

ALL APPLICANTS, **18 YEARS OF AGE AND OLDER**, MUST COMPLETE A RENTAL APPLICATION WITH A **NON-REFUNDABLE \$75 APPLICATION FEE**.

GUIDELINES ARE AS FOLLOWS:

- Per Person:** **Valid Social Security Number**
Complete an application with **NON-REFUNDABLE \$75 fee**
Copy of a valid driver license or state issued ID
- Family:** Children 18 years of age and older still residing with parents must complete an application with **NON-REFUNDABLE \$75 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 three 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, a security deposit will be due. A link to pay a deposit online will be sent after approval. Also, a **\$150 Admin-Lease Prep Fee** will be due prior to move in. The lease WILL NOT be executed without the security deposit. **NO EXCEPTIONS!!**

ALL APPLICANTS:

- Applications are accepted and processed on a first come first service basis.
- Applicant(s) **MUST** have physically viewed the 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 a 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 **NON-REFUNDABLE ADMIN - Lease Prep Fee** \$150 is required prior to move in.
- All applications must present government issued photo identification when application(s) is submitted. Applications 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 WITHOUT 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 the current employer in the San Antonio area or a transfer verification from the same employer AND at least **six 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 (1) 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 the 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 an applicant wants considered must be registered at www.landlordpm.petscreening.com.
- **A NON-REFUNDABLE \$150 PADMIN FEE – PER PET**
- A total of two (2) 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 pounds 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 and Veterinarian records are required of all pets and must be submitted prior to lease signing.

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(s) must take possession of the 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(s) should verify schools, as boundaries change often.
- Any applicants who have arranged payment plans with the IRS will not be accepted.

EXAMPLES OF REASON FOR DENIALS:

- If you failed to give proper notice when vacating a property.
- If the 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 pet(s); 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 or 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.**