

TUCKER CO. REALTORS

RENTAL CRITERIA

APPLICATION PROCESS & SCREENING CRITERIA

Tucker Co. Realtors Property Management is committed to the Equal Housing Opportunity for all applicants. We offer application forms to everyone who requests one. Please review the following criteria for rental and if you feel you qualify, please apply. If you have any questions, please ask. **We comply fully with the Federal Fair Housing Act. We do not discriminate against any person because of Race, Color, Religion, Sex, Handicap, Familial Status, National Origin or Age.**

Application Approval Requirements

IDENTIFICATION

All applicants must provide a copy of their current photo identification along with their completed application. (A current driver's license or other government issued photo identification card is acceptable)

1. Applications are reviewed in the order in which we receive them. **Applicants are judged on the same standards, one person or family at a time, on a "first come first served" basis.**
2. All persons 18 years or older (or persons otherwise legally emancipated) must submit an application with a non refundable \$60.00 fee.
 - a. If applicants are married to each other, an application fee of \$60.00 per person is required. Children who are age 18 or older and reside either in the home with parent/guardian or temporarily at college, university or trade school, must also submit a separate application and submit a \$60.00 application fee.
 - b. Roommates, if acceptable to an Owner, must apply **individually**.
 - c. We DO NOT accept co-signers.
3. All applications must be filled out completely and signed by each applicant.
4. All application fees must be paid in **CASH, CASHIER'S CHECK or MONEY ORDER and should be made out to Tucker Co. Realtors**. The application will not be processed without this processing fee. This fee is paid to SARMA to verify the information you provide and to run a credit check and criminal background check. The processing fee **WILL NOT BE REFUNDED** after the application has been turned into Tucker Co. REALTORS.
5. You must be a permanent employee (not temporary or probationary). If you are active duty military, you must be on assignment that, to the best of your knowledge, will allow you to complete an initial 12 month lease. A copy of your current military orders must be provided with the application.

INT: _ _ _ _

INCOME VERIFICATION

1. Applicants must earn a minimum of three times the rent in **verifiable**, gross monthly income
2. Married couples may use combined income.
3. Roommates / multiple singles (anyone not legally married, and acceptable to an Owner) must qualify separately.
4. Income must be verifiable through pay stubs, employer contact, tax records and/or bank statements. Any "verification fees" required by an employer, must be paid by the applicant. Regarding employers, applicants are required to provide the contact information for the Human Resource Department, the name of their department head or direct supervisor and the main business telephone number.
5. If you are self-employed, your income must be verifiable through a CPA prepared financial statement or a copy of current and previous tax returns filed with the IRS and the four most current bank statements.
6. Your employment history should reflect at least six months with your current employer in San Antonio or a verification of transfer and six months with the same employer or demonstrate continued employment in the same field or trade within the previous 12 months.

RENTAL HISTORY

1. You are responsible for providing information including the names, addresses and telephone numbers of Landlords with the dates of tenancy for the previous 2-5 years.
2. **Rental history must be verified from unbiased sources.** If your only rental history is from a biased source (i.e., family member or relatives) your application may not be approved.
3. We accept Base Housing as rental history.
4. Mortgage payment history is acceptable if verifiable.

CREDIT REQUIREMENTS

1. To determine satisfactory credit worthiness we obtain a report from a credit-reporting agency. If your credit is not acceptable, your application will be denied.
2. We must deny approval if you have filed for bankruptcy or foreclosure within the past 24 months.
3. Any bankruptcy must have been discharged at least one year previous to the date of your application.
4. Outstanding debt to any property management company or a landlord can result in denial of your application, including any judgments or collection activities.
5. If your credit score is below 600, your application can be disapproved at the discretion of the Owner.

INT: _____

CRIMINAL BACKGROUND CHECK

We do not rent to any person required to register as a sexual offender. Felony or drug charge convictions are looked at on a case by case basis and only the Owner of the property can approve an applicant.

RENTAL CRITERIA FOR PETS

Policies on pets vary from home to home. Certain Owners do not permit pets, others permit dogs only. Please call or check with the office to determine the pet policy for the home you are interested in prior to the submission of your application.

When permitted, the following guidelines apply:

1. No aggressive or mixed breed dogs. Dogs will be rejected if they are fully or partially of the following breeds or appear to be of the following breeds.
No Stafford-shire Terriers (Pit-Bulls), Doberman Pincher, Rottweiler, Akita, Chow-Chow, Tosa Inu, Presa Canario, Dogo Argentino, Ban Dog, Husky – Alaskan Malamute, any of the Russian Shepherds, Kerry Blue Terriers or Dalmations.
2. Pet policies are strictly enforced, and any breach will be grounds for termination of your lease.
3. Tenants will be evicted for misrepresenting the breed of their dog or for the possession of poisonous, dangerous, or illegal pets, or endangered species.

CAN WE HOLD A PROPERTY FOR YOU?

When a property is vacant, the maximum amount of time a property will be held without rent is **FOURTEEN (14) DAYS** from the time of application approval. If the property is not vacant, rent will begin one day after we have the property ready for delivery to you. You must request a “hold” or delayed move-in on your application if this policy does not meet your needs. Approval of any request must be determined **before** allowing your application to be processed.

INT: _____

OTHER REASONS FOR DENIAL

1. No legal status to reside in the United States.
2. The operation of any business out of a property (to include child care).
3. Multiple singles or multiple families residing in the same property.
4. Extended families residing in the same property.
5. If an Owner desires "No Smokers" in the property.
6. If all applicants for the property have not physically viewed the property.
7. If an applicant is to be represented by a third party (to include the viewing of the property), the third party must have an acceptable power of attorney to represent that individual.
8. Other lawful reasons mandated by the property Owner.

OTHER

1. If the home you lease has any of the following improvements, they **WILL NOT** be repaired if they become inoperative through normal wear and tear. If they become inoperative through abuse or neglect, it will be at the Tenants Expense to repair said items. **THESE ITEMS ARE:** Ceiling fans, Security Systems, Garage Door Openers (including hand units), Sprinkler Systems, Water Softeners, Refrigerators, and Window Treatments.
2. All **RENT** and **SECURITY DEPOSIT** payments are to be made in the form of a check, money order or cashiers check. **CASH PAYMENT FOR RENT AND SECURITY DEPOSITS WILL NOT BE ACCEPTED.**
3. Upon vacating the home, if the property has carpeting, you will be required to have the carpet **PROFESSIONALLY CLEANED** and provide a receipt showing the same.
4. During the **LAST THIRTY (30) DAYS** of any lease period, the property will be placed on the rental and or sale market. The Landlord will place a **LOCK BOX CONTAINING A KEY ON THE HOME, FOR THE PURPOSES OF SHOWING THE PROPERTY, WITHOUT ADVANCE NOTICE TO THE TENANT.**
5. All of our leases are for a **ONE (1) YEAR PERIOD**, unless otherwise noted and signed on the Application by the Property Manager prior to processing the Application.
6. The property you are leasing is being offered in "**AS IS CONDITION**". Any requested work or discrepancies on the property applied for must be noted by Applicant and cleared by the Property Manager before processing of the Application.
7. If your application is approved, applicants(s) will be required to sign a lease agreement within two (2) business days of approval, and pay all necessary funds required of said approval and lease.

INT: _ _ _ _

NOTICE TO ALL APPLICANTS

Applicants should satisfy any concerns regarding crime statistics and sex offenders in any area where they might consider residing.

This information is available free of charge on the Internet at the following sites

1. Sex Offenders www.txdps.state.tx.us
2. San Antonio Area Crime Stats www.sanantonio.gov/sapd/Neighborhood.asp

DISCLOSURE OF AGENCY

Tucker Co. REALTORS agents are acting as agents for the Landlords and do not represent prospective tenants. Although Tucker Co. Realtors agents show "for lease" properties to prospective tenants, they are not acting as tenant representatives and, in those cases when they show rental property managed by Tucker Co. Realtors, are working as agents of the Landlord.

SIGNING THIS ACKNOWLEDGEMENT INDICATES THAT YOU HAVE HAD THE OPPORTUNITY TO REVIEW THE LANDLORDS 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.

STATEMENT OF UNDERSTANDING AND ACKNOWLEDGEMENT OF RECEIPT:

By signing below you acknowledge that you have received a copy of the Tenant Approval Criteria and Application Process Guidelines and understand these requirements.

Applicant

Date

Applicant

Date

Date received _____

Tucker Co., REALTORS
RESIDENTIAL LEASE APPLICATION

Each SINGLE occupant 18 years or older must submit a separate application and fee.

Property Address: _____
Move-in Date _____ Monthly Rent:\$ _____ Security Deposit:\$ _____
Applicant was referred to Tucker Co. Realtors by _____ Real Estate Agent (please submit business card)
_____ Newspaper _____ Sign _____ Internet Site _____ other
Applicant's Name (first, middle initial, last) _____
E-mail _____ Home Phone _____
Work Phone _____ Mobile/Pager _____
Soc. Sec. Number _____ Driver's License No. _____ State _____
Date of Birth _____ Height _____ Weight _____ Eye Color _____
Hair Color _____ Marital Status _____ Citizenship(country) _____
Emergency Contact: Name: _____ relationship _____
Address: _____
Phone: _____ E-mail: _____
Applicant's Current Address: _____ Apt. No. _____
(city, state, zip) _____
Landlord's Name and Phone Number _____
Date Moved-In _____ Move-Out Date _____ Rent\$ _____
Reason for Move: _____
Applicant's Previous Address: _____ Apt. No. _____
(city, state, zip) _____
Previous Landlord's Name and Phone Number _____
Date Moved-In _____ Move-out Date _____ Rent\$ _____
Reason for Move: _____
Applicant's Current Employer: _____
Address(street,city,state and zip) _____
Supervisor's Name _____ Phone _____ Fax _____
Start Date: _____ Gross Monthly Income:\$ _____ Position _____
If Current employment is less than 6 months, Applicant's previous employer: _____
Previous Supervisor's Name _____ Phone _____ Fax _____
Employed from _____ to _____ Gross Monthly Income:\$ _____

Spouse's Name(first, middle initial, last) _____
 Spouse's former last name if Less than 2 years(maiden or married) _____
 E-mail _____ Home Phone _____
 Work Phone _____ Mobile/Pager _____
 Soc.Sec.No. _____ Driver's License No. _____ State _____
 Date of Birth _____ Height _____ Weight _____ Eye Color _____
 Hair Color _____ Marital Status _____ Citizenship(country) _____

Spouse's Current Employer: _____
 Address(street,city,state and zip) _____
 Supervisor's Name _____ Phone _____ Fax _____
 Start Date: _____ Gross Monthly Income:\$ _____ Position _____

If Current Employment is less than 6 months, Spouse's previous employer _____
 Previous Supervisor's Name _____ Phone _____ Fax _____
 Employed from _____ to _____ Gross Monthly Income:\$ _____

Describe other income Applicant(s) want considered: _____

Name all other persons who will occupy the Property:

Name: _____ Relationship: _____ Age: _____
 Name: _____ Relationship: _____ Age: _____
 Name: _____ Relationship: _____ Age: _____
 Name: _____ Relationship: _____ Age: _____

List all vehicles to be parked on the Property:

Type	Year	Make	Model	License/State

List all pets to be kept on the Property (dogs, cats, birds, reptiles, fish and other pets):

Type/Breed	Name	Color	Weight	Age	Gender	Neutered	Declawed	Rabies Shots Current
(please circle one below)								
						Y or N	Y or N	Y or N
						Y or N	Y or N	Y or N

Will any waterbeds or water-filled furniture be on the Property? Y or N

Does anyone who will occupy the Property smoke? Y or N

Will Applicant maintain renter's insurance? Y or N

Is Applicant or Applicant's spouse, even if separated, in the military? Y or N

If Applicant or Applicant's spouse is in the military, is the military person serving under orders limiting the military person's stay to one year or less? Y or N

Has either Applicant ever: (please circle one below, if yes explain)
 been evicted? Y or N exp. _____
 been asked to move out by a landlord? Y or N exp. _____
 breached a lease or rental agreement? Y or N exp. _____
 filed for bankruptcy? Y or N If yes, has it been discharged? Y or N If yes, when? _____
 lost property in a foreclosure? Y or N exp. _____
 had any credit problems? Y or N exp. _____
 been convicted of a crime? Y or N exp. _____
 received deferred adjudication for a felony? Y or N exp. _____
 Is any occupant a registered sex offender? Y or N exp. _____
 Are there any criminal matters pending against any occupant? Y or N exp. _____
You represent "No" to any question not answered above.

Authorization & Representation: This application must be signed by all adults who will occupy the Property before it can be considered by the Landlord. Acceptance of this application, and any monies deposited herewith, is not binding upon Landlord until approved by Landlord in writing. Applicant authorizes Landlord and Landlord's agent, at any time before, during, or after any tenancy, to: (1) obtain a copy of Applicant's credit report; (2) obtain a criminal background check related to Applicant and any occupant; and (3) verify any rental or employment history or verify any other information related to this application with persons knowledgeable of such information. Applicant represents that the statements in this application are true and complete. Applicant understands that providing false or inaccurate information is grounds for rejection and breach of any lease. APPLICANT / WE HEREBY AUTHORIZE SARMA TO INVESTIGATE THE INFORMATION SUPPLIED BY APPLICANT/ US TO CONDUCT INQUIRES CONCERNING MY INCOME, FAMILY COMPOSITION, MODE OF LIVING, CREDIT AND CRIMINAL RECORD FOR THE PURPOSE OF VERIFYING AND QUALIFYING MY APPLICATION FOR RENTAL. A FULL DISCLOSURE OF PERTINENT FACTS MAY BE MADE TO LANDLORD.

Fees: Applicant(s) submits a non-refundable fee of \$60.00 CASH for processing and reviewing this application.

If this application is approved, applicant(s) will be required to sign a lease agreement within two (2) business days of approval, and pay all necessary funds required of said approval and lease.

Applicant's Signature _____

Applicant's Signature _____

**AUTHORIZATION TO RELEASE INFORMATION
RELATED TO A RESIDENTIAL LEASE APPLICATION**

I, _____ (Applicant(s)),
have submitted an application to lease a property located at _____
_____ (address, city, state, zip).

The landlord, broker, or landlord's representative is:

Tucker Co., REALTORS
1001 Pat Booker Rd., Suite 100
Universal City, TX 78148
(210)658-6211 FAX (210)658-0928
www.tuckercorealtors.com

I give my permission:

- (1) to my current and former employers to release any information about my employment history and income history to the above-named person;
- (2) to my current and former landlords to release any information about my rental history to the above-named person;
- (3) to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above-named person;
- (4) to my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above-named person; and
- (5) to the above-named person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain background information about me.

Applicant's Signature

Date

Applicant's Signature

Date

Note: Any broker gathering information about an applicant acts under specific instructions to verify some or all of the information described in this authorization. The broker maintains a privacy policy which is available upon request.

**AMENDMENT TO RESIDENTIAL LEASE APPLICATION
FOR APPLICANTS UNAVAILABLE TO SIGN LEASE IN PERSON**

1. APPLICATION FEE (NON-REFUNDABLE). Applicant has delivered to owner's representative an "application fee" in the amount indicated below which partially defrays the cost of administrative paperwork. It is not refundable.
2. APPLICATION DEPOSIT (MAY OR MAY NOT BE REFUNDABLE). In addition to the above application fee, applicant has delivered to owner's representative and "application deposit" in the amount indicated below. **THE APPLICATION DEPOSIT IS NOT A SECURITY DEPOSIT AT THIS TIME.** The application deposit will be applied as follows: FIRST; retained by owner as liquidated damages under paragraphs 4 or 5 below, SECOND; credited to the required security deposit, THIRD; refunded under paragraph 3 below.
3. REFUNDED UPON NON-APPROVAL. If applicant or any co-applicant is disapproved, the application deposit of all applicants will be refunded within fifteen (15) days of disapproval.
4. APPLICANTS FAILURE TO SIGN. Applicant and all co-applicants must sign lease, and said lease must be received **IN HAND** by owner's representative, with in **FIVE (5)** days after receiving notice of owner's approval. **IF APPLICANT OR ANY CO-APPLICANT FAILS TO DO SO, THE APPLICATION DEPOSIT OF ALL APPLICANTS WILL BE RETAINED BY OWNER AS LIQUIDATED DAMAGES;** and the parties shall not have any further obligation to each other.
5. WITHDRAWAL BY APPLICANT. Owner has agreed to take the dwelling off the market while the owner considers approval of the applicant and co-applicants. Neither the application nor the application deposit may be withdrawn by applicant or any co-applicants. **IF APPLICANT OR ANY CO-APPLICANTS WITHDRAW THEIR APPLICATION OR NOTIFIES OWNER THAT THEY HAVE CHANGED THEIR MIND ABOUT TAKING THE DWELLING, THE APPLICATION DEPOSIT OF ALL APPLICANTS WILL BE RETAINED BY OWNER AS LIQUIDATED DAMAGES;** and the parties shall have no further obligation to each other.
6. NOTICES. If the owner notifies either the applicant or the applicant's spouse, it shall be considered notice to both. If either the applicant or the applicant's spouse notifies the owner, it shall be considered notice from both.
7. RECEIPT.

Application Fee (non-refundable)	\$ _____
Application Deposit (may or may not be Refundable)	\$ _____
Total monies received on date below	\$ _____

Date _____ Signature of Owner's Representative _____

Signature of Applicant _____

Signature of Co-Applicant/Spouse _____

TOTAL PAYMENT MUST BE IN CERTIFIED FUNDS; MONEY ORDER OR CASHIERS CHECK.