inspections of each property annually to assess the condition of the property for safety issues and deficiencies. Notes and photos are kept on file and shared with the owner. We also perform an interior inspection of the home around 6 months prior to the end of a 12-month Lease. CPM reserves the right to perform interior inspection once per year, or any time the owner requests one. **If this standard walk-through procedure is going to cause you a problem, we recommend that you stop now and do not apply for one of our houses.**

## Schools

School zoning can change — applicants are responsible for verifying school assignments prior to applying.



# COMMON REASONS FOR DENIAL



- Incomplete applications or unverifiable information
- Failure to give current landlord notice to vacate
- Negative landlord references
- Owed money to a landlord or utility provider
- Evictions within 5 years
- Recent 3-day notices, NSF checks, or lease violations
- Unauthorized pets or occupants
- Running a business without written approval
- Attempting to negotiate lower rent or alter the lease agreement

## Lease Start Policy

- **Vacant Homes** - It is CPM's policy that all Leases on vacant home must begin within 14 days of application approval. We are unable to hold the home rent-free without a Lease agreement.
- **Occupied homes** - CPM will advertise a first available date on homes we manage. In some cases that date may need to be changed due to circumstances beyond our control. In those cases, we ask for the approved Applicant's flexibility. We understand the burden that this can create and strive to advertise a solid date so incoming tenants can plan accordingly.
- **Site-unseen homes** - It is possible to sign a Lease without ever seeing one of our homes in person if:
  - a relative, friend, or leasing agent video-taped the property for the Applicant(s),
  - the Applicant(s) signed a Site-Unseen Addendum to the lease which names a "Trusted Advisor" outside of CPM who offered their opinion as to the condition of the home.

Resident  
Benefits  
Package (RBP)  
\$29/mo

- All tenants are automatically enrolled in our RBP, which includes:
  - HVAC filter delivery service
  - Online tenant portal & mobile app
  - 24/7 maintenance coordination
  - One-time NSF fee forgiveness
  - Tenant handbook with lease & addenda
  - Access to our Home Buyer Program if you choose to purchase in the future