



227 N Loop 1604 East Access Road, Suite 150
San Antonio, TX 78232
admin@equitypmg.com

Application Procedures and Tenant Application Screening Criteria

ALL PROPERTIES ARE NON-SMOKING AND SMOKING IS NOT ALLOWED ANYWHERE ON THE PROPERTY

Applications can be emailed to admin@equitypmg.com and MUST include all of the following or they will be considered incomplete and processing will stop until we receive all of the following:

- | | |
|---|--|
| <input type="checkbox"/> Application(s) complete & signed. | <input type="checkbox"/> *Proof of Income (pay stubs must show year to date income) |
| <input type="checkbox"/> Tenant/Application Screening Criteria Signed | <input type="checkbox"/> Current rabies shot record that includes age and weight of pet |
| <input type="checkbox"/> Information about Broker Services form signed | <input type="checkbox"/> Current Photo of pet(s) NO PUPPIES ALLOWED |
| <input type="checkbox"/> Copy of Valid state Driver License(s) or military ID | <input type="checkbox"/> Proof of prescribed flea/tick preventative treatment for all pets |
| <input type="checkbox"/> Application fee(s) paid in certified funds | <input type="checkbox"/> Current Military Orders, all pages (if applicable) |

Any individual over the age of 18 who will be occupying the property must complete the TXR (2003) rental application form and pay a **non-refundable** application fee of \$75 (money order or cashier's check only) per adult applicant, including married couples because we run reports on each applicant. **For roommates, there is a MINIMUM double security deposit required.**

Completed applications and supporting documentation are processed in the order they are received in our office and become property of this brokerage once they are turned in. Only submit copies of documents required with the application as we cannot return those to you. **The first applicant is not always the applicant chosen. If there are multiple applications at once, the best qualified applicant will be selected.** Qualifications are based on the Tenant Selection Criteria which includes credit, employment and rental history, etc. Applicants are typically informed of their approval or denial within 2 business days from the date **all** application info was received, *including receiving rental and employment history verifications*. INCOMPLETE APPLICATIONS WILL SIGNIFICANTLY DELAY THE PROCESS. Also, we cannot control how long it takes for rent or employment verifications to come back to us so do not expect us to have an answer on your application in 2 business days if we have not been able to verify your rental or employment history. Also, just because you turned in all your information that does not guarantee that you will be selected to lease the property. If you have not heard from our office within 2 days of turning in ALL of the application information, contact us for a status update. All applications and supporting documentation will not be returned to applicant so we recommend that you turn in copies of all documents required with your application and retain the originals.

Unless other arrangements in writing have been made, lease must be signed within 48 hours of notification of approval. Security deposit plus lease contract writing fee of \$150 must be paid by time lease signing. No exceptions. Security deposit must be paid in one money order or cashier's check. 1st month's rent and lease writing fee must be paid in a different money order or cashier's check.

All funds must be certified (money order or cashier's check) and made out to EQUITY PMG and must be paid at time of application. You can leave the fee(s) with the receptionist at our office, 227 N Loop 1604 E, Suite 150.

If you have concerns regarding disabled accessibility, please submit your concerns in writing to the Property Manager. We must have the property owner's approval to modify existing premises. Any modifications will be made at the expense of the tenant. Tenant further agrees to restore the premises to original condition at their own expense. An additional restoration deposit may be required.

Applicants should satisfy any concerns regarding crime statistics or sex offenders in any area where they are considering residing. This information is available at www.txdps.state.tx.us for the state sex offender registry and www.sanantonio.gov/sapd/Neighborhood.asp for San Antonio area crime statistics, https://www.harriscountyo.org/Records/records_crime_statistics.aspx for Houston area crime stats.

EQUITY PMG, Karyn Stephan, Broker and its agents/ property manager are acting as agents for the property owner. EQUITY PMG, Karyn Stephan, Broker are committed to compliance with the federal Fair Housing Act, Equal Housing Opportunity and all state and local housing laws and the US Constitution. We offer application forms to everyone who requests one.

Signing this acknowledgment indicates that you have had the opportunity to review the landlord's tenant selection 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. This also acknowledges that you have previewed the property and accept it in its current condition. Equity PMG nor the property owner makes any guarantees as to the condition of the property beyond what is visible during an ordinary walk through site visit.

Applicant Name/Date



Applicant Name/Date



Tenant/Application Screening Criteria

Pursuant to Property Code Section 92.3515, these Tenant Selection Criteria are being provided to you. The following constitute grounds upon which Landlord will be basing the decision to lease the Property to you. If your application is denied based upon information obtained from your credit report, you will be notified.

Criminal History: Landlord will perform an authorized criminal history check on all applicants as part of the application process. Landlord's decision to lease the Property to you may be influenced by the information contained in the report. Any offenses involving the following are grounds for automatic rejection: drug or drug related, sex offenses, aggravated offenses, burglary, prostitution, robbery, terrorism, dangerous animals, stalking or harassment, murder, organized crime.

Animals: Animals may be accepted on a case by case basis, depending on the owner's criteria. No dogs or cats under 12 months old are permitted. Some breeds will not be accepted and no aggressive breeds (or mixed aggressive breeds) are allowed on any property. Some examples of unacceptable breeds are as follows: Boxers, dogs that are known to dig, pit bulls, all Mastiff breeds. Doberman pincher, Cane Corso, Alaskan Malamute, Great Dane, Staffordshire Terrier, American Bulldog, German Shepherd, Rottweiler, Chow, Akita, some huskies. No exotic or poisonous animals, illegal or endangered species allowed. Birds must be confined to cages at all times and cage must have a drip tray for trapping droppings. No reptiles, ferrets or rodents (hamsters, guinea pigs, sugar gliders, etc) of any kind are permitted. Fish tanks/ aquariums greater than 5 gallons are not permitted. The owner/landlord will determine which animal(s) will be accepted and that decision is final. Maximum of 2 animals per household, max weight 55# each. You must provide proof of current rabies shots and that animal is on a vet issued flea treatment plan. Flea collars are not acceptable. We also require a recent photo of the animal(s) WITH YOUR APPLICATION. Animal fees start at \$350 per animal and are non-refundable. SERVICE/ASSISTANCE ANIMALS MAY REQUIRE CERTAIN DOCUMENTATION. Visit <https://www.tdhca.state.tx.us/fair-housing/docs/FHM-AssistanceAnimals.pdf> for more information.

Previous Rental History: Previous landlord information must include **complete** dates of occupancy and names, addresses, and phone numbers for all landlords covering the previous 2 yrs. We must verify your previous rental history from unbiased sources (i.e. someone who is not a relative or family member). We accept base housing as rental history. **Your failure to provide the requested information, providing inaccurate information, and/or information learned upon contacting previous landlords will influence Landlord's decision to lease the Property to you.** **If any portion of your rental history within the past 2 years is unverifiable, you may be charged a larger security deposit regardless of your credit history.**

Income/ Employment: Applicant's income must be 3 times the monthly rental amount in verifiable income. **Debt to income ratio will also be considered.** Include most recent 3 mos of pay stubs showing year to date totals. Income must be verified through paystubs, employer contact, tax records and/or bank statements. Applicants must provide contact information for their human resources or payroll dept, the name of their direct supervisor and company main phone number. If your employer charges a fee for employment verification, you will be responsible for paying that fee at time of application. If you are self employed or starting a new job, you must provide the previous 2 yr's tax returns and 2 most current bank statements. Employment history must show at least 6 months with your current employer or continued employment in the same trade for the past 24 months. If you are starting a new job, you must provide a letter from employer verifying position and salary as well as proof of previous employment/income, i.e. paystubs, 2 most recent income tax statements, bank statement. Military active duty applicants must provide a copy of their current orders showing that their assignment, to the best of their knowledge, will allow you to complete the terms of the lease. **If you have less than 2 years in your current employment field, or on your current job, you may be charged a larger security deposit on a case by case basis.**

Credit History: Landlord's representative will obtain a Credit Reporting Agency (CRA) report, commonly referred to as a credit report, in order to verify your credit history. We do not use other credit reports supplied by you or your agent. Landlord's decision to lease the Property to you may be based upon information obtained from this report. **An outstanding debt to a property management company or landlord, including judgment or collection activities, will result in denial of your application.** **If you have collection history on your credit report or late pays within the past 12 months, you may be charged a larger security deposit on a case by case basis.**

Failure to Provide Accurate Information in Application: Your failure to provide accurate information in your application or providing information that is unverifiable will be considered by Landlord when making the decision to lease the Property to you. Providing false information on your application may result in your application being denied. If misrepresentations are discovered after the lease is signed, the lease agreement may be terminated.

Other: **Tenant is responsible for all utilities unless stated otherwise in the lease. Tenant is responsible for ascertaining which utility company provides service to the property and having the service connected on or before move in date. If utilities are not put in tenant's name by move in date, tenant will be charged fee stated in Landlord Rules plus any usage costs if utilities have been left in management company name at the start date of lease.**

Signing this acknowledgment indicates that you have had the opportunity to review the landlord's tenant selection 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. Application fees are non-refundable.

Applicant Name/Date



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CONSUMER INFORMATION

**THE TEXAS REAL ESTATE COMMISSION (TREC) REGULATES
REAL ESTATE BROKERS AND SALES AGENTS, REAL ESTATE INSPECTORS,
HOME WARRANTY COMPANIES, EASEMENT AND RIGHT-OF-WAY AGENTS,
AND TIMESHARE INTEREST PROVIDERS**

**YOU CAN FIND MORE INFORMATION AND CHECK THE
STATUS OF A LICENSE HOLDER AT**

WWW.TREC.TEXAS.GOV

**YOU CAN SEND A COMPLAINT AGAINST A LICENSE HOLDER TO TREC
A COMPLAINT FORM IS AVAILABLE ON THE TREC WEBSITE**

**TREC ADMINISTERS TWO RECOVERY FUNDS WHICH MAY BE USED TO
SATISFY A CIVIL COURT JUDGMENT AGAINST A BROKER, SALES AGENT,
REAL ESTATE INSPECTOR, OR EASEMENT OR RIGHT-OF-WAY AGENT,
IF CERTAIN REQUIREMENTS ARE MET**

**IF YOU HAVE QUESTIONS OR ISSUES ABOUT THE ACTIVITIES OF A
LICENSE HOLDER, THE COMPLAINT PROCESS OR THE RECOVERY
FUNDS, PLEASE VISIT THE WEBSITE OR CONTACT TREC AT**

**TEXAS REAL ESTATE COMMISSION
P.O. BOX 12188 AUSTIN, TEXAS 78711-2188
(512) 936-3000**