

Hance Realty- Real Estate & Property Management

Guidelines For Rental Applications

INCOME VERIFICATION

- * Must earn a minimum of (3), three time the rent in VERIFIABLE, gross monthly income.
- * Income must be verified through pay stubs, employer contact, tax records and or bank statements.
- * **Self-employed**, income must be verifiable through a CPA prepared financial statement or most recent tax returns or bank statements.
- * Employment history should reflect at least (6) **six months** with your current employer in San Antonio area or a transfer verification from the same employer and at least **12 months** with a previous employer.
- * Applicants who do not meet the above employment or income requirements must submit Savings Account statements showing a minimum balance equal to 6 months or rental payments for the last (6) six months.

RENTAL HISTORY

- * Applicant(s) are 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 or the previous 2 to 5 years.
- * Rental history must be verified from an unbiased source. If your only rental history is from a biased source (family or relatives), your application will not be approved. **We accept Base Housing as rental History.**
- * Applicant(s) must have given a minimum **30 day Notice** to current Landlord.

HOMEOWNERSHIP

- * Mortgage payments history will be considered. If you owned your home in the previous 2 to 5 years rather than renting, you will need to furnish a Mortgage Company references and or proof of ownership or sale.

Signature

Date

Signature

Date

HANCE REALTY - REAL ESTATE & PROPERTY MANAGEMENT

CRIMINAL BACKGROUND CHECK

- * A criminal background check will be conducted on each applicant. The inability to obtain a complete criminal background check, any felony or serious misdemeanor charge(s) and or conviction(s) are grounds for denial of an application.
- * We do not rent to CONVICTED SEX OFFENDERS OR ANYONE REQUIRED TO REGISTER AS A SEX OFFENDER.
- * Criminal background involving crimes, prostitution, domestic violence and or involving the possession of weapons or illegal substances are grounds for denial of an application. An exception may be made for type and or age of offense. Please provide details to property manager.
- * First or second degree murder. First through third degree assault, kidnapping.
- * First through fourth degree criminal sexual conduct, Arson, harassment or stalking. An attempt to commit one of the above crimes. A conviction in another jurisdiction that would be a violation of the above crimes.

CREDIT REQUIREMENTS

- * To determine satisfactory credit worthiness we will obtain a report from a credit- reporting agency.
- * Credit card records showing occasional late payments of no more than 30 to 59 days may be acceptable, provided you can justify the circumstances.
- * If you have credit problems, your application may possible be approved with a stipulation of an additional deposit.
- * Payments past due 60 days or more in the last 24 months may be cause for refusal of application.
- * We may deny approval if you have filed for bankruptcy within the past 24 months.

Signature

Date

Signature

Date

HANCE REALTY- REAL ESTATE & PROPERTY MANAGEMENT

Continuation

CREDIT REQUIREMENTS

- * Any bankruptcy must have been discharged at least one year previous to the date of your application.
- * Having an outstanding debt to a property management company and or landlord will result in denial of application.
- * Unpaid collections within the last 2 years may result in denial of your application.

PET REQUIREMENTS

- * Policies on pets vary from home to home. Some owners will not permit pets at all. Others permit all dogs and no cats and visa versa. You may contact our office directly to determine the pet restrictions for the property for which you are applying for. Most commonly you will find that a total of (2) two pets per household will be permitted. A pet deposit will be required for each pet. Fish and birds are included as pets.
- * All pets must be licensed and have current vaccinations by the applicable municipal authority. Examples cities like San Antonio, Converse, Schertz, Universal city, Helotes, etc.
- * No ferrets, reptiles or rodents of any kind are permitted as pets. Fish tanks and aquariums greater than 10 gallon capacity are not permitted. Male cats must be neutered.
- * No aggressive or mixed aggressive breed dogs will be permitted. Dogs will be rejected if they are fully or partially of the following breeds, or appear to be of the following breeds: Pit-Bull, Doberman Pincher, Rottweiler, Akita, Chow- Chow, Husky.
- * We require a picture of each pet that will be on the property. Please provide a picture of your pet(s) with the application. Service animals such as larger dogs are exempt from certain requirements.
- * We may required you to bring the dog to our office before approval.

Signature

Date

Signature

Date

HANCE REALTY- REAL ESTATE & PROPERTY MANAGEMENT

Continuation

Pet Requirements

- * Pet policies are strictly enforced, and any breach will be grounds for termination of your lease agreement.
- * Tenants will be evicted for misrepresenting the breed of their dog or for the possession of poisonous, dangerous, or illegal pets, and or endangered species.
- * A pet deposit is required for each pet, with a signed Pet Agreement.

REASONS FOR DENIALS

- * If you failed to give proper notice when vacating a previous property
- * If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to your behavior; your family's guest, or other invitees; your pets; or other allowed on the property during tenancy.
- * If you have an unpaid collection filed against you by a Property Management Company or previous Landlord.
- * If you have allowed person(s) not on the lease to reside on the premises in violation of the terms of your lease.
- * If you have had three or more late payments of rent within a 12 month period.
- * If an unlawful detainer action or eviction has occurred within the past five.
- * If you have received a current 3- day notice to vacate.
- * If you have had two (2) or more NSF checks within the last 12 month period.
- * If we are unable to verify your information, we must deny the application.

Signature

Date

Signature

Date

HANCE REALTY- REAL ESTATE & PROPERTY MANAGEMENT

Continuation

Reasons for Denial

- * If you have operated a business from the property not authorized. No Businesses operated from the property are permitted. If you have a home based Business that you think we might approve, please let the property manager know.

HOLDING THE PROPERTY

- * We can hold a property for a maximum of 15 days from approval of application or when property becomes vacant which ever is later with a full Security Deposit.

Signing this acknowledgement indicates that you have had the opportunity to review the landlord's tenant selection criteria. The tenant selection criteria 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.

Signature

Date

Signature

Date