



## **Application Instructions and Screening Criteria**

**APPLICATIONS ARE PROCESSED IN THE ORDER THEY ARE RECEIVED!**

Thank you for your interest in leasing.

Places and Spaces Leasing, LLC is committed to equal housing, and we fully comply with the Federal Fair Housing Act and the Fair Credit Reporting Act. We do not discriminate against race, color, religion, sex, disability, familial status, nationality, age, sexual orientation, or gender identity. We also comply with all state and local fair housing laws.

**BEFORE APPLYING:** Applicant must physically inspect the property **BEFORE** submitting the application for rental.

### **Application Instructions**

A complete application must contain the following:

All applications must be complete with all sections of the application filled out.

All fees paid prior to submission for consideration.

a. Completed TAR-2003 Residential Lease Application Form. An application must be completed for each individual 18 years and older.

b. Signed Application Instructions and Screening Criteria

c. Signed TAR-2501 Information About Brokerage Service

d. A copy of a valid Driver's License or other Government photo ID for each individual application submitted.

e. Completed TransUnion SmartMove Credit, Criminal Background & Eviction History Evaluation. **NOTICE, WE DO NOT LEASE TO SEX OFFENDERS OR FELONS.**

***Must have a minimum combined credit score of 600 to qualify.  
Money owed to another landlord will result in denial.***

\*NOTE Credit and Criminal checks will be sent to your email once a complete application has been submitted. The applicant will pay TransUnion SmartMove \$41.99 directly. This goes for all applicants 18 and older.

f. Completed Pet Screening from Placesandspaces.petscreening.com.

\*\*\* NOTICE TO ALL RESIDENTS & APPLICANTS: ALL APPLICANTS must complete this pet screening process. This is not only for pet and animal owners, but also for residents and applicants that DO NOT own a pet or animal. An application WILL NOT be considered complete without a Pet Screening completed. There is NO COST for an applicant with no pets or a service animal. For applicants with pets the cost is \$20 per pet for the screening. This is separate from the Criminal credit/background check and paid directly by the applicant.

\*\*\* Restricted Breeds are up to the landlord for approval. As a general rule we do not lease to applicants with restrictive breeds. • German Shepherds, Pit Bull Terriers, Cane Corso's, Rottweilers, Staffordshire Terriers, Akitas, Mastiffs, Great Danes, Doberman Pinschers, Chows, Bully's are examples of a restrictive breed.

g. Any deposits required - Security, Pet, etc.

h. All financial documents you would like to be considered to verify income. See screening criteria below for examples of what to submit.

Forward the completed application packet to:

info@placesandspacesleasing.com.

Contact Justin Cook at 210.951.6612 with any questions.

**\*\*ALL APPLICATIONS ARE PROCESSED IN THE ORDER THEY ARE RECEIVED**

**\*\*WE ALLOW FOR TWO BUINESSNESS DAYS ONCE WE BEGIN PROCESING AN APPLICATION TO VERIFY ALL INCOME AND ALL HISTORY'S. IF WE CAN NOT VERIFY WITHIN THAT TIMEFRAME THE APPLICATION WILL BE DENIED.**

**\*\*IF APPLICATION IS CONDITIONALLY APPROVED A LEASE MUST BE SIGNED WITHIN 24 HOURS OF BEING SENT VIA ELECTRONIC SIGNATURE AND ALL DEPOSITS MUST BE BROUGHT TO OUR OFFICE VIA CASHIERS CHECK ONLY, BY THE END OF THE FOLLOWING BUSINESS DAY FROM WHEN LEASE WAS SENT.**

**\*\*ALL TENANTS ARE REQUIRED TO MAINTAIN PROPERTY DAMAGE LIABILITY INSURANCE ON BEHALF OF THE LANDLORD AND PROPERTY MANAGER. COVERAGE IS REQUIRED IN THE AMOUNT OF \$100,000.00 FOR DAMAGE TO BOTH LANDLORD'S AND THIRD PARTIES' PROPERTY WITH THE PROVISIONS COVERING AT LEAST THE PERILS OF FIRE, SMOKE, EXPLOSION, ACCIDENTAL WATER DISCHARGE AND SEWER BACKUP. TENANT IS REQUIRED TO NAME PLACES AND SPACES LEASING, LLC AS ADDITIONALLY INSURED.**

## Screening and financial Criteria to qualify for rental:

- 1.Applicant(s) must earn three times the rent in verifiable, gross monthly income.
- 2.Legally married couples may combine incomes.
- 3.Income may be verifiable through most recent 2 pay stubs, employer contract, and tax records. Tax records to include past 2 years with complete returns, no drafts.
- 4.Self-employed income may be verifiable through accountant records or tax records. Tax returns to include past 2 years and must be full tax return, not a draft. Also include a P&L for current tax year. Plus 3 months full bank statements (no screen shots that show deposits to your personal accounts, not the business.
- 5.Employment history should reflect at least 6 months with current employer. If you have been with your employer for less than 6 months, proof of recent graduation, a previous 12-month employment or military orders will suffice.
- 6.Applicant is responsible for providing us with information on past landlords and/or mortgage companies. Must have a verifiable minimum of one years' rental/mortgage history.
- 7.Applicants must have a minimum combined/averaged credit score of 600.
- 8.Each applicant will have a criminal background check and credit check run on them.

We do not rent to:

- i. Convicted Sex Offenders or to anyone who has to register as a Sex Offender
- ii. Criminal backgrounds involving violent crimes, prostitution, domestic violence and/or involving possession of weapons
- iii. Any applicant with current outstanding debt to a property management company

## Applicant(s) may be denied tenancy for any of the following reasons:

- 1.**Application incomplete**- must have all sections of the application completed.
- 2.**Insufficient total income**- Monthly gross income should equal at least 3 times the monthly rent.
- 3.**Criminal conviction**- Felony conviction, history of violence, or sexual crimes
- 4.**Poor credit history**- Credit history will be run. Questionable credit history may possibly be mitigated with extra security deposit or advanced rent payment. (Determined on a case by case basis)
- 5.**Poor past rental history**- Any eviction, frequent late payments, broken lease, poor housekeeping, violence to persons or property can be reason to deny an applicant. Military housing may be used as rental history.
- 6.**Pets**- We will not accept any aggressive breed pets on our properties that property insurance restricts. Pet policies are strictly enforced. Anyone who misrepresents a pet's breed or does not get a pet approved will be subject to costly daily unauthorized pet fees until the pet is removed.

7. Any other issues that affect ability to pay or lease property.

**Things to know before applying:**

PLACES AND SPACES LEASING, LLC performs periodic property evaluations on the property which can include taking interior and exterior pictures. This is not something that can be negotiated.

The lease agreement gives PLACES AND SPACES LEASING, LLC the authority to place a sign and lockbox at the home during the last 30 days of the lease. You will be required to allow showings of the home to licensed real estate agents and their clients. If you would like to opt out of showings, you must pay the fee that is listed in Paragraph D 2 of your lease agreement.

PLACES AND SPACES LEASING, LLC will make our best effort to ensure accurate information is provided when describing our properties. Please note, changes do take place and applicants should verify all details (i.e. schools, pet restrictions, etc.). Property listings do not guarantee information provided.

A lease renewal fee will be collected annually. When signing the lease renewal and returning it to PLACES AND SPACES LEASING you must provide this lease renewal fee of \$65 for lease renewal preparation and property walkthrough.

Notice to all Applicants: NO SMOKING is permitted inside the home or garage.

Rental properties can only be held for 14 days. Residents moving in before the 20th of the month will pay prorated rent for that month. Residents moving in on or after the 20th will need to pay the prorated rent and next month's rent at move in.

Signing this application (electronic or paper) indicates the applicant has had the opportunity to review the above rental application instructions and screening criteria, and understands providing inaccurate, misleading or false information can result in denial of application.

\*\*\*\*If misrepresentations are found after the lease, the lease agreement will be terminated.

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

Full Name:

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

Full Name:

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

Full Name: