



Rental Application Procedures

(Rev.03/2020)

ALL APPLICANTS, **18 YEARS OF AGE AND OLDER**, MUST COMPLETE A RENTAL APPLICATION WITH A NON-REFUNDABLE \$75.00 APPLICATION FEE

Guidelines are as follows:

- Per person:** Valid Social Security Number
Complete application with application fee
Copy of a valid driver license or state issued photo ID
- Family:** Children 18 years of age and older still residing with parents must complete an application with \$75.00 non-refundable fee
- Active Military:** Must furnish a copy of their current orders
- Roommates:** Each must submit an individual application and qualify individually,
CO-SIGNERS NOT ACCEPTED!
- Company:** LPM does not accept applications in a Company Name.
Income MUST be verified by personal tax returns OR paycheck stubs

Applicants are informed of their approval/denial or status 3 business days from the start of the application process. **(DO NOT CALL - We will notify you once completed).**

Once the applicant is informed they have qualified to lease the intended property, security deposit will be due. A link to pay deposit online will be sent after approval. A \$100 Admin- Lease Prep Fee will also be due prior to move in. The lease will not be executed without the security deposit – **NO EXCEPTIONS.**

**All certified funds must be payable to the following:
Landlord Property Management**

Questions / Concerns differing from these guidelines **MUST** be addressed with Property Manager **ONLY!!**

ALL APPLICANTS:

- Applications are accepted and processed on a first come first serve basis.
- Applicant(s) **MUST** have physically viewed interior of property prior to submission of application with licensed realtor®
- All persons 18 years of age and older must submit an individual application with fee and must have a **valid social security number**.
- All applications must be filled out completely and signed to begin processing
- **A non-refundable application fee of \$75** is due at the time application is submitted for consideration.
- **A \$100.00 Non-Refundable ADMIN- Lease Prep Fee** is required prior to move in.
- All applications must present government issued photo identification when application(s) is submitted.
- Applicants should satisfy any concerns regarding crime statistics & sex offenders in any area where they might consider residing. This information is available free of charge on the internet at the following sites:
Sex Offenders: www.txdps.state.tx.us
- San Antonio Area Crime Stats: www.ci.sat.tx.us/sapd/indexcrime.asp

WE WILL ONLY HOLD INCOMPLETE APPLICATIONS FOR 24 HOURS

AFTER 24 HOURS, ANY INCOMPLETE APPLICATION WILL BE CONSIDERED INVALID. AGAIN, APPLICATIONS ARE PROCESSED FIRST COME FIRST SERVE, IN THE ORDER THEY ARE RECEIVED AND WILL NOT BE PROCESSED WITH OUT ALL NECESSARY PAPERWORK, FUNDS AND/OR DOCUMENTATION!!

Verifications:

- **Applicant(s)** must earn three times the rent in **VERIFIABLE**, gross monthly income (**Individuals, NOT a company**)
 - Legally married couples may combine income
 - Income must be verified through pay stubs, employer contact or tax records
 - **Self-Employed**, income must be verified through a CPA prepared financial statement or most recent tax return(s).
- Employment history should reflect at least **six months** with current employer in the San Antonio area or a transfer verification from the same employer AND at least 12 months with a previous employer.
- Applicant is responsible for providing us with information, including the name, address, and phone number(s) of Landlords or Mortgage Company(ies) with the dates of occupancy for the previous 2-5 years. **Must also have a verifiable MINIMUM of ONE year rental / mortgage history.**
 - Rental / Mortgage current history must be verified from unbiased sources
 - Applicant must have given appropriate **move out notice** to current landlord.
- A criminal background check will be conducted on EACH applicant. Findings of this report can result in application being denied
 - We do not rent to CONVICTED SEX OFFENDERS OR ANYONE REQUIRED TO REGISTER AS A SEX OFFENDER.
 - Criminal backgrounds involving violent crimes, prostitution, domestic violence and/or involving the possession of weapons will automatically be declined!!
- Any applicants making payments or under a payment plan with IRS will automatically be declined.
- A credit check will be completed for each application.
- Having an outstanding debt to a property management company and / or landlord will result in denial of application.

Pet Requirements:

- Every Pet applicant wants considered must be registered at www.landlordpm.petscreening.com
- A total of two pets per household are permitted (ex: 2 dogs, 2 cats, or 1 of each). All pets must be licensed and with current vaccinations by the applicable municipal authority (Ex: Cities of San Antonio, Converse, Universal City, etc.) **Any exceptions would be upon owner approval.**
- No pets will be accepted over 45 lbs without owner approval.
- No ferrets, reptiles, or rodents of any kind are permitted as pets. Fish tanks & Aquariums greater than 10-gallon capacity are not permitted.
- Pets must be older than 1 year of age at application submittal.
- Pictures required of all pets and must be submitted prior to lease signing.
- Mandatory Veterinarian reports must verify pet requirements.
- **Having an unauthorized pet in rented property will be in violation of lease agreement.**

Rental Application Criteria

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Additional Applicant Information:

- Occupancy limit 2 PERSONS per bedroom
- Rental application processing typically takes **2-3 business days**. (could take longer at peak times)
- Upon approval, applicant must take possession of home within **14 days**, adhere to financial responsibilities and all other obligations including but not limited to: yard maintenance, changing a/c filters, pest control, etc.
- No businesses are permitted to be run from property.
- **NO CO-SIGNERS ARE PERMITTED!!**
- Military Applicants must provide a copy of orders with application.
- Applicant should verify schools, as boundaries change often
- Any applicants who have arranged payment plans with the IRS will not be accepted

Examples of Reasons for Denials:

- If you failed to give proper notice when vacating a property.
- If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to your behavior; your family's, guest's, or other invitees; your pets; or others allowed on the property during tenancy.
- If you have an unpaid collection filed against you by a Property Management Company, previous Landlord, or mortgage company.
- If you have allowed person(s) not on the lease to reside on the premises in violation of the terms of your lease.
- Failure to meet any stated criteria.
 - **Criminal History**
 - **Previous Rental History**
 - **Late Payments of Rent or Mortgage**
 - **Current Income**
 - **Credit History (Including student loans in default & medical bills)**
 - **Failure to Provide Accurate of Complete Information on the Application Form**
 - **Failure to meet pet requirements or supply proper documentation**
 - **If we are unable to verify your information within 7 days, we must deny application**

“Applicant acknowledges that they have had the opportunity to review the landlord’s tenant selection criteria. The tenant selection criteria may include factors such as criminal, credit, & rental histories, plus current income. 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.”