

**Terra Realty & Management Group, Inc.**  
12061 Starcrest  
San Antonio, TX 78247  
(210) 349-9966, Fax (210) 496-3464

## **TENANT CRITERIA FOR APPLICANTS**

### **Picture ID, Proof of Income & Picture of Pet Required before application can be processed.**

*Be sure to have all documentation prepared before starting this application. You will not be able to log back into your application to edit or resubmit documentation. A Picture ID, Proof of Income & Picture of Pet are REQUIRED before applications can be processed. Please note: all applicants will need to click the [PetScreening.com](http://PetScreening.com) link to be taken over to our [PetScreening.com](http://PetScreening.com) profile. You will need to specify whether you have no pets or animals, household animals or service animals...without completion of the required documentation and PetScreening profile your application will be considered incomplete and is subject to denial.*

Due to the Management Agreement requirements between our client (Owner) and us, we THOROUGHLY verify all applications before presenting them. We can normally verify and present an application within two (2) business days of receipt PROVIDING ALL VERIFICATIONS CAN BE COMPLETED.

- 1) **Employment:** We need complete information for at least two (2) to three (3) years of employment. Please make sure that you notify your employer that we will be calling for verification of employment and income. If we cannot verify income in this manner, or if you are self-employed, we can accept such documents as tax returns, W-2's, bank statements, paycheck stubs, etc. If military, we need a current copy of your LES. On most of our properties, your gross income must be a minimum of four (4) times the monthly rent amount. Married couples can combine income to reach the (4) times monthly rent amount. Roommates must qualify individually at three times the rent and may not combine income.
- 2) **Residency:** We require the application to have complete information for at least three (3) years for the current and past residences, including phone numbers and addresses.
- 3) **Application and fee:** Anyone occupying the property eighteen (18) years of age or older must complete an application. The current non-refundable application fee is \$65 per individual. **Certified funds only.** **ONLINE Application is \$65 per individual.**
- 4) **Criminal Background Check:** A criminal background check will be conducted on each applicant. Crimes involving violence, domestic violence, prostitution, sex offenses and/or the involvement of weapons, possession or illegal substances are grounds for application denial. An exception may be made for type and/or age of offense providing details in writing with application.
- 5) **Credit Check:** A credit check will be obtained from a credit-reporting agency on each applicant to determine satisfactory credit worthiness. We require all credit scores to be a 590 or higher anyone over the age of eighteen. Unpaid collections within the past 2 years or bankruptcy within the past 24 months may result in denial of application. If you have credit problems and/or low credit score your application may possibly be approved with an additional security deposit

- 6) **Security Deposit:** When submitting an application, it is required that a deposit equivalent to one month rent is brought in with the application in order to hold that property. Properties can only be held for a maximum of 15 days from application approval and/or property becomes vacant. Deposit is refundable in the case of application denial or if the applicant chooses not to continue the application process. The deposit must be in certified funds and made payable to Terra Realty and/or to the applicant.

**Pet Policy: Pets must meet Terra Realty & Management Group, Inc. pet policy/restrictions. When you log in online for your application, you will be required to go through the pet screener application whether or not you have a pet or not. If you don't do this your application will be incomplete and will not be processed until this item is completed.**

A pet deposit/fee of \$500 is required for the first pet (under 30 lbs. full grown). A total of two pets per household are permitted (2 dogs or 2 cats or 1 of each). \$100.00 will be added for a second pet to the pet deposit. Birds, fish, reptiles, etc. are also considered pets. A pet agreement must be signed at the time of lease agreement signing or immediately upon obtaining pet. Photos and current vaccination records must be turned in for our records. Dog breeds known to be aggressive (Pitt Bull, Dobermann Pinscher, Rottweiler, Chow, etc.) will not be permitted. All dogs and cats must be spayed or neutered according to City of San Antonio ordinance. Pet policies are strictly enforced and any breach of the policy will be grounds for eviction.

- 7) **Payments:** Effective June 1, 2016. Payments for rent after move in will only be accepted online through **ZEGO**.

### **ACCEPTANCE AND MOVE-IN PROCEDURES**

- 1) An accepted Applicant will be contacted by the property manager to set an appointment. A short meeting will take place to review our procedures, answer questions, and sign the lease contract and pet agreement if applicable. Each Applicant will be REQUIRED to provide copies of positive identification such as Driver's License, Social Security card, etc. Please be prompt to the appointment.
- 2) **Once approved applicant will have 24 hours to bring in full deposit. On approval and with deposit, unit will be taken off the market. If tenant backs out after accepted date, rent will be withheld from deposit till the date of withdrawal. Absolutely no exceptions.**
- 3) **All money orders, certified funds must have the new property address written on them to be given proper credit.**

**THIRD PARTY CHECKS ARE NOT ACCEPTED. Checks will not be accepted from anyone who does not have an application with Terra Realty & Management Group, Inc.**

I have read and fully understand the above application requirements.

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

Property Applying for: \_\_\_\_\_