



D'ANN HARPER,  
REALTORS®

Each Office Is Independently Owned And Operated.



## RENTAL CRITERIA

### APPLICATION PROCESS, PROCEDURES & 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 qualified, 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 (driver's license or other government issued photo identification card is acceptable.). Submit the photo ID along with earning statements to: [pmonlineapps@harperpropertymanagement.com](mailto:pmonlineapps@harperpropertymanagement.com) or deliver to our office at 18756 Stone Oak Parkway, San Antonio Texas.

#### **APPLICATIONS WILL NOT BE PROCESSED UNTIL THESE ITEMS ARE SUBMITTED.**

- |   |   |
|---|---|
| <input type="checkbox"/> \$55 per Application fee           | <input type="checkbox"/> \$20 processing fee per paper application in certified funds |
| <input type="checkbox"/> Copy of Driver's License           | <input type="checkbox"/> Students 18 or over must submit current proof of enrollment  |
| <input type="checkbox"/> Social Security Number             | <input type="checkbox"/> Proof of monthly income - 3Xrent                             |
| <input type="checkbox"/> Military Orders and LES (current)  | <input type="checkbox"/> Self-Employment Information                                  |
| <input type="checkbox"/> Employment Information             | <input type="checkbox"/> "Rental Criteria"  |
| <input type="checkbox"/> Rental/Ownership History           | <input type="checkbox"/> "Notice to Applicants"                                       |
| <input type="checkbox"/> "Information of Brokerage Service" | <input type="checkbox"/> Signatures on ALL Documents                                  |
| <input type="checkbox"/> Pictures of pets                   |   |

1. Completed applications are reviewed in the order in which they are received **in the office. Applicants are evaluated by the same standards, one person or family at a time, on a "first come first served" basis.** Applicants are informed of their approval/denial status within 72 business hours (2-3 business days) from the start of the application process.
2. 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.

3. All persons 18 years or older (or persons otherwise legally emancipated) must submit an application with a **non-refundable \$55.00 application fee. Each paper application submitted will be charged a \$20 processing fee. Applicants may apply ONLINE at [www.HarperPropertyManagement.com](http://www.HarperPropertyManagement.com)**
  - a. Married applicants must each submit a separate application with an application fee of \$55.00 each.
  - b. If children of the age 18-22 reside in the home with a parent/guardian and are 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 or guarantors.
4. All applications must be filled out completely and signed by the applicant.
5. All applicants must furnish a copy of their valid driver's license or current photo I.D.
6. 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.
7. 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.

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

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

### **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 combined income but must submit separate applications.
3. Active duty military applicants must furnish a copy of their current orders and LES in addition to the application and application fee.
4. Roommates (anyone not legally married) **must qualify separately**...owner approval needed.
5. 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.

6. 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.
7. 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 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.
8. Applicants must submit TWO most recent earning statements. If you do not receive earning statements, we will consider tax records, bank statements or an offer letter from your employer submitted on company letterhead. Applications will not be processed without this information.

### **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 I Student VISA
  - Student ID
  - Bank Statements (six months)
  - Proof of income

### **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 2 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 lists of offenses are examples of cause for automatic rejection:**

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

When a property is designated "Pet Friendly", a total of two pets per household are permitted. All pets must be licensed and with current vaccinations by the applicable municipal authority (ex., Cities of San Antonio, Schertz, Balcones Heights, Live Oak, New Braunfels, Boerne, Kerrville, etc.)

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, Chowchow, Presa Canario, Husky/Alaskan Malamute, any of the Russian Shepherds, Dalmatians, German Shepherd, Great Dane, or St. Bernards.**
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 \$400 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.



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

**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.tsdps.state.tx.us](http://www.tsdps.state.tx.us)
2. San Antonio Area Crime Stats:  
[www.sanantonio.gov/sapd/neighborhood.asp](http://www.sanantonio.gov/sapd/neighborhood.asp)
3. New Braunfels Area Crime Stats: [www.neighborhoodscout.com/tx/new-braunfels/crime/](http://www.neighborhoodscout.com/tx/new-braunfels/crime/)
4. Boerne Area Crime Stats: [www.ci.boerne.tx.us/665/Crime-Statistics](http://www.ci.boerne.tx.us/665/Crime-Statistics)
5. Kerrville Area Crime Stats: <http://kerrville.org/index.aspx?NID=517>

**DISCLOSURE OF AGENCY**

Coldwell Banker D'Ann Harper, REALTORS® Property Management Inc. (CBDHR) agents are acting as agents for the landlords and do not represent prospective tenants. Although R-1 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. (CBDHR) are working as agents of the landlord.

\_\_\_\_\_  
Applicant/Date

\_\_\_\_\_  
Applicant/Date

## **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 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.**



Web: [www.HarperPropertyManagement.com](http://www.HarperPropertyManagement.com) E-mail: [pmonlineapps@harperpropertymanagement.com](mailto:pmonlineapps@harperpropertymanagement.com)



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**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





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**Property Management**

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San Antonio, Texas 78258  
Business (210) 483-7040  
Fax (210) 483-7123  
Boerne Office (830) 816-2211

**AT TIME OF APPROVAL**

All funds must be **separate and certified** made out to CBDHR due within 48 hours to our office.

**PAYMENTS, FEES, & DOCUMENTS DUE:**

- \$75 Administrative Fee
- Security Deposit
- Signed Lease Documents/ Tenant Handbook

**AT TIME OF MOVE IN**

All funds must be **separate and certified** made out to CBDHR.

**PAYMENTS, FEES, & DOCUMENTS DUE:**

- Prorated rent
- \$400 Pet Deposit per pet
- Tenant ACH Form or Web Portal