

# *Property Management Services of Texas, Inc.*

## MLS APPLICATION CHECKLIST

Property Management Services of Texas, Inc. will NOT accept incomplete applications.

### Complete applications must have the following:

- ALL blanks of RESIDENTIAL LEASE APPLICATION filled in and signed.
- ALL blanks of ADDENDUM TO RESIDENTIAL LEASE APPLICATION filled in and signed.
- Property Management Services of Texas, Inc. MLS PET DOCUMENT signed
- Income verification. [One (1) or more of the following may be required]
  - Examples
    - pay stubs (LES if military)
      - If working more than one (1) job, bring in pay stubs for all jobs.
    - income tax records
    - letters from SSI
    - bank statements
    - court order child support documentation
- Application fee: Cashier's Check or Money Order made payable to:
  - **Property Management Services of Texas**
  - \$50 per application for everyone 18 years or older, each must submit a completed application; if occupant is not responsible for rent, the application fee will be \$25.
- Application deposit: SEPARATE Cashier's Check or Money Order.
  - This Cashier's Check or Money Order should be made payable to
    - **"Property Management Services of Texas or" applicant's name**
  - Making the application deposit payable to both parties allows Property Management Services of Texas to return this deposit should applicant not be approved.
- Copy of social security card.
- Copy of photo identification (i.e. driver's license).

Once all information is complete and documents attached, the application may be turned into Property Management Services of Texas, Inc.



**TEXAS ASSOCIATION OF REALTORS®**  
**RESIDENTIAL LEASE APPLICATION**

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.  
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***Each occupant and co-applicant 18 years or older must submit a separate application.***

Property Address: \_\_\_\_\_  
 Anticipated: Move-in Date: \_\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_

Property Condition: **Applicant is strongly encouraged to view the Property prior to submitting any application.**  
 Landlord makes no express or implied warranties as to the Property's condition. Applicant requests Landlord consider the following repairs or treatments should Applicant and Landlord enter into a lease: \_\_\_\_\_

Applicant was referred to Landlord by:  
 Real estate agent \_\_\_\_\_ (name) \_\_\_\_\_ (phone)  
 Newspaper  Sign  Internet  Other \_\_\_\_\_

Applicant's name (first, middle, last) \_\_\_\_\_  
 Is there a co-applicant?  yes  no ***If yes, co-applicant must submit a separate application.***  
 Applicant's former last name (maiden or married) \_\_\_\_\_

E-mail \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Work Phone \_\_\_\_\_ Mobile/Pager \_\_\_\_\_  
 Soc. Sec. No. \_\_\_\_\_ Driver License No. \_\_\_\_\_ in \_\_\_\_\_ (state)  
 Date of Birth \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye Color \_\_\_\_\_  
 Hair Color \_\_\_\_\_ Marital Status \_\_\_\_\_ Citizenship \_\_\_\_\_ (country)

Emergency Contact: *(Do not insert the name of an occupant or co-applicant.)*  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name all other persons who will occupy the Property:  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Applicant's Current Address: \_\_\_\_\_ Apt. No. \_\_\_\_\_  
 \_\_\_\_\_ (city, state, zip)  
 Landlord or Property Manager's Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: Day: \_\_\_\_\_ Nt: \_\_\_\_\_ Mb: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Date Moved-In \_\_\_\_\_ Move-Out Date \_\_\_\_\_ Rent \$ \_\_\_\_\_  
 Reason for move: \_\_\_\_\_

Applicant's Previous Address: \_\_\_\_\_ Apt. No. \_\_\_\_\_  
 \_\_\_\_\_ (city, state, zip)  
 Previous Landlord or Property Manager's Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: Day: \_\_\_\_\_ Nt: \_\_\_\_\_ Mb: \_\_\_\_\_ Fax: \_\_\_\_\_

Residential Lease Application concerning \_\_\_\_\_

Date Moved-In \_\_\_\_\_ Date Moved-Out \_\_\_\_\_ Rent \$ \_\_\_\_\_

Reason for move: \_\_\_\_\_

Applicant's Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_ (street, city, state, zip)

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Start Date: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_ Position: \_\_\_\_\_

Note: If Applicant is self-employed, Landlord may require one or more previous year's tax return attested by a CPA, attorney, or other tax professional.

Applicant's Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_ (street, city, state, zip)

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_ Position: \_\_\_\_\_

Describe other income Applicant wants considered: \_\_\_\_\_

List all vehicles to be parked on the Property:

Type	Year	Make	Model	License/State	Mo.Pymnt.

Will any pets (dogs, cats, birds, reptiles, fish, and other pets) be kept on the Property?  yes  no

If yes, list all pets to be kept on the Property:

Type & Breed	Name	Color	Weight	Age in Yrs.	Gender	Neutered?	Declawed?	Rabies Shots Current?
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

Yes  No

Will any waterbeds or water-filled furniture be on the Property?

Does anyone who will occupy the Property smoke?

Will Applicant maintain renter's insurance?

Is Applicant or Applicant's spouse, even if separated, in military?

    If yes, is the military person serving under orders limiting the military person's stay to one year or less?

Has Applicant ever:

    been evicted?

    been asked to move out by a landlord?

    breached a lease or rental agreement?

    filed for bankruptcy?

    lost property in a foreclosure?

    had any credit problems (including any outstanding debt (e.g., student loans or medical bills)), slow-pays or delinquencies?

    been convicted of a crime?

Is any occupant a registered sex offender?

Are there any criminal matters pending against any occupant?

Is there additional information Applicant wants considered?

Residential Lease Application concerning \_\_\_\_\_

Additional comments: \_\_\_\_\_

**Authorization:** Applicant authorizes Landlord and Landlord's agent, at any time before, during, or after any tenancy, to:  
(1) obtain a copy of Applicant's credit report;  
(2) obtain a criminal background check related to Applicant and any occupant; and  
(3) verify any rental or employment history or verify any other information related to this application with persons knowledgeable of such information.

**Notice of Landlord's Right to Continue to Show the Property:** Unless Landlord and Applicant enter into a separate written agreement otherwise, the Property remains on the market until a lease is signed by all parties and Landlord may continue to show the Property to other prospective tenants and accept another offer.

**Privacy Policy:** Landlord's agent or property manager maintains a privacy policy that is available upon request.

**Fees:** Applicant submits a non-refundable fee of \$ 50.00 to PMS OF TEXAS (entity or individual) for processing and reviewing this application. Applicant  submits  will not submit an application deposit of \$ \_\_\_\_\_ to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed.

**Acknowledgement & Representation:**  
(1) Signing this application indicates that Applicant has had the opportunity to review Landlord's tenant selection criteria, which is available upon request. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history.  
(2) Applicant understands that providing inaccurate or incomplete information is grounds for rejection of this application and forfeiture of any application fee and may be grounds to declare Applicant in breach of any lease the Applicant may sign.  
(3) Applicant represents that the statements in this application are true and complete.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

*For Landlord's Use:*

On \_\_\_\_\_, \_\_\_\_\_ (name/initials) notified

Applicant  \_\_\_\_\_ by  phone  mail  e-mail  fax  in person that Applicant was

approved  not approved. Reason for disapproval: \_\_\_\_\_



TEXAS ASSOCIATION OF 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® IS NOT AUTHORIZED.  
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I, \_\_\_\_\_ (Applicant), have submitted an application  
to lease a property located at \_\_\_\_\_  
\_\_\_\_\_ (address, city, state, zip).

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

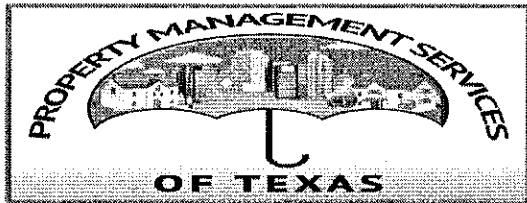
PROPERTY MANAGEMENT SERVICES OF TEXAS (name)  
1747 Citadel Plaza, Suite 102 (address)  
San Antonio, TX 78209 (city, state, zip)  
(210) 662-6000 (phone) (210) 661-5511 (fax)  
delaneyrealty@delaney.org (e-mail)

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.*



**ADDENDUM TO RESIDENTIAL LEASE APPLICATION  
(Co-Applicants Prepare A Separate Application)**

Street Address \_\_\_\_\_ (Property) Apt/Unit No. \_\_\_\_\_

Processing Fee \$50.00. Application Deposit \$ \_\_\_\_\_ Total Monthly Rent \$ \_\_\_\_\_ Term of Lease \_\_\_\_\_

Desired Date of Occupancy \_\_\_\_\_ Utilities paid by owner as follows: \_\_\_\_\_

Separate pet deposit \$300-\$900+ per pet (depending on weight) (if any) \$ \_\_\_\_\_ (a portion is non-refundable)

**APPLICATION DEPOSIT AGREEMENT**

Applicant has inspected the proposed property and finds it suitable for Applicant's housing needs. Applicant hereby tenders a NON-REFUNDABLE Processing Fee and an Application Deposit for Property Management Services of Texas, Inc. (Landlord's Broker) to process this application and in consideration for Landlord removing the property from the rental market. The entire Application Deposit will be refunded, only if this application is not approved. **If the application is approved, but Applicant fails to enter into the contemplated lease after such approval, a Leasing Fee of \$200.00, a \$150.00 Administrative Fee, AND a daily rate of the proposed rent calculated from the date the application was submitted shall be forfeited to Property Management Services of Texas, Inc. and/or Landlord from the Application Deposit (will take 2-4 business days to refund).** The number of days will begin with the date of the application submittal and end on the date of the termination notice. THIS APPLICATION IS PRELIMINARY ONLY AND DOES NOT OBLIGATE LANDLORD'S BROKER OR LANDLORD TO EXECUTE A LEASE OR DELIVER POSSESSION OF THE PROPOSED PREMISES. If Landlord or Landlord's Broker is unable to deliver possession of the Property to the approved Applicant on the desired date of occupancy for any reason, Landlord and Landlord's Broker shall not be liable to Applicant for such delay. If Applicant's occupancy is delayed by more than five (5) days thereafter, Applicant may withdraw the application and Landlord's Broker shall refund to Applicant the Application Deposit paid.

If the deposit is in certified funds (Money Order or Cashiers Check) and your application is not approved, your deposit will be returned immediately. Applicants with little or marginal credit information may be asked to deposit additional funds prior to or at the time the lease is executed. Cash will not be accepted for the Application Deposit.

When the property is vacant and ready to be occupied, rent will start upon approval of this application. You are not authorized to occupy the property or receive keys until the contemplated lease and other rental documents have been properly executed by **ALL** applicants over the age of 18, and only after applicable rent, required security deposit, and pet deposits have been paid.

**A copy of Landlord's Residential Lease Agreement and customary terms and provisions are available in the office of Property Management Services of Texas, Inc. for your review prior to lease execution.**

The lease you will be asked to sign will include a provision for a lock box to be placed on the property when you give notice of your intention to move from the property, or if the home is placed on the market for sale. *You have the right to withdraw this authorization for a fee of \$250.00. I    authorize    do not authorize for a lock box to be placed on the property 30 days prior to my departure, and agree to pay this waiver fee at time of move-in.* Waiver of this authorization **does NOT** waive the right of Landlord's Broker and Landlord to show the property as provided in the lease. All applicants must sign the initial lease. Any one applicant may bind all co-applicants to future lease agreements and/or renewals. If one person's authorization is not your intent, written notice to Property Management Services of Texas, Inc. must be given, prior to signing the original lease agreement.

Before entering into a lease, please confirm that your children may attend the schools we have listed and that the property contains all accessories and utilities necessary for your desired uses.

***Application for Rental, Information About Brokerage Services, Duplicates of Photo ID, proof of your SSAN (Military Identification Card, if applicable), and Proof of Income must be attached before processing.***

**APPLICANT'S Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**CO-APPLICANT'S Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**SHOWING AGENT'S Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Showing Agent's Company and Address** \_\_\_\_\_

**Property Management Services of Texas, Inc. (DeLaney Realty, Inc., & BRW & Associates, Inc.)  
1747 Citadel Plaza, Suite 102, San Antonio, TX 78209  
(210) 662-6000**



# Information About Brokerage Services

11-2-2015

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

## 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.

## 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 or subagent by the buyer or buyer's agent.

**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.

**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.

**AS SUBAGENT:** A license holder acts as a subagent when aiding a buyer in a transaction without an agreement to represent the buyer. A subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first.

## TO AVOID DISPUTES, ALL AGREEMENTS BETWEEN YOU AND A BROKER SHOULD BE IN WRITING AND CLEARLY ESTABLISH:

- The broker's duties and responsibilities to you, and your obligations under the representation agreement.
- Who will pay the broker for services provided to you, when payment will be made and how the payment will be calculated.

**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.

Property Mgmt Services of TX Licensed Broker/Broker Firm Name or Primary Assumed Business Name	9004011 License No.	delaneyrealty@delaney.org Email	(210) 662-6000 Phone
Designated Broker of Firm	License No.	Email	Phone
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
Sales Agent/Associate's Name	License No.	Email	Phone

Buyer/Tenant/Seller/Landlord Initials

Date

Regulated by the Texas Real Estate Commission

Information available at [www.trec.texas.gov](http://www.trec.texas.gov)

TAR 2501

IABS 1-0



# *Property Management Services of Texas, Inc.*

## MLS PET DOCUMENT

### PETS

**All tenants must sign a pet agreement, even non-pet owners.**

Approved pets may include, but are not limited to dogs, cats, birds, fish tanks, reptiles, insects, arachnids, pot-bellied pigs, and rodents. Some property Owners do not allow pets; others have restrictions. **Tenants must bring pet(s) to the office for an interview and photograph.** Please see the Unacceptable Dog Breed List below.

1. Only tenants' pets specified in the pet agreement are allowed on the property at any time.
2. Property Management Services of Texas may deny any pet they deem unfit to reside on a property.
3. Tenant must provide proof renters insurance covering any liability of pet(s) listed in pet agreement and name Property Management Services of Texas as additionally insured.
4. Tenant must provide a complete veterinary medical history (including immunizations).
5. Male cat(s) must be neutered.
6. Pets such as birds, reptiles, insects, and rodents must be appropriately caged at all times.
7. Tenant agrees the pet will not be allowed off the premises unless under the complete control of a responsible human companion and on a hand held leash or in a pet carrier.
8. Dogs less than one (1) year old are not allowed in any property.
9. Tenant will notify Property Management Service of Texas if pet has offspring & will remove offspring from the property within eight (8) weeks.
10. Pet deposits vary and begin at \$300.00 per pet with a maximum of two (2) pets per property.

Up to 30 = \$300; Up to 50 = \$400; Up to 75 = \$500; Up to 100 = \$600; Up to 125 = \$700; Up to 150 = \$800;  
Over 150 = \$900+

### FISH TANKS

Fish tanks must adhere to the pet policy.

1. Residents shall be responsible for all damage caused by leakage or breakage from any fish tank.
2. Resident shall provide proof of adequate insurance naming Property Management Services of Texas as additionally insured if aquarium is twenty (20) gallons or more.
3. Fish tanks are subject to a pet deposit beginning at \$300.00 per tank.

20 Gallons or Less = \$0; Up to 50 Gallons = \$300; Up to 75 Gallons = \$400; Up to 100 Gallons = \$500;  
Up to 125 Gallons = \$600; Up to 150 Gallons = \$700; Up to 175 Gallons = \$800; Up to 200 Gallons = \$900;  
Over 200 Gallons = \$1000+

### LIABILITY

No aggressive or mixed aggressive breed dogs. Dogs will be rejected if they are fully or partially of the following breeds, or appear to be of the following breeds:

Akita, American Bulldog, Bullmastiff or Mastiff, Chow, Doberman, Husky, Presa Canario, Pit Bull, Siberian Husky, Staffordshire Bull Terrier, American Staffordshire Terrier, "Wolf Dog", Bull Terrier, Pit Bull Terrier, Rottweiler, Boerboel, Dogue De Bordeaux, Cane Corso, Tosa Inu, Dogo Argentino, Bandog, any of the Russian Shepherds, and any combination/mix breed of these.

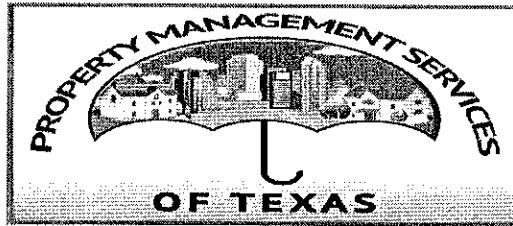
\*Please note, this is not a list Property Management Services of Texas created, this is what our Property Owner's Home Owner's Insurance Companies will not allow. If they do a property inspection and find that a tenant has one of the above listed dogs, the Home Owner's Insurance will drop them immediately.  
Thank you for your cooperation in this matter.

\*\*For any pets that do not fall under the above guidelines, please call the office to clarify.

\*\*\*Property Management Services of Texas reserves the right to amend pet agreement rules by giving tenants reasonable notice.

\_\_\_\_\_  
Tenant/Applicant Signature      Date

\_\_\_\_\_  
Management Signature      Date



1747 Citadel Plaza, Suite 102  
San Antonio, Texas 78209  
Phone (210) 662-6000 Fax (210) 661-5511  
[www.delaney.org](http://www.delaney.org)

## **Application Process & Screening Criteria**

Property Management Services of Texas, Inc. DeLaney Realty, Inc. and BRW & Associates, Inc. are committed to Equal Housing Opportunity and we fully comply with the Federal Fair Housing Act. We do not discriminate against a person because of Race, Color, Religion, Sex, Sexual Orientation, Handicap, Familial Status, National Origin or Age. We also comply with all state and local fair housing laws.

We offer application forms to everyone who requests one.

Applicants are judged on the same standards, one person or family at a time, on a "first come first served" basis.

Review our criteria for rental listed herein and if you feel you qualify, please apply. If you have any questions please ask.

The application processing time will take approximately two to four business days depending on how quickly your employer and landlords respond. You can expedite the process by insuring that we have accurate telephone and fax numbers of all employment and residence references you give us.

### **IDENTIFICATION**

Before a lease can be considered, an application must be filled out completely by every occupant over the age of 18. Each application must include a copy of a photo identification (i.e. driver's license) and social security card, or a military ID card for military service members.

Please be sure to fill out the application truthfully and completely. Omitted, inaccurate or incomplete information will delay processing. Lies and deceit are grounds for immediate rejection/disapproval.

1. Applications are reviewed in the order in which we receive them.
2. All applicants, whether you are legally married, common law spouses, each roommate & boy/girl friends, who will be responsible for rental payments must pay separate application processing fees.
3. All applications must be filled out completely and signed.
4. If we are unable to verify your information, we must deny the application.
5. Cashier's Check or Money Order is required for Application Fee(s) and a separate Cashier's Check, Money Order or other Form of Certified Funds is required for the Application Deposit.

## **Application Approval Requirements for Tenant\***

**\*(The financially responsible party(ies)):**

### **INCOME VERIFICATION**

We use our RESIDENT QUALIFIER Work Sheet to determine if your income is sufficient.

1. Married couples or immediate family members may combine incomes. Family members must pay a separate Application Processing Fee.
2. Your income must be verifiable through pay stubs (LES if military), employer contact, income tax records, letters from SSI, bank statements and/or court order child support documentation. Cash contributions from family members or non-court ordered child support are not an acceptable form of income.
3. If you are self-employed, your income must be verifiable through a CPA prepared financial statement or most recent Federal Income Tax Returns, copies of IRS Forms 1099, or bank statements.
4. Your employment history should reflect at least six months with your current employer in San Antonio or transfer verification with the same employer and 12 months with a previous employer. Military members & DOD Civilians **MUST** provide a copy of orders assigning them to the San Antonio area.
5. Applicants who do not meet the above employment or income requirements must submit savings or similar financial institution account statements showing a minimum balance maintained for the preceding six (6) months equivalent to twelve (12) months of rental payments.
6. The rent amount cannot exceed 35% of the gross monthly income.
7. If funds cannot be verified as available in your checking account, your application will be disapproved. Any fees associated with 3<sup>rd</sup> party income verification will be charged back to the applicant (Example: [www.theworknumber.com](http://www.theworknumber.com)).

### **RENTAL HISTORY**

You are responsible for providing us with sufficient information to verify your residency for the past five (5) years. We need the name, complete address to include zip code, Apt # if applicable, the phone numbers of landlords with the dates of tenancy and the rent amount paid. Also, please include the reason for your move. A separate sheet may be attached if necessary.

### **HOME OWNERSHIP**

Mortgage payment history will be considered.

If you have owned, rather than rented, a home during the previous 5 years, you will need to furnish mortgage company references and/or proof of ownership or title transfer.

Rental history must be verified from unbiased sources. If your only rental history is from a biased source (family or relatives), your credit report and employment verification will be the sole basis for approval or non-approval of your application.

We will accept proof of base housing occupancy as rental history.

## **CREDIT REQUIREMENTS**

1. To determine satisfactory credit worthiness we obtain a credit report from at least one, and perhaps all three, major credit reporting agencies.
2. Credit card records showing occasional late payments of no more than sixty (60) days may be acceptable, provided you can justify the circumstances.
3. If you have credit problems, your application may possibly be approved with a stipulation that you pay an additional security deposit prior to occupying the property.
4. Payments past due 60 days or more in the last 24 months may be cause for disapproval of your application.
5. Unless a substantial security deposit is made, we must deny approval if you have filed for bankruptcy within the past thirty-six (36) months.
6. To avoid an increased deposit, any bankruptcy must have been discharged at least one year prior to the date of your application. Exceptions will only be made by the Broker or Owner of the property.
7. Unpaid collections within the last three (3) years may result in denial of your application.
8. Outstanding debt to a property management company or a landlord will result in denial of your application.
9. Federal tax liens less than three (3) years old must be included in debts.
10. If you have had a foreclosure in the last three (3) years you will be disapproved unless a substantial deposit is met.
11. If 20% or more of your total accounts are past due, you will be declined.
12. If your credit score is below 550, you will be disapproved.

## **CRIMINAL BACKGROUND CHECK**

We do not rent to any person required to register as a sexual offender. Felony or drug charge convictions are looked at on a case by case basis and only the owner of the property can approve the applicant.

## **RENTAL CRITERIA FOR PETS**

Policies on pets vary from home to home. Certain owners do not permit pets, others permit dogs only. Please call the office to determine the pet policy for the home you are interested in prior to the submission of your application.

When permitted, a total of two pets per household are permitted: (2 dogs or 2 cats or 1 of each.) Birds, fish tanks and reptiles are also considered as pets.

1. We require a picture of each pet that will be on the property. Please provide a picture of your pet or pets with the application. Service animals are exempt from certain requirements.
2. No puppies are allowed. Dogs must be 12 months of age or older.
3. Male cat(s) must be neutered.
4. No aggressive or mixed aggressive breed dogs (**SEE PET DOCUMENT**)
5. Pet policies are strictly enforced, and any breach will be charged a fine and will also be grounds for termination of your lease.

6. Tenants will be evicted for misrepresenting the breed of their dog or for the possession of poisonous, dangerous, or illegal pets, or endangered species.
7. A \$300-\$900+ pet deposit per pet (depending on weight) is required with a signed Pet Agreement. A portion of your deposit is non-refundable. Please ask what our current policy is.
8. There will be a \$1000 fine plus \$50 per day additional rent for each unauthorized pet found on the property.

### **CAN WE HOLD A PROPERTY FOR YOU?**

When a property is vacant, rent for the property will begin the day after an application is approved, or we establish the property is ready for move-in. If the property is not vacant, rent will begin one day after we have the property ready for delivery to you. You must request a "hold" or delayed move-in on your application if this policy does not meet your needs. Please get approval of this request before allowing your application to be processed further.

### **OTHER REASONS FOR DENIAL**

1. If you failed to give proper notice when vacating a prior residence.
2. If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to the behavior of yourself, your pets, or others allowed on the property during your tenancy.
3. If you have had three or more late payments of rent within a 12 month period.
4. If you have had a repossession in the last three (3) years.
5. If an unlawful detainer action or eviction has occurred within the past three (3) years.
6. If you have received a current notice to vacate.
7. If you have had two (2) or more NSF checks within the last twelve (12) month period.
8. If you have allowed person(s) not on the lease to reside on the premises.

If misrepresentations are found after the lease agreement is signed, the lease agreement will be terminated and your security deposit will be forfeited.

Once you are approved you will be notified by phone and we will schedule an appointment for **ALL APPLICANTS** to sign the lease. We will go over the lease agreement, late charges, procedures for maintenance and repairs, along with other obligations. This usually takes about an hour, so plan accordingly. Pro-rated rent will be collected, additional deposits collected and keys to the property will be given.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE