

Terra Realty & Management Group, Inc.

12061 Starcrest Avenue, San Antonio, TX 78247

(210) 349-9966, Fax (210) 349-3464

www.terrarealtysa.com

TENANT CRITERIA FOR APPLICANTS

Picture ID, Proof of Income and Picture of Pet Required before any application can be processed.

Due to the requirements of the Management Agreement between our client (the Owner) and Terra Realty, we THOROUGHLY verify all applications before presenting them for approval. We 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 three (3) years of employment. Please make sure you notify your employer 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, please present 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. Roommates must each qualify individually and cannot use combined income.
- 2) **Residency:** We require each 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 that is eighteen (18) years of age or older must complete an application. The current non-refundable charge for an application is \$50 per individual responsible and signing on the Lease. Fees in certified funds with no exceptions.
- 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 weapon possession or illegal substances are grounds for application denial. An exception may be made for type and/or age of offense - provide 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. Unpaid collections and/or bankruptcy within the past 2 years may result in denial of application. If you have credit problems and/or a low credit score, your application may possibly be approved with an additional security deposit.
- 6) **Security Deposit:** When submitting your application, we require a security deposit equivalent to one month's rent in order to hold a property. Properties can be held for a maximum of 15 days from date of application approval and/or date property becomes vacant. This deposit is refundable if your application is denied or if you choose not to continue the application process. The deposit must be in certified funds and made payable to Terra Realty and/or to you, the applicant.

- 7) **Pet Policy:** A pet deposit of \$500 is required for each small pet under 35 lbs. full grown. Other pets may be authorized at the discretion of the owner. A total of two pets per household are permitted (2 dogs or 2 cats or 1 of each) unless special permission is obtained from the owner. Birds, fish, reptiles, etc. are also considered pets. A Pet Agreement must be signed at the time of Lease contract signing OR immediately upon obtaining pet. Photos and current vaccination records must be provided for our records. Dog breeds known to be aggressive (including Pitbull or any breed mixed with Pitbull, Doberman Pinscher, Rottweiler, Chow, Malamute, Wolf-dog hybrid, Husky, German Shepard, Bullmastiff or Tosa Inu) 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.**

**APPLICATION APPROVAL
AND
MOVE-IN PROCEDURES**

- 1) If your application is approved, you will be contacted by the Property Manager to make an appointment to review our procedures, answer any questions you may have, and to 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 your appointment.
- 2) **Once approved, if your security deposit is not already in, you will have 24 hours to bring in full deposit. On approval and with full deposit, the unit will be taken off the market. If you back out after your acceptance date, rent will be withheld from your deposit until the date of withdrawal. Absolutely no exceptions.**
- 3) **All checks, money orders, certified funds, etc., must have the new property address written on them to be given proper credit.**

THIRD-PARTY CHECKS ARE NOT ACCEPTED. Checks will only be accepted from persons who have a current application with Terra Realty & Management Group, Inc.

I have read and fully understand the above application requirements.

Signature/Date

Signature/Date

Property Applying for: _____