

Rental Application Guidelines and Screening Criteria

We are committed to Equal Housing Opportunity and we fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of Race, Color, Religion, Sex, Handicap, Familial Status, National Origin or Age. We also comply with all Texas and local Fair Housing Laws.

Please review this document completely and if you feel that you qualify, please apply. If you have any questions, please ask!

1. All applications are reviewed in the order received. We accept TAR Form 2003A.
2. All persons 18 years or older must submit an application. If applicants are married to each other or children 18 or over, separate applications must still be submitted.
3. All applications must be filled out completely and signed.
4. A non-refundable application fee of \$50 is required for processing and reviewing each application at the time the application is submitted.
5. Application fees must be paid in certified funds (money order or cashier's check) and payable to **Daniels & Daniels Real Estate**.
6. Applicants must present valid state issued photo identification at time of application. (Driver license, or similar form of ID). A photocopy will be maintained in the property management file.
7. Any additional fees required to be paid to an applicants' landlord or employer for us to verify information must be paid by applicant in advance to process the application.
8. For Roommates: All criteria apply for each roommate. Please understand that some owner's landlords may not allow for student roommate situations. Ask before you apply.
9. Applications are processed in the order received and will not be processed without all necessary information, fees, and or documentation.
10. Roommates are to be approved on a case by case basis. All roommates must qualify individually.

Application Approval Requirements for Leaseholders

Income Verification: Must earn a minimum of three times the rent in verifiable gross monthly income

1. Married couples may combine income to meet eligibility
2. Income must be verifiable through pay stubs, employer contact, tax records and/or bank statements.
3. Self-employed income must be verified through CPA prepared financial statement or most recent tax and bank statements.
4. Employment history should reflect at least six (6) months with your current employer or transfer verification from the same employer. Military orders are accepted.
5. Applicants that do not meet the above must submit savings account information showing a balance equal to at least six (6) months of rent payments, with this balance being active for the last six (6) months.
6. We do not accept co-signers.

Rental History

You are responsible for providing us with information, including name address and phone number, of landlords with dates of tenancy for the previous 2 to 5 years. Home Ownership: Mortgage payment history is accepted. If you owned rather than rented your residence during the previous 2 to 5 years, you will need to furnish mortgage company references and/or proof of ownership or sale. Military Base Housing is accepted as rental history.

Credit Requirements

1. To determine satisfactory credit worthiness, a credit report/summary will be obtained from National Tenant Network.
2. If you have credit problems, your application may be refused, or you may be approved with an additional security deposit or pre-paid rent.
3. Payment past due history of 60 days or more within the last 24 months may be cause for non-approval.
4. You may be denied if you have filed for bankruptcy within the past 24 months.
5. Bankruptcy must have been discharged a minimum of one year prior to the date of application.
6. Unpaid collections within the last two (2) years may result in denial of application.
7. Outstanding debt to previous property management or landlord will result in denial of application.

Tenant Initials _____

Criminal Background Check

A criminal background check will be completed on each applicant. The inability to obtain a complete criminal background check or felony or serious misdemeanor charge(s) and/or conviction(s) is grounds for denial of an application. WE DO NOT RENT TO CONVICTED SEX OFFENDERS OR ANYONE REQUIRED TO REGISTER AS A SEX OFFENDER. Criminal background involving violent crimes, prostitution, and domestic violence and/or involving the possession of weapons or illegal substances are grounds for denial of an application. Application Approval Requirements for Occupants: all occupants must meet rental history and criminal background check requirements.

Rental Criteria for Pets:

Pet policy varies with each property owner. Some do not permit pets in any case, while others have limitations on size, type, etc. In all cases, birds, fish, and reptiles are considered pets.

1. No puppies allowed: all dogs must be minimum of 12 months or older.
2. Male cats must be neutered.
3. No poisonous snakes or biting reptiles.
4. No aggressive or mixed aggressive breed dogs. Dogs will be rejected if they are fully or partially, or appear to be of the following breeds: Pit-bull, Doberman Pincher, Rottweiler, Akita, Chow-Chow, and Husky. We require you to bring the dog to our office for an approval and photo identification.
5. All pets must maintain vaccination and local license requirements during tenancy.
6. Pet policies are strictly enforced and any a breach will be grounds for immediate termination of the lease agreement.
7. Tenants can be evicted for misrepresentation of their pet or for the possession of any illegal, poisonous, or dangerous pet or endangered species.
8. A pet deposit of \$400 is required for each pet.
9. Dogs that constantly bark or are considered noise nuisance may be asked to be removed.
10. Certified "Service Animals" may be exempt from certain requirements, please consult with the property manager for details.

Can we hold a property for you with a Security Deposit?

We can hold a property for up to 15 days from approval of application or when property becomes vacant, whichever is later. If application is approved, security deposit must be delivered within 24 hours in the form of a cashier's check or money order. If applicant withdraws application, a fee of 50% of the security deposit will be retained by the landlord. If the property is held for applicant for more than 15 days, all monies deposited will be forfeited to the landlord.

Disabled Access:

If you have disabled accessibility concerns, please submit them in writing along with your application. In order to make any modifications to the existing structure, we are required to obtain the owners approval. All modifications are at the expense of the disabled person, and the disabled person agrees to restore the premises at their expense to the pre-modified condition, provided the modification would affect the future use and enjoyment of the property. We require:

1. Written proposals detailing the extent of the work to be accomplished.
2. Written assurance that the work will be performed in a professional manner by the licensed/bonded contractor suitable for the job.
3. Written approval from the owner prior to any modification being made.
4. Appropriate building permits and required licenses be made available for the landlords inspection.
5. A restoration deposit may be required per Fair Housing guidelines.

Tenant Initials _____

Reasons for Denial

1. If you failed to provide proper notice to current/previous landlord when vacating property.
2. If previous landlords 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 tenancy.
3. If you have had three (3) or more late payments within a 12 month period.
4. If you have an unpaid collection against you from a Property Management Company.
5. If an unlawful detainer action or eviction has occurred within the last five (5) years.
6. If you have received a current 3-day notice to vacate.
7. If you have two (2) or more Non-Sufficient Funds (NSF) checks within the last 12 month period.
8. If you have allowed person(s) not on the lease to reside on the property.
9. If we are unable to verify information, we must deny the application.
10. Home based businesses are not allowed. If you have a home based business that you believe we may allow, please provide details to the property manager.

IMPORTANT: If misrepresentations are found after the lease agreement is signed, the lease agreement will be terminated.

Errors and 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, sizes, etc. Listings do not constitute a guarantee of the information stated. You should personally inspect the property before signing the lease!

Disclosure of Agency:

Daniels and Daniels Real Estate acts as an agent for the landlord and does not represent prospective tenants. Although we show "for lease" properties to prospective tenants, we are not acting as tenant representatives, but are working as agents of the landlord. Residential qualifying criteria are at the discretion of the owner and may change without notice. Our goal is to provide our owner clients with the best possible tenants for their properties. Occupancy will be based on overall condition of credit, employment, residential and criminal history. We reserve the right to refuse to rent to anyone that we feel does not meet our qualifications.

Notice to all Applicants:

Applicants should satisfy any concerns regarding crime statistics and sex offenders in any area where they might consider renting. This information is available free of charge through the following internet sites:

- Sex offenders: www.txdps.state.tx.us
- San Antonio area crime statistics: www.ci.sat.tx.us/indexcrime.asp
- Local police and sheriff departments may provide similar information through their web portals.

Once you are approved, you will be notified by phone and we will schedule an appointment to sign the lease. We will inform you as soon as we can. All leaseholders must sign the lease agreement.

Acknowledgement of Application Process & Screening Criteria:

Signing this acknowledgement indicates that you have had the opportunity to review the Application Process and Screening Criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income, and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.

Signature

Date

Signature

Date

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