



Email: [Nicole@360PropertiesLLC.com](mailto:Nicole@360PropertiesLLC.com)  
Direct: (512) 740-8082 | Fax: (858) 777-7057  
201 S. Lakeline Blvd, Ste 804, Cedar Park, TX 78613

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## **Rental Application Policy and Procedures Form**

Thank you for applying with 360 Properties, LLC, for your housing needs. In order to best serve you, we feel it is imperative that you are made aware of, and fully understand our application policies and procedures. Please read these documents carefully before signing. It is the policy of this management company that applications are completed online only, application fees paid online with a credit card, and security deposit to be delivered in the form of certified funds within 24 hours of application submission for consideration.

All complete applications are processed on a daily basis (Mon-Fri). Please note that 360 Properties, LLC is closed on weekends and holidays. All approved applications for the same property are submitted for final decision. Once approved, the lease will be sent via email for electronic signature and must be signed within 2 days from receipt. This does not mean you take possession immediately, your possession will be the move-in date that was agreed upon. We request that you select a move in date that is during regular business times in order for us to better assist you.

### ***Consideration before applying for one of 360 Properties, LLC's rental homes:***

- All funds that are due at move-in must be in the form of certified funds only.
- At move in a full month's rent will be due, and the following month the pro-rate will be due if applicable.

### ***For properties that are professionally managed by 360 Properties, LLC:***

- Starting on the 2<sup>nd</sup> month of residence, rent will be paid by auto draft with 360 Properties specified software that will draft your bank account on the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> of the month at 12:01 am.
- Mandatory air filter program- \$10-15 will be added to your rent every month (depending on the level of air filter(s) you choose), and all required air filters for your home will be shipped to your door step every three months.
- Renters Insurance is required with a minimum of 300k in liability coverage, and 360 Properties, LLC must be named on the policy at all times as an "Additional Insured."

### **Application Submission Requirements:**

All the forms below must be signed and emailed separately at the time of application submission and within 24 hours to: [Nicole@360PropertiesLLC.com](mailto:Nicole@360PropertiesLLC.com). You may drop off the signed form with your security deposit also.

- Signed 360 Properties, LLC Rental Application Policy and Procedures Form
- Completed Residential Lease Application online only at: <https://360.quickleasepro.com>  
(Each person 18 years of age and older are required to submit an application)
- Application fee- \$62 non-refundable for each application (18yrs of age or older) submitted and paid online with a credit card only.
- Administration fee of \$100 non-refundable, will be due at move-in and at every renewal.

Initials: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_



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• Security Deposit to be delivered to 360 Properties, LLC office within 24 hours of application submission in the form of certified funds only. If application is rejected, the security deposit will be refunded within 1-2 business days. If you would like to see the terms of the lease and its attachments, please request a copy before submitting your application. \*Once application is approved the security deposit is non-refundable. For your convenience a dropbox is located to the right of the front door on the pillar.

*Please have the following ready for upload before submitting your online application (jpg or pdf). If you have problems with uploading your documents, you may also email them direct to:*

[Nicole@360PropertiesLLC.com](mailto:Nicole@360PropertiesLLC.com) :

- Valid Driver's License or government issued photo ID for each application submitted.
- Copy of pay check stubs for the past two months. Or if self-employed a copy of your most recent tax statement (must be current or previous year).
- Pictures of pets (if applicable). If the property owner is accepting pets at this property please review 360 Properties, LLC's "Pet Policy". Pet deposits listed on the listing are minimum deposits. Property owner has final approval/denial of pets allowed at property and total amount of deposit required. Additional liability insurance could be required for some aggressive breed of dogs, if allowed.
- We DO NOT accept co-signers or guarantors.

### **PROPERTY CONDITION**

Applicant is strongly encouraged to view the Property prior to submitting an application. Landlord makes no express or implied warranties as to the Property's condition. Please keep in mind any cosmetic issues do not have to be addressed by the landlord. \*If applicable please list on your application any requests for the landlord to consider regarding repairs or treatments should applicant and landlord enter into a lease. If no repairs are requested at the time of application submission, then home is rented as is.

If you are applying for an occupied property, the current tenants have given notice to vacate prior to your move-in day. However, be advised that their lease takes precedence and they cannot be forced to vacate except by lawful eviction.

### **CRIME STATISTICS**

Applicants should satisfy any concerns regarding crime statistics and sex offenders in any area where they might consider residing before applying. The information is available free of charge on the internet at: [www.txdps.state.tx.us](http://www.txdps.state.tx.us)

### **DISCLOSURE OF AGENCY**

360 Properties, LLC agents are acting as agents for the landlord, and do not represent prospective tenants. Although 360 Properties, LLC agents show "For Lease" properties to prospective tenants, they are not acting as tenant representatives, and are working as agents of the landlord.

Initials: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_



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### **TENANT/LANDLORD RELATIONSHIP**

The relationship between a landlord and tenant is a business relationship. A courteous and business like attitude is required. We reserve the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, is under the influence of drugs or alcohol, is argumentative, or in general displays an attitude at the time of the showing or during the application process that causes management to believe we would not have a positive business relationship.

### **ERRORS & OMISSIONS**

While we make every effort to describe our rental properties accurately, changes can and do take place. Therefore, our descriptions are subject to errors and omissions. Tenants should verify schools, pets, features, etc. Listings do not constitute a guarantee of facts stated.

*360 Properties, LLC is an Equal Opportunity Housing Company and a member of the National Association of Residential Property Managers (NARPM®). Our staff members adhere to a strict Code of Ethics, and to the Federal Fair Housing Law.*

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Applicant signature Date

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# **Rental Criteria**

## **INCOME & EMPLOYMENT VERIFICATION**

- Income should be at minimum three times the rent in gross monthly income and verifiable from an unbiased source.
  - a. Applicants must provide contact information for the HR Department, the name of their department head or direct supervisor, and the main business telephone number.
  - b. Provide 2 months' worth of pay check stubs. An offer letter of acceptance on company letter head is acceptable for new hires and must be signed by their employer.
  - c. Applicant's employment history should reflect at a minimum of 6 months with your employer unless you have just begun a new job, then this would be applicable with your previous. If your employer charges a fee for employment verification you will be responsible for paying the fee in addition to the application fee's stated immediately.
  - d. Self-employed individuals must provide verification of income with a copy of your current year tax returns filed with IRS and 4 most recent bank statements.
- Married couples may combine income.
- Roommates must qualify separately at a minimum of two times the rent each.
- Section 8 vouchers and certificates may be accepted. \*Please verify that the property you are applying for qualifies for Sec 8. The resident(s) must meet the same criteria as those seeking non-subsidized housing.

## **RENTAL HISTORY**

- Applicants are responsible for providing information including the names, addresses and phone numbers, of Landlords with dates of tenancy for the previous 2 years.
- Mortgage payment history will be considered if you owned rather than rented your residence during the previous 2 years.

The following will be grounds for denial:

- Forcible detainers (evictions).
- History of any damage to previous residences or an outstanding balance due to previous Landlords.
- Evictions or broken leases with a pending balance, lease violations, or landlord debt of any kind will be grounds for instant denial. Foreclosures are considered on a case by case situation.
- Poor house keeping
- Not properly maintaining the rental property or grounds
- Unruly or destructive behavior by applicant(s), occupants, applicant's guests, or pets



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## **Rental Criteria**

- Violence to persons or property by applicant(s), occupants, or applicant's guests
- If you have recently received an adverse Notice to vacate.
- If you have had (3) or more NSF checks or late payments within the last 12 months
- If you have/had unauthorized person(s), not on the lease, to resided on the premises.

### **CREDIT REQUIREMENTS**

360 Properties, LLC works with all applicants on a case by case basis with regard to credit.

- A minimum credit score of 600 will be considered for processing. Scores below 600 may be considered with the understanding that an additional security deposit may be required.
- Any outstanding debt to a prior landlord will result in the denial of your application.
- Past due child support will result in denial of your application.
- Credit history must show that the resident has paid bills on time and does not have a history of debt write-offs or accounts that have gone into collections. Residency may be denied due to poor credit history.

### **CRIMINAL BACKGROUND VERIFICATION**

We will check local and national criminal databases for all occupants 18 years of age and older. Criminal backgrounds involving sex offenses, violent crimes, prostitution, domestic violence and/or involving the possession of weapons or illegal substances may be grounds for denial of an application. An exception may be made for type and or age of offense, please provide details to your Application and Leasing Coordinator.

### **RENTAL CRITERIA FOR PETS**

Policies on domestic pets vary from property to property. Certain owners do not permit any pets while other owners may permit only a specific pet type and weight. Please refer to the MLS listing for the home for which you are applying. If multiple pets are allowed (most owners allow a maximum of two pets per property.) The following guidelines apply:

1. No puppies allowed. Dogs must be 24 months of age or older.
2. Male cats must be neutered.
3. All pets must be licensed and current on vaccinations. (Vaccination records must be submitted along with photos of pets at time of application).
4. No aquariums larger than 10 gallons allowed.
5. No ferrets, reptiles or rodents of any kind are permitted as pets.
6. All birds must be confined in cages and not allowed to reside outside their cage.
7. A security deposit of \$200 per pet plus a non-refundable pet fee of \$200 per pet is required.

### **UPON APPROVAL**

The applicant will be notified by phone, email or both. If the lease is not signed within 2 days from receipt, 360 Properties, LLC will withdraw the applicant and will process the next application received, or place the property back on the market. \*Security deposit will be retained and will be non-refundable.



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## Privacy Notice

Thank you for choosing to do business with **360 Properties, LLC**. We are obligated to honor the relationship with great care, beginning with the confidential information that may come into our possession during the course of your transaction with us. We believe that your privacy should not be compromised and we are committed to maintaining the confidentiality of that information.

You can be assured that we are respecting your privacy and safeguarding your “nonpublic personal information”. Nonpublic personal information is information about you that we collect in connection with providing a financial product or service to you. Nonpublic personal information does not include information that is available from Public sources, such as telephone directories or governmental records.

We collect personal information about you from the following sources:

- Information we receive from you on applications or other forms
- Information about your transactions with us
- Information about your transaction with nonaffiliated third parties
- Information we receive from a consumer-reporting agency

We respect the privacy of our customers, and we will not disclose nonpublic personal information about our customers or former customers to anyone, except as permitted by law.

We restrict access to nonpublic personal information about you to those employees who need that information to provide products to you.

We maintain physical, electronic, and procedural safeguards that comply with federal standards to guard your nonpublic personal information.

We will not disclose nonpublic personal information about our customers or former customers to nonaffiliated third parties, except permitted by law.

**360 Properties, LLC** recognizes and respects the privacy expectations of our customers. We want our customers to understand our commitment to privacy in our use of customer information. Customers who have any questions about the Privacy Policy or have any questions about the privacy of their customer information should call **360 Properties, LLC at (512)740-8082**.