



## **RENTAL APPLICATION PROCEDURES**

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

### **FAIR HOUSING**

Landlord Property Management strictly abides by the Federal, State, and Local Fair Housing Laws and principles of equal opportunity. We do not discriminate on the basis of race, color, religion, national origin, sex, disability, familial status, ancestry, sexual orientation, gender identity or spousal affiliation.

### **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 at minimum one applicant must **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 3-5 business days from the start of the application process. **(DO NOT CALL - We will notify you once completed).** You can email [propmanager@landlordpm.com](mailto:propmanager@landlordpm.com) for updates.

**All completed applications are processed on a daily basis (Monday-Friday, excluding Holidays).**



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Our goal is to process one completed household application at a time, however please note that there MAY be instances where multiple applications are submitted on the same property.. All completed applications for the same property will be submitted for the property owner's final decision.

Once the applicant is informed they have been approved, Funds are due and lease documents will be sent through email for e-signature.

### **FUNDS DUE AFTER APPROVAL:**

You will be sent an invitation to sign up for our tenant portal. Here you will be required to pay the following electronically through our within **one (1)** business day of approval.

Security Deposit (\$25 less than one month's rent).

Animal Deposit/Fees (if applicable and amounts are property specific)

Lease Doc Prep Admin Fee: \$150.00

The required funds must be paid electronically on the Tenant Portal via ACH (e-pay). You may include the first full month's rent amount along with the required funds if you wish, however, the rent funds are not required until move in date.

**NOTE: Your move in date must be 7 days away or greater in order to use the ACH (e-pay) option.** Payments made by ACH (e-pay) through the Tenant Portal less than 7 days before the move in date will result in a delay in occupancy until the payment clears our account. You will not be allowed to move in until the ACH (e-pay) payment has cleared.

**NOTE: The property will remain on the market until the lease has been signed and the required funds have been received.**

### **LEASE PACKET**

LPM will email the lease packet for review and signature.

### **LEASE START DATE**

We only allow leases to start on weekdays (ideally Monday through Thursday).

*We strongly discourage Friday move-ins being that items may arise over the weekend in which we won't be available to assist until the following Monday. No lease start dates can be on a national holiday for the same reason. If the property is vacant, the lease start date can be no later than 14 days from the date your application is approved.*

**RENTAL APPLICATION CRITERIA**

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**ALL APPLICANTS:**

**APPLICANTS MUST REVIEW OUR SELECTION CRITERIA AND PRE-SCREEN THEMSELVES**

We do not pre-screen applications. Applicants are required to pre-screen themselves with the following criteria and will need to meet the requirements below. We encourage you to review the following criteria before applying:

- 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](http://www.txdps.state.tx.us)
  - San Antonio Area Crime Stats: [www.ci.sat.tx.us/sapd/indexcrime.asp](http://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. SHOULD AN INVALID APPLICANT MOVE FORWARD WITH PAYMENT WITHOUT PROPERTY MANAGEMENT CONSENT, APPLICATION FEE WILL NOT BE REFUNDED.**

**RENTAL APPLICATION CRITERIA**

**VERIFICATIONS:**

**Applicant(s)** must earn three times the rent in **VERIFIABLE** gross monthly income. **(Individuals, NOT a company)**

Legally married couples or other legal familial status applicants may combine income.

- **INCOME** - Our income verification solution (Verifast) that is built into our screening application will require each applicant to link their bank account to the application. This eliminates the need for pay stubs or bank statements and is a fraud prevention tool.
- In the extremely rare scenario where your bank account cannot be connected to your application, the manual processing and verification of income will delay the processing of your application and you run the risk of losing the property to another qualified applicant.
- **Proof of Income Requirements**
- **W-2 Employment**
  - You will be required to link your bank account activity to the screening application when submitting your online application in order for us to confirm your payroll deposits.
  - Provide at least three current, consecutive pay stubs.
  - If you are starting a new job or do not yet have three pay stubs, provide all paystubs received as well as a signed copy of your offer letter. Employer will need to confirm the Gross income. The offer letter must be without any pending conditions. If the letter has pending requirements, the employer must contact us directly to confirm all contingencies have been met.
- **1099 Independent Contractors or Business Owners**
  - You will be required to link your *personal* bank account activity to the screening application when submitting your online application in order for us to confirm your payroll deposits. You may link a *business* bank account if you provide written proof of sole proprietorship.
  - Provide at least six (6) current, consecutive months of bank statements showing itemized deposits *from a personal account only*.
  - If you only have a business account or your income is shown as account transfers in your personal checking account, you may provide six (6) months of business account bank statements along with *proof of sole proprietorship*.
  - 2 years of TAX RETURNS
- **Social Security**
  - For applicants with Social Security income, provide an official award letter from the SSI (or other government benefit program) reflecting monthly payments.
- **Child Support**
  - For applicants with child support, EACH of the following is required:
  - Documentation proving your child support is court ordered.
  - Six (6) months of current, consecutive months of payment history via bank statements or from your child support website
  - Official documentation verifying how long you will continue to receive child support

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Ideally, employment history should reflect at least **six months** with the current employer in the San Antonio and surrounding areas 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 2-3 years. **Must also have a verifiable MINIMUM of ONE (1) year rental/ mortgage history**
  - Rental / Mortgage current history must be verified from unbiased sources.No family!
  - 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 an automatic denial of application.

**PET REQUIREMENTS:**

Every pet an applicant wants must be registered at [www.landlordpm.petscreening.com](http://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.

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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(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 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.**