

Hance Realty - Real Estate & Property Management

Application Procedures & Screening Criteria



We want to personally thank you for applying with Hance Realty for your housing needs.

It is very important to us that you completely understand our process, policies and procedures.

Before submitting an application we encourage everyone to review and read the entire Rental Application Screening Criteria in full.

Hance Realty, LLC. is committed to Equal Housing Opportunity and we fully comply with the Federal Fair Housing Act. We offer applications forms to everyone who requests one. We comply with all state and local fair housing laws.

We do not discriminate against any person because of Race, Color, Religion, Sex, Sexual Orientation, Handicap, Familial Status, National Origin, or Age.

APPLICATIONS WILL NOT BE PROCESSED IF ANY OF THE ITEMS LISTED ON THE NEXT PAGE IS MISSING OR INCOMPLETE. ONCE COMPLETED, PLEASE SUBMIT YOUR APPLICATION TO OUR OFFICE ALONG WITH THE FUNDS REQUIRED AND PROPER DOCUMENTATION.

Any additional fees required to be paid by an applicant's landlord or employer for us to verify information must be paid by applicant in advance for us to complete the processing of an application.

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Application Submitted Must Include:

1. Information About Brokerage Service- Tar 2501
2. Residential Lease Application - Tar 2003 for every person 18 yrs. of age or older.
3. A \$45.00 fee for each TAR Application submitted (NON REFUNDABLE)
4. Application Procedures & Screening Criteria
5. Guidelines For Rental Application
6. Privacy Notice
7. Copy of a Valid Driver's License or other Government Photo I.D.
8. Application Fee(s) & Security Deposit.
9. Military Orders & LES (If Applicable)

ALL APPLICATIONS FEES ARE NON-REFUNDABLE

Certified funds in a Cashier's Check or Money Order, will be the only format accepted for Rental Application(s) and Security Deposit. The Security Deposit must be separate funds from the Application Fee(s). The funds must be Payable to:

**Hance Realty, LLC
106 Christen Court
Boerne, Texas 78006**

*Missing signatures & information can delay the processing of your application.

*All applicants are judged on the same standards, being a single individual or an entire family.

*Rental applications are processed immediately upon receiving all completed items and are processed in the order in which they were received. Applicants are informed of their approval / denial or status within 72 hours (3 business day), from the start of the application process. **(Please do not call for a status update.)**

Once applicant is informed they have been approved to lease the intended property, the lease must be signed within **48 hours**. The security deposit (**certified funds only**), must be submitted at the time the lease is signed. The lease cannot be signed without the security deposit.

No exceptions.

If the lease is not signed within the allotted time Hance Realty will withdraw approval & will process the next application received or any other approved applications waiting.

Signature

Date

Signature

Date

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Privacy Notice

You have chosen to do business with Hance Realty, LLC and we are obligated to honor the relationship with great care, beginning with the confidential information that may come into our possession during the course of your transaction with us. We believe that your privacy should not be compromised and are committed to maintaining the confidentiality of that information.

You can be assured that we are respecting your privacy and safeguarding your “nonpublic personal information”. Nonpublic personal information is information about you that we collect in connection with providing a financial product or service to you. Nonpublic personal information does not include information that is available from Public sources, such as telephone directories or governmental records.

We collect personal information about you from the following sources:

- * Information we receive from you on applications or other forms
- * Information about your transactions with us
- * Information about your transaction with nonaffiliated third parties
- * Information we receive from a consumer-reporting agency

We respect the privacy of our customers, and we will not disclose nonpublic personal information about our customers or former customers to anyone, except as permitted by law.

We restrict access to nonpublic information about you to those employees who need that information to provide products to you.

We maintain physical, electronic, and procedural safeguards that comply with federal standards to guard your nonpublic personal information.

We will not disclose nonpublic information about our customers or former customers to nonaffiliated third parties, except permitted by law.

Hance Realty, LLC recognizes and respects the privacy expectations of our customers. We want our customers to understand our commitment to privacy in our use of customer information. Customers who have any questions about the Privacy Policy or have any questions about the privacy of their customer information should call Hance Realty, LLC.

Signature

Date

Signature

Date

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