

## PROPERTY MANAGEMENT SPECIALISTS, LLC.



**7460 CALLAGHAN ROAD, SUITE 110**

**SAN ANTONIO, TEXAS 78229**

**OFFICE: (210) 979-7865    FAX: (210) 979-07370**

**E-MAIL: [SARENTHOME@SBCGLOBAL.NET](mailto:SARENTHOME@SBCGLOBAL.NET)**

### **Application Process & Screening Criteria**

Property Management Specialists, LLC. is committed to Equal Housing Opportunity and we do not discriminate against anyone on the basis of Race, Color, Religion, Sex, Handicap, Familial Status, National Origin or Age.

We offer application forms to everyone who requests one.

Review our Criteria for Rental and if you feel you qualify, please apply.  
If you have any questions please ask.

### **Application Approval Requirements for Leaseholders\***

**\*(The financially responsible party(ies)):**

#### **INCOME VERIFICATION**

Must earn a minimum of three times the rent in verifiable, gross monthly income.

1. Married couples or immediate family may combine incomes.
2. Your income must be verifiable through pay stubs, employer contact, tax records and/or bank statements.
3. If you are self-employed, your income must be verifiable through a CPA prepared financial statement or most recent tax returns or bank statements.
4. Your employment history should reflect at least six months with your current employer and/or six months with a previous employer.
5. Applicants who do not meet the above employment or income requirements must submit a Savings Account statement showing a minimum balance equal to 12 months of rental payments.

#### **RENTAL HISTORY**

You are responsible for providing us with information, including the name, address and phone numbers of Landlords with the dates of tenancy for the previous 2-5 years.

## **HOME OWNERSHIP**

Mortgage payment history will be considered.

If you owned rather than rented your home during the previous 2-5 years, you will need to furnish Mortgage Company references and/or proof of ownership or transfer.

Rental history must be verified from unbiased sources. 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.**

## **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. If you have credit problems, your application may possibly be approved with a stipulation of additional application deposit.
4. Payments past due 60 days or more in the last 24 months may be cause for refusal of application.
5. We must deny approval if you have filed for bankruptcy within the past 24 months.
6. Any bankruptcy must have been discharged at least one year previous to the date of your application.
7. Unpaid collections within the last 2 years may result in denial of your application.
8. Outstanding debt to property management or a landlord will result in denial of your application.

## **CRIMINAL BACKGROUND CHECK**

We do not rent to anyone with a felony or drug charge conviction or any person required to register as a sexual offender

## **Application Approval Requirements for Occupants:**

All occupants must meet our Rental History and Criminal Background Check requirements.

## **Pets**

1. Policies on pets vary from home to home. Please call the office to determine the pet policy for the home for which you are applying.
2. Dogs normally trained for attack purposes (Pit Bulls, Dobermans, Rottweilers, Chows etc.) will not be accepted without proof of Liability Insurance and property owner's consent.
3. Pet policies are strictly enforced, and any breach will be grounds for termination of your lease.
4. A pet deposit for each pet is required plus a separate written Pet Agreement.

## **Can We Hold a Property for You?**

We can hold a property for a maximum of 15 days from approval of application or when property becomes vacant whichever is later. However, complete payment of the security deposit is required. Rent will be charged beginning on the 16th day.

## REASONS FOR DENIALS

1. If you failed to give proper notice when vacating the property.
  2. If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to the behavior of yourself, your pets, or others allowed on the property during tenancy.
  3. If you have had three or more late payments of rent within a 12 month period.
  4. If you have an unpaid collection filed against you by a Property Management Company.
  5. If an unlawful detainer action or 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 within a 12 month period.
  8. If you have allowed person(s) not on the lease to reside on the premises.
- If misrepresentations are found after the lease agreement is signed, the lease agreement will be terminated.

## IDENTIFICATION

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

1. Applications are reviewed in the order in which we receive them.
2. All persons 18 years or older must submit an application with a non-refundable \$40 application fee. If applicants are married, to each other, only one application and fee are required.
3. All applications must be filled out completely and signed.
4. If we are unable to verify your information, we must deny the application.
5. A Cashier's Check or Money Order is required for Application Fee(s) and a separate one is required for the Application Deposit.

Applicants are judged on the same standards, one person or family at a time, on a "first come first served" basis.

We cannot accept co-signers.

Once you are approved you will be notified by phone and we will schedule an appointment for you to sign the lease.

All Leaseholders must sign the lease agreement.



**PROPERTY MANAGEMENT SPECIALISTS, LLC.**  
**7460 CALLAGHAN ROAD #110**  
**SAN ANTONIO, TEXAS 78230**  
**(210) 979-7865 OFFICE**  
**(210) 979-0737 FAX**