



**D'ANN HARPER,
REALTORS®**

Each Office is Independently Owned And Operated

Property Management

18756 Stone Oak Parkway, Ste 301
San Antonio, Texas 78258
Business (210) 483-7040
Fax (210) 483-7123
cbharper.com

APPLICATION PROCEDURES

APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE FOLLOWING ITEMS COMPLETED AND IN OUR OFFICE.

- | | |
|---|--|
| <input type="checkbox"/> Application | <input type="checkbox"/> Students over 18 must submit current proof of school enrollment |
| <input type="checkbox"/> Copy of Driver's License | <input type="checkbox"/> "Rental Criteria" form |
| <input type="checkbox"/> Social Security Number | <input type="checkbox"/> "Notice to Applicants" form |
| <input type="checkbox"/> Two Most Recent Pay Stubs | <input type="checkbox"/> "Information of Brokerage Service" form |
| <input type="checkbox"/> Military Orders and LES | <input type="checkbox"/> Signatures on <u>ALL</u> Documents |
| <input type="checkbox"/> Self Employment Information (Must be complete) | <input type="checkbox"/> Pictures of Pets |
| <input type="checkbox"/> Employment Information (Must be complete) | <input type="checkbox"/> \$45 Per Applicant in Certified Funds* |
| <input type="checkbox"/> Rental/Ownership History (Must be complete) | |

ALL APPLICATION FEES ARE NON-REFUNDABLE.

Applicants must complete the attached Rental Application fully. A non-refundable application fee of \$45 (**Certified Funds* only**) is required per person over the age of 18.

Guidelines are as follows:

- **Married Couple** – An application is required of each individual (whether working or not) plus an application fee of \$45 per person is required.
- **Children over the age of 18** registered to attend school must provide proof of enrollment and pay a non-refundable background check fee of \$10.
- **Active duty military** – Applicants must furnish a copy of their current orders in addition to the application and application fee.
- **Housemates** – Applicants must be 18 years of age or older. Every applicant must submit an application and application fee. (*Roommates are subject to owner's approval*).
- All applicants must furnish a copy of their valid driver's license or current photo I.D.

Completed applications are processed in the order in which they are received in the office. Applicants are informed of their approval/denial or status within 72 business hours from the start of the application process.

Once the applicant is informed they have qualified to lease the intended property, the lease must be signed within 24 hours. The lease must be effective within 2 weeks of approval unless otherwise agreed upon. The Security Deposit (in Certified Funds* ONLY) must be submitted to our Property Management office within 48 hours.

* **Funds that are considered certified are MONEY ORDERS and CASHIER'S CHECKS.**

All funds must be certified and payable to: **CBDHR.

Rental agents must attach their business card to the application AND print their name on top of the application in the space provided.



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RENTAL CRITERIA

APPLICATION PROCESS & SCREENING CRITERIA

Coldwell Banker D'Ann Harper Realtors® Property Management Inc. (CBDHR) is committed to 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. (Driver's license or other government issued photo identification card is acceptable.)

1. Completed applications are reviewed in the order in which it is received **in the office**. **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 \$45.00 application fee**.
 - a. Married applicants must each submit a separate application with an application fee of \$45.00 each.
 - b. If children of the age 18-22 reside in the home with a parent/guardian and is a student enrolled in high school, college, university or trade school facility, they must also submit a separate application and submit a \$10 application fee for a criminal background check.
 - c. Roommates must apply and qualify individually. Roommates will require owner approval.
 - d. **We DO NOT accept co-signers.**
3. All applications must be filled out completely and signed by the applicant.
4. **All funds must be tendered in the form of a Cashier's Check or Money Order with a notation on the check for purpose of the payment (i.e. "security deposit", "application fee", "first month's rent", etc.) A separate Cashier's Check or Money Order is required for each of the following fees or payments:** a) Application Fee, b) Security Deposit, and c) First Month's Rent.
5. You must be a permanent employee (not temporary or probationary). If you are active duty military, you must be on an 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.

Initials _____,
10/11r

RENTAL REQUIREMENTS FOR NON US RESIDENTS

1. Applicants must meet all specified requirements in addition to providing three of the following:
 - Copy of Social Security Cards
 - Work / Student VISA
 - Student ID
 - Bank Statements (six months)
 - Proof of income

INCOME VERIFICATION

1. Applicants must have income of a minimum of three times the rent in **verifiable**, gross monthly income.
2. Married couples may use combine income.
3. Roommates (anyone not legally married) must qualify separately....owner approval needed.
4. Income must be verifiable through pay stubs, employer contact, tax records and/or bank statements. Any "verification fees" required by the employer, must be paid by applicant. Regarding employers, Applicants are required to provide the contact information for the Human Resource Department, 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 IRS and two most current bank statements.
6. Applicant's 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. Recent college, university, or trade school graduates may provide a copy of a certified transcript or diploma and a copy of the employment contract or employment letter. Applicants who do not meet the above employment or income requirements must submit Savings Account statements that indicate a minimum balance equal to 12 months of rental payments.
7. Applicants must submit two most recent pay stubs.

RENTAL HISTORY

1. Applicants are responsible for providing information including the names, addresses and telephone numbers of landlords with the dates of tenancy for the previous 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 relative) your application will not be approved.
3. We accept Base Housing as rental history.

CREDIT REQUIREMENTS

1. To determine satisfactory credit worthiness we obtain a report from a credit-reporting agency.
2. Credit card records showing occasional late payments of no more than 30 to 59 days may be acceptable, provided you can justify the circumstances.
3. Payments past due 60 days or more in the last 24 months may be cause for denial of application.
4. We must deny approval if you have filed for bankruptcy or foreclosure within the past 24 months.
5. Any bankruptcy must have been discharged at least one year previous to the date of your application.
6. Unpaid, non-medical collections within the last 2 years will result in the denial of your application.
7. Outstanding debt to any property management company or landlord will result in denial of your application, including any judgments or collection activities.

CRIMINAL BACKGROUND CHECK

We conduct an authorized criminal background check on all applicants as a part of the application process.

We do not rent to any person required to register as a sex offender. The following list of offenses are examples of cause for automatic rejection:

Arson or Destruction of Property	Burglary
Indecency with a Child	Kidnapping
Lewd Behavior	Manslaughter
Murder	Molestation
Organized Crime	Prostitution
Rape	Robbery
Aggravated Assault	Sale/Manufacture of Drugs
Sex Crimes	Stalking
Terrorism	Theft by Check
Illegal Resident Status	DUI/DWI
Dangerous Dog(s)	Felony Conviction

RENTAL CRITERIA FOR PETS

Policies on domestic pets vary from home to home. Certain owners do not permit pets, while other owners may permit only a specific type of pet. (Service animals, such as seeing-eye dogs, are not classified as pets and are exempt from certain requirements.) Please call the office to determine the pet policy for the home for which you are applying. **A picture of the pet specified in the pet agreement is required prior to approval.**

A total of two pets per household are permitted: (example: 2 dogs or 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, Schertz, Balcones Heights, Live Oak, etc.)**

Initials _____, _____

10/11r

The following guidelines also apply:

1. No aggressive or mixed aggressive breed dogs. Dogs will be rejected if they are fully or partially of the following breeds or appear to be of the following breeds:
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 Dalmatians.
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.
4. A minimum \$300 pet deposit per pet is required with a signed Pet Agreement and at a minimum One Hundred Dollars of each pet deposit is non-refundable.
5. All birds must be confined in cages and not allowed to reside outside their cage.
6. No ferrets, reptiles or rodents of any kind are permitted as pets. Fish tanks & Aquariums greater than 10-gallon capacity are not permitted.

EXAMPLES OF REASONS FOR DENIAL

1. If you failed to give proper notice when vacating a property.
2. If previous landlord(s) would be unwilling to rent to you again for reasons pertaining your behavior; your family member's, guest's or other invitees; your pets; or others allowed on the property during tenancy.
3. If you have an unpaid collection filed against you by a property management company or previous landlord.
4. If you have had three or more late payments of rent within a 12-month period.
5. If an eviction has occurred within the past six (6) years.
6. If you have received a current 3-day notice to vacate.
7. If you have had two (2) or more NSF checks or NSF ACH transactions within the last 12 month period.
8. If you have allowed person(s) not on the lease to reside on the premises in violation of the terms of your lease.
9. Failure to meet any stated criteria.

- **Criminal history**
- **Previous rental history**
- **Current income**
- **Credit history or**
- **Failure to provide accurate or complete information on the application form**

Completed applications are processed in the order they are received in the office and will not be processed without all necessary paperwork, funds and/or documentation. If we are unable to verify your information within 72 hours or three (3) business days or if you

Initials _____, _____
10/11r

falsify any information on the application, we will deny the application. If misrepresentations are found after the lease agreement is signed, the lease agreement will be terminated.

***The lease must be signed within 24 hours from being approved.**

**** The lease must be effective within 2 weeks of approval unless otherwise agreed upon.**

STATEMENT OF UNDERSTANDING AND ACKNOWLEDGEMENT OF RECEIPT

Signing this acknowledgement 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.

Applicant

Date

Applicant

Date



TEXAS ASSOCIATION OF REALTORS® RESIDENTIAL LEASE APPLICATION

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.
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Each occupant and co-applicant 18 years or older must submit a separate application.

Property Address: _____
Anticipated: Move-in Date: _____ Monthly Rent: \$ _____ Security Deposit: \$ _____

Applicant was referred to Landlord by:
 Real estate agent _____ (name) _____ (phone)
 Newspaper Sign Internet Other _____

Applicant's name (first, middle, last) _____
Is there a co-applicant? yes no **If yes, co-applicant must submit a separate application.**
Applicant's former last name (maiden or married) _____

E-mail _____ Home Phone _____
Work Phone _____ Mobile/Pager _____
Soc. Sec. No. _____ Driver License No. _____ in _____ (state)
Date of Birth _____ Height _____ Weight _____ Eye Color _____
Hair Color _____ Marital Status _____ Citizenship _____ (country)

Emergency Contact: (Do not insert the name of an occupant or co-applicant.)
Name: _____
Address: _____
Phone: _____ E-mail: _____

Name all other persons who will occupy the Property:
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____

Applicant's Current Address: _____ Apt. No. _____

(city, state, zip)
Landlord's Name: _____ Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____
Date Moved-In _____ Move-Out Date _____ Rent \$ _____
Reason for move: _____

Applicant's Previous Address: _____ Apt. No. _____

(city, state, zip)
Previous Landlord's Name: _____ Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____
Date Moved-In _____ Date Moved-Out _____ Rent \$ _____
Reason for move: _____

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

Note: If Applicant is self-employed, Landlord may require one or more previous year's tax return attested by a CPA, attorney, or other tax professional.

Residential Lease Application concerning _____

Applicant's Previous Employer: _____

Address: _____ (street, city, state, zip)

Supervisor's Name: _____ Phone: _____ Fax: _____

E-mail: _____

Employed from _____ to _____ Gross Monthly Income: \$ _____ Position: _____

Describe other income Applicant wants considered: _____

List all vehicles to be parked on the Property:

Type	Year	Make	Model	License/State	Mo.Pymnt.

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?
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

	Yes	No	Explanation
Will any waterbeds or water-filled furniture be on the Property?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Does anyone who will occupy the Property smoke?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Will Applicant maintain renter's insurance?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is Applicant or Applicant's spouse, even if separated, in military?	<input type="checkbox"/>	<input type="checkbox"/>	_____
If yes, is the military person serving under orders limiting the military person's stay to one year or less?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has Applicant ever:			_____
been evicted?	<input type="checkbox"/>	<input type="checkbox"/>	_____
been asked to move out by a landlord?	<input type="checkbox"/>	<input type="checkbox"/>	_____
breached a lease or rental agreement?	<input type="checkbox"/>	<input type="checkbox"/>	_____
filed for bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>	_____
lost property in a foreclosure?	<input type="checkbox"/>	<input type="checkbox"/>	_____
had <u>any</u> credit problems, slow-pays or delinquencies?	<input type="checkbox"/>	<input type="checkbox"/>	_____
been convicted of a crime?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is any occupant a registered sex offender?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are there any criminal matters pending against any occupant?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is there additional information Applicant wants considered?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Authorization: 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.

Notice of Landlord's Right to Continue to Show the Property: Unless Landlord and Applicant enter into a separate written agreement otherwise, the Property remains on the market until a lease is signed by all parties and Landlord may continue to show the Property to other prospective tenants and accept another offer.

Residential Lease Application concerning _____

Privacy Policy: Landlord's agent or property manager maintains a privacy policy that is available upon request.

Fees: Applicant submits a non-refundable fee of \$ 45.00 for processing and reviewing this application and (check only one box if applicable):

- (1) \$ _____ to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed.
- (2) an Application Deposit of \$ _____ in accordance with the attached Agreement for Application Deposit and Hold on Property (TAR No. 2009 or similar agreement).

Acknowledgement & Representation:

- (1) Signing this application indicates that Applicant has had the opportunity to review Landlord's tenant selection criteria, which is available upon request. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history.
- (2) Applicant understands that providing inaccurate or incomplete information is grounds for rejection of this application and forfeiture of any application fee and may be grounds to declare Applicant in breach of any lease the Applicant may sign.
- (3) Applicant represents that the statements in this application are true and complete.

Applicant's Signature

Date

For Landlord's Use:

On _____, _____ (name/initials) notified

Applicant _____ by phone mail e-mail fax in person that Applicant was

approved not approved. Reason for disapproval: _____



TEXAS ASSOCIATION OF REALTORS®

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

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.
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I, _____ (Applicant), have submitted an application
to lease a property located at _____
_____ (address, city, state, zip).

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

<u>COLDWELL BANKER D'ANN HARPER REALTORS</u>	(name)
<u>18756 STONE OAK PKWY</u>	(address)
<u>SAN ANTONIO, TX 78258</u>	(city, state, zip)
<u>(210) 483-7040</u> (phone)	<u>(210) 483-7123</u> (fax)
_____ (e-mail)	

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

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.



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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

Applicant/Date

Applicant/Date

DISCLOSURE OF AGENCY

Coldwell Banker D'Ann Harper Realtor ® Property Management Inc. (CBDHR) agents are acting as agents for the landlords and do not represent prospective tenants. Although CBDHR 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 Coldwell Banker D'Ann Harper Realtors ® Property Management Inc. are working as agents of the landlord.

Applicant/Date

Applicant/Date

Each Office Is Independently Owned And Operated



Unparalleled Success
Through Exceptional Service



Approved by the Texas Real Estate Commission for Voluntary Use
Texas law requires all real estate licensees to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

Information About Brokerage Services

Before working with a real estate broker, you should know that the duties of a broker depend on whom the broker represents. If you are a prospective seller or landlord (owner) or a prospective buyer or tenant (buyer), you should know that the broker who lists the property for sale or lease is the owner's agent. A broker who acts as a subagent represents the owner in cooperation with the listing broker. A broker who acts as a buyer's agent represents the buyer. A broker may act as an intermediary between the parties if the parties consent in writing. A broker can assist you in locating a property, preparing a contract or lease, or obtaining financing without representing you. A broker is obligated by law to treat you honestly.

IF THE BROKER REPRESENTS THE OWNER:

The broker becomes the owner's agent by entering into an agreement with the owner, usually through a written - listing agreement, or by agreeing to act as a subagent by accepting an offer of subagency from the listing broker. A subagent may work in a different real estate office. A listing broker or subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first. The buyer should not tell the owner's agent anything the buyer would not want the owner to know because an owner's agent must disclose to the owner any material information known to the agent.

IF THE BROKER REPRESENTS THE BUYER:

The broker becomes the buyer's agent by entering into an agreement to represent the buyer, usually through a written buyer representation agreement. A buyer's agent can assist the owner but does not represent the owner and must place the interests of the buyer first. The owner should not tell a buyer's agent anything the owner would not want the buyer to know because a buyer's agent must disclose to the buyer any material information known to the agent.

IF THE BROKER ACTS AS AN INTERMEDIARY:

A broker may act as an intermediary between the parties if the broker complies with The Texas Real Estate License Act. The broker must obtain the written consent of each party to the transaction to act as an

intermediary. The written consent must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. The broker is required to treat each party honestly and fairly and to comply with The Texas Real Estate License Act. A broker who acts as an intermediary in a transaction:

(1) shall treat all parties honestly;

(2) may not disclose that the owner will accept a price less than the asking price unless authorized in writing to do so by the owner;

(3) may not disclose that the buyer will pay a price greater than the price submitted in a written offer unless authorized in writing to do so by the buyer; and

(4) may not disclose any confidential information or any information that a party specifically instructs the broker in writing not to disclose unless authorized in writing to disclose the information or required to do so by The Texas Real Estate License Act or a court order or if the information materially relates to the condition of the property.

With the parties' consent, a broker acting as an intermediary between the parties may appoint a person who is licensed under The Texas Real Estate License Act and associated with the broker to communicate with and carry out instructions of one party and another person who is licensed under that Act and associated with the broker to communicate with and carry out instructions of the other party.

If you choose to have a broker represent you, you should enter into a written agreement with the broker that clearly establishes the broker's obligations and your obligations. The agreement should state how and by whom the broker will be paid. You have the right to choose the type of representation, if any, you wish to receive. Your payment of a fee to a broker does not necessarily establish that the broker represents you. If you have any questions regarding the duties and responsibilities of the broker, you should resolve those questions before proceeding.

Real estate licensee asks that you acknowledge receipt of this information about brokerage services for the licensee's records.

Buyer, Seller, Landlord or Tenant

Date

Texas Real Estate Brokers and Salespersons are licensed and regulated by the Texas Real Estate Commission (TREC). If you have a question or complaint regarding a real estate licensee, you should contact TREC at P.O. Box 12188, Austin, Texas 78711-2188, 512-936-3000 (<http://www.trec.texas.gov>)

TREC No. OP-K
 TAR 2501