



2309 Rio Grande, Austin TX 78705  
 512-542-0050 office ~ 512-323-2855 facsimile  
[maintenance@uthomesearch.com](mailto:maintenance@uthomesearch.com)

**Guidelines, Standards and Qualifications**

Active Property Management and its representatives will not discriminate against any person based on age, race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, familial status (households with minors), source of income, medical condition or disability.

**Maximum Occupancy Standard**

Two (2) persons per bedroom plus one (1) is the maximum occupancy, (i.e. 2 bedroom = 5 persons, 2+2+1=5).

**Rental Guidelines**

1. Age Requirements: Leaseholder(s) must be 18 years or older. All potential renters 18 years or older must complete an application. Once approved, all potential renters 18 years and older must sign as a leaseholder, not as an occupant.
2. Employment History & Verification: All applicants must provide 6 months of consecutive employment/ income verification. Verification must be provided in one of the following forms: a) successive paystubs, b) prior year W-2's, or c) prior year income tax return.
3. Income requirements: Income must be at least 2 ½ times the amount of the rental rate. Incomes for all applicants will be combined to meet these criteria; however each individual must make at least 1 ½ times the rent. If an applicant does not meet the income requirements, a qualified guarantor will be required.
4. Residency: All applicants must provide evidence of all prior rental history for review.  
 Note: Unlawful Detainers/ Evictions will not be accepted unless proof of settlement can be provided.
5. Identification: All applicants must provide proof of identification, with a legal picture ID, social security card or passport with visa.
6. Credit requirements: Credit should be in good standing (at least 60% positive). All judgments and negative credit lines will be investigated fully. Bankruptcies must be reestablished for at least 12 months.
7. Criminal background: Subject to management discretion. Misdemeanor convictions should be at least 2 years old. Felony convictions should be at least 10 years old. Violent and/or sexual crimes against children and/or other persons are not acceptable. Legal convictions will not necessarily terminate the application process, but omitting or falsifying information on your application will result in immediate denial of the application.
8. Application fee: A \$50 non-refundable application fee (in the form of money order or cashier's check) is required per applicant at the time of application and an additional \$50 for each Guarantor Application. Cash is not an acceptable form of payment. Personal checks may be used after the first month of residency.

***If you have questions concerning our rental criteria, please contact us directly at (512)542-0050 or via email at [activepropertymanager@gmail.com](mailto:activepropertymanager@gmail.com). We look forward to assisting you with your housing needs!***

Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Applicant Signature \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Applicant Signature \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Applicant Signature \_\_\_\_\_