



900 NE Loop 410, Ste D 304
 San Antonio, Texas 78209
 Office. 210-390-9000

Thank you for applying with Re-Homing Texas LLC for your housing needs. To best serve you, we feel it is imperative that you are made aware of, and fully understand, our application policy and company procedures.

Please read this document carefully before applying for a property we manage. We are committed to equal housing, and we fully comply with the Federal Fair Housing Act and Fair Credit Reporting Act.

We do not discriminate against persons due to race, color, religion, sex, handicap, familial status, national origin, age, sexual orientation, or gender identity.

WE PROCESS APPLICATIONS IN THE ORDER THEY ARE RECEIVED ONCE THEY ARE COMPLETE.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

OFFICE HOURS: 9am-4pm Monday-Friday
www.rehomingtexas.com

**BEFORE YOU BEGIN
 PLEASE PREPARE FEES AND REQUIRED DOCUMENTS:**

FEES	DOCUMENTS
<p>Nonrefundable \$70 Application Fee for all occupants 18 years or older <i>Your information will be updated annually at time of renewal</i></p>	<p>Current government Issued Photo ID</p>
<p>Non-Refundable Administration Fee \$175 This fee pays for the move in survey & MyWalkThru app, which protects your security deposit and pays for document preparation. <i>Due upon approval.</i></p>	<p>Proof of Income</p> <ul style="list-style-type: none"> - Paystubs <i>or</i> - bank account records <i>or</i> - letter of employment <i>or</i> - CPA Financial Statement (<i>if self-employed</i>)
<p>Animal Screening Fee, if applicable \$20 for first pet, \$15 for each additional pet. \$100 Pet Admin Fee <i>This information must be updated annually at the cost of \$10 per pet</i></p>	<p><i>If applicable:</i> Veterinarian records for each animal, including breed, age, neutered/ spade, updated vaccines and 2 photos of each pet (forward and side facing)</p>

WHEN YOU ARE APPROVED

You will need to bring certified funds to the office in the form of TWO cashier's checks or money orders made out to RE-Homing Texas **within 24-48 hours**

Administration Fees can be in one money order Security Deposit Separate

- 1) Security Deposit or Rhino Insurance
- 2) Administration Fee of \$175
- 3) Pet Administration Fee of \$100

IF YOU HAVE AN ANIMAL LIVING WITH YOU, PLEASE READ THE PET SCREENING CRITERIA BEFORE CONTINUING.

Please ask about the pet restrictions for the property for which you are applying. While our firm is pet friendly, the ultimate decision of number and kinds of animals allowed rests with the owner of the property. Inquiries should include the property address, animal type, breed type, age and quantity. Note, due to insurance regulations, certain dog breeds are not accepted. **We strongly recommend that you inquire about pets before submitting your application as application fees are nonrefundable.** The link below is your pet screening link to add a pet. Copy and paste link into your browser.

<https://ReHomingTexas.petscreening.com>

COMPLETED APPLICATIONS ARE PROCESSED IN THE ORDER THEY ARE RECEIVED ON A FIRST-COME, FIRST-SERVE BASIS ONE PERSON OR FAMILY AT A TIME AND WILL NOT BE PROCESSED WITH OUT ALL NECESSARY PAPERWORK, FUNDS, SIGNATURES, PET SCREENING AND/OR DOCUMENTATION FOR ALL OCCUPANTS 18 YEARS OR OLDER TO RESIDE IN THE PROPERTY.

Submitting your application

1) Complete the pet screening for every animal to live in the home. Copy & paste link in browser.	https://ReHomingTexas.petscreening.com
2) EVERY PERSON 18 years or older MUST COMPLETE THE APPLICATION	<ul style="list-style-type: none"> - All applicants must submit a \$70 applications fee and separate application for each individual, including partners - Roommates must qualify individually - Co-Signers must be willing to sign the lease as a tenant and have a credit score of 700 or above.
3) All applications must be signed by the applicant and filled out completely	<ul style="list-style-type: none"> - Incomplete or incorrect contact information will delay the processing of your application.
4) EVERY Applicant must pay the non-refundable \$70 application fee	<ul style="list-style-type: none"> - Pay via credit or debit card - Fee covers the cost of credit report, background check, employment verification, landlord verifications, etc
5) In order to qualify, financially responsible party/parties must make three (3) times the monthly rent	<ul style="list-style-type: none"> - Verification required - Must be a permanent employee (not temporary or probationary) - Active-duty military must be on assignment that, to the best of your knowledge, will allow you to complete an initial 12-month lease

Application Approval Requirements for Leaseholders

The Financially responsible party/ parties

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

Income Verification	<ol style="list-style-type: none">1. Applicants must have income of a minimum of three times the monthly rent in verifiable, gross monthly income from an unbiased source.2. Married couples or immediate family may combine incomes.3. Housemates, i.e. anyone not legally married, must qualify separately.4. Income must be verifiable-pay stubs, employer contract, or bank statements. Any verification fees required by the employer must be paid by the applicant.5. Applicants are required to provide the contract information for their employer's Human Resource Department, the name of their department head or direct supervisor and the main business telephone number.6. For self-employed individuals, income must be verifiable through a CPA prepared financial statement or most recent tax returns or bank statements.7. There are three ways to demonstrate continued employment. The applicant's employment history should<ul style="list-style-type: none">• reflect at least six months with your current employer in San Antonio area or• a verification of the transfer and six months with the same employer.• Alternatively, the applicant could demonstrate continued employment the same field or trade within the previous 12 months8. Recent college, university, or trade school graduates may provide a copy of a certified transcript of diploma and a copy of your employment contract or employment letter. If you are active duty you must be on assignment that, to the best of your knowledge, will allow you to complete an initial 12-month lease. Please provide a copy of your orders.
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	<p>9. Applicants who do not meet the above employment or income requirements must submit savings account statements showing a minimum balance equal to 6 months of rental payments.</p> <p>10. Social security numbers are required for legal employment in the United States and are expected of all financially responsible parties. See https://www.ssa.gov/pubs/EN-05-10107.pdf</p>
<p>Rental History <i>*Requirements must be met by all occupants*</i></p>	<p>1. Applicants are responsible for providing contact information for all their previous landlords within the last 2-5 years. Include names, addresses and phone numbers.</p> <p>2. Rental history must be verified from unbiased sources, i.e. not from family or relatives, and free from evictions, judgments, and unpaid rents. *If your only rental history is from a biased source your application will NOT be approved. Submitting false information for landlords will be grounds for denial.</p> <p>3. Mortgage payment history will be considered if you owned rather than rented your residence during the previous 2-5 years. You will need to furnish mortgage company references and/or proof of ownership or sale.</p> <p>4. We accept Base Housing as rental history.</p>
<p>Credit Requirements</p>	<p>1. We obtain a report from a credit-reporting agency in order to determine satisfactory credit worthiness.</p> <p>2. Payments past due 60 days or more in the last 24 months may be cause for denial of your application. Payments 30-59 days late may be acceptable, provided you can justify the circumstances.</p> <p>3. If you have credit problems, we at Re-Homing Texas will try to work with you. Your application may possibly be approved with a stipulation that the application provide an additional security deposit.</p> <p>4. We may deny approval if you have filed for bankruptcy within the past 24 months. Any bankruptcy must have been discharged at least one year prior to your application.</p> <p>5. Unpaid, non-medical collections within the last 2 years may result in denial of your application.</p> <p>6. Outstanding debt to any property management or a landlord will result in denial of your application, including any judgments or collection activities.</p>

Criminal Background Checks

Requirements must be met by all occupants

1. We conduct an authorized criminal background check on all occupants over 18 as part of the application process. **We do not rent to any person required to register as a sexual offender.**

2. **Criminal, Sex Offense, and Terrorist Database Check-** We abide by principles of equal opportunity, and welcome all responsible renters into our homes. We check Criminal, Sex Offense, and Terrorist databases for all occupants over 18. If you have a felony conviction within the last ten years that involves the manufacture or distribution of a controlled substance or felonies resulting in bodily harm (such as murder, rape, arson...), intentional damage or destruction of property or a sexually related offense of any nature, your application will be denied.

**You have the right to appeal any decision we make in this regard by providing additional information within 14 days of the day your application was denied.*

An exception may be made for type and or age of offense. Please provide details to the property manager.

Rental Criteria for Animals

RE-Homing Texas has implemented a Policy to allow almost any pet you can imagine! We understand that a pet plays a significant part in many people's lives, so we strive to allow most animals in most of our rental properties. Please make sure to ask if the property you are interested in accepts pets since a few of our properties do not accept pets at all.

RE-Homing Texas has a very basic pet policy. Pet Screening Profiles are required for every applicant applying for one of our properties. If you DO NOT have a Pet or Animal, you are required to complete the screening process at no charge to acknowledge applicable not pet policies. Pet Screening provides a risk level assessment for each pet profile which is based on the overall risk of the pet. Pet Fees are based upon those Paw Score Risk Levels. Pet Screenings & Policy Affirmations can be completed by going to: rehomingexas.petscreening.com
Pet Screening fee will be \$25 for first pet \$15 for all others. A \$100 Pet admin fee will apply at the time of your application gets approved.

**Please note: RE-Homing Texas reserves the right to have any pet removed from the property if it is determined that the pet poses a threat to the safety or condition of the property or any person in the property or the community, regardless of prior consent.*

Pet fees are charged on a monthly basis and are paid in addition to your property rent. The charges breakdown as follows for each paw score risk level and non-traditional pets, all based on your Pet Screening application.

Pet Processing & Lease Addendum Fee for Pets*



1 Paw \$100

2 Paws \$80

3 Paws \$60

4 Paws \$50

5 Paws \$40

<u>Pet Fee (Paid Monthly with Property Rent)</u>	
Dogs & Cats	Based upon Paw Score
Birds (per cage) <i>Small breeds (ie. Budgies & Finches)</i> <i>Breeds (ie. Parrots & Cockatoos)</i>	Small Breed \$10 Large Breed \$25
Caged pets (per pet) (Hamsters, Gerbils, Guinea Pigs, Reptiles, Ferrets, Amphibians etc...)	\$10
Water Filled Tanks “Fish Tanks” (Per Tank Over 10gals) *max of 40 gal	\$10per 10 gallons
*Farm/Exotic Pets	Case By Case Basis
PHOTOS OF ALL PETS ARE REQUIRED	

<h2 style="margin: 0;">Resident Benefit Package</h2>	<p>Application/Screening criteria</p> <p>Re-Homing Texas Resident Benefit Package is designed to provide convenience and professional services to our residents. By applying, Resident(s) agree to be automatically enrolled in the program and agrees to pay an additional \$20 per month, payable with rent.</p> <p>This program includes:</p> <ul style="list-style-type: none"> ➤ HVAC filter delivery every 60 days, which will help you save up to 15% on monthly heating & cooling bills ➤ Utility concierge services to help make sure you get the best value on your utilities ➤ 24/7 online maintenance reporting aimed at making reporting those pesky maintenance issues easy and timely ➤ Access to your account and documents through our easy-to-use online portal ➤ Vetted vendor network to ensure all technicians sent to your home are reputable, licensed, and insured for any and all repairs
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<p style="text-align: center;">FEES</p> <p style="text-align: center;"><i>Subject to change additional fees may be state in the lease or its addenda</i></p>	<p><u>Required for all Tenants</u></p> <ul style="list-style-type: none"> • Monthly Pet fee-If applicable based on paw score • \$20 Monthly – Tenant Benefit Package • \$85 Renewal Fee – Due on the first day of the lease renewal • \$175 Admin Fee – Due at time of approval for a property • \$100 Pet Admin Fee- If applicable Due at the time of approval <p><u>FEES BASED ON TENANT ACTIONS/CHOICES</u></p> <ul style="list-style-type: none"> • \$250 Satellite Dish Installation Deposit • \$20-\$50 per Lease Violation/HOA Violation • Actual Cost of HOA or City assessed fees • Late Fee – 12% of the rent • \$100 Notice to Vacate Delivery Fee • \$25 Certified Letter Fee • \$100 Move Out Property Review Fee (paid on last month) • \$150 Failure to Maintain Utilities Fee • \$100 Make Ready Coordination Fee
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NOTICES AND COMMON QUESTIONS

Can we hold a property for you?	We can hold a property for a maximum of 14 days from approval of application or when property becomes vacant whichever is later. Rent will be charged beginning on the 16th day after your application is approved.
Disabled Accessibility	<p>If you have disabled accessibility concerns, please submit them in writing to the property manager. We must get the Owner's approval to allow the existing premises to be modified. All modifications are at the expense of the requesting party.</p> <p>We Require:</p> <ol style="list-style-type: none"> 1. Written proposals detailing the extent of the work to be done 2. Written assurances that the work is to be performed in a professional manner by an approved licensed/bonded contractor. 3. Written approval from the Landlord before modifications are made. 4. Appropriate building permits and required licenses made available for the landlord's inspection. 5 A restoration deposit may be required per Fair Housing Guidelines

<p>Reasons for Denial</p>	<ol style="list-style-type: none"> 1. If you failed to give proper notice when vacating a property or have an unpaid debt or collection filed against you by a property management company. 2. If previous landlord(s) would be unwilling to rent to you for reasons pertaining to the actions of yourself, 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 unpaid collections filed against you by a Property Management Company. 5. If an unlawful retainer action or eviction has occurred within the past six (6) years. 6. If you have received a current 30-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 a person(s) not on the lease to reside on the premises. 9. If we are unable to verify your information, we must deny application. <p>If misrepresentation of the information provided is found after the lease agreement is signed, the lease agreement will be terminated.</p>
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<p>Errors & Omissions</p>	<p>While we make every effort to describe our rental properties accurately, changes can and do take place. Therefore, our descriptions are subject to errors and omissions. Tenants should verify schools, pets, features, etc. Listings do not constitute a guarantee of the facts stated. You should personally inspect the property before signing the lease agreement!</p>
<p>Disclosure of Agency</p>	<p>RE-Homing Texas, LLC agents are acting as agents for the landlord and do not represent prospective tenants. Residential qualifying criteria are subject to change at the Landlord's discretion and without notice. Our goal is to provide our owners the best possible tenants for their properties.</p> <p>Occupancy will be based on overall condition of credit, employment, residential and criminal history. We reserve the right to refuse to rent to anyone that we feel does not meet our qualifications.</p> <p>Once you are approved you will be notified by phone. You will need to bring in or overnight the security deposit in certified funds made out to RE-Homing Texas within 24 hours. Once the security deposit has been received, we will send you a lease to sign electronically.</p>

Periodic Property Reviews	<p>Re-Homing Texas LLC conducts a periodic property review at the 6th-8th month of the lease. We take pictures of the interior and exterior of the home during that photo review. This information is kept on record and shared with the owner.</p> <p>If this standard annual property review is going to cause you a problem – we recommend that you stop now and do not apply for one of our homes.</p>
SMOKING	NO SMOKING is permitted inside the home or garage or within 6 feet of the home (such as on patios/ front porches).
Sight Unseen	We encourage everyone to personally visit the property before submitting an application. If you are unable to personally visit the property before lease signing, you will need to sign a sight Unseen addendum and name your appointed representative who saw the property. Re-Homing Texas cannot be an appointed representative.
School Districts	If you are concerned about school districts for the property you are applying for, please verify with the school district before submitting your application. Schools may be capped, and boundaries can change.
Six Months Lease Option	<p>Should an applicant request a 6-month lease option, Re-Homing Texas charges an additional 20% on the top of the rent that is advertised, and the lease must be approved by the owner.</p> <p>Advertised rent = \$1200 per month. Add in 20% for a 6-month lease \$240 per month. Total rent for 6-month lease option = \$1440.</p>

NOTICE TO ALL APPLICANTS

*****Due to recent advertisement scams which have been brought to our attention, we only honor market prices listed on MLS and RE-Homing Texas website. Contact us for a copy of this if needed. We apologize for any inconvenience this may cause.***

All tenants are strongly encouraged to purchase and provide proof of renter's insurance to RE-Homing Texas.

We use Citizens Home Solutions for a concierge service and your information is submitted to them. This is no cost to the tenant, and they will assist in you in setting up the utilities. You can simply decline when they contact you if you choose not to utilize the free service.

*****IF YOU ARE APPLYING FOR AN OCCUPIED PROPERTY*****

The current tenants have given notice to vacate prior to your move in day. However, be advised that their lease takes precedence, and they cannot be forced to vacate except by lawful eviction.

Applicants should satisfy any concerns regarding crime statistics and sex offenders in any area where they might consider residing. This information is available free of charge on the internet at the following sites:

- Sex Offenders <http://www.txdps.state.tx.us>
- San Antonio Area Crime Stats <http://www.ci.sat.tx.us/sapd/indexcrime.asp>

Non-Disparagement / Representation

APPLICANT and RE-Homing Texas mutually agree, that as additional consideration, specifically the mutuality of this clause, each is prohibited from making disparaging remarks/statements or publications regarding the other to any third party, internet, web-based, cloud based, or review type publication site, effective the date of this agreement. This provision relates to remarks/statements/publications/opinions/evaluations, or any other thought process reduced to writing regarding: (1) this agreement; (2) any parties' performance under this agreement; (3) the rental application to which this provision is an addendum to; (4) any duty or obligation or action of or by the property manager that relates to or touches upon the management of this property.

If any dispute arises regarding whether any remark, statement, or publication is disparaging, the parties agree that for purposes of this provision, expressly including the enforcement of this provision detailed below, that any remark, statement, or publication shall be irrefutably deemed disparaging if: (1) the other party requests, in writing, that the writing/publishing party remove the remark and/or publication; and (2) the remark and/or publication is not removed within 72 hours of said requests. APPLICANT, and RE-Homing Texas mutually agree that damages for failure to comply with this provision shall be liquidated at \$250 per day for each remark/statement/representation that is disparaging or is not removed within 72 hours of request to remove said remark/statement/representation.

APPLICANT, and RE-Homing Texas further agree that enforcement of this provision is appropriate through a temporary restraining order and/or injunctions and permanent injunctions, notwithstanding any rights under the First Amendment to the United States Constitutions or other codified statute, regulation, or code and that any party who prevails on enforcement of this provision, whether for monetary damages or injunctive relief is entitled to recover attorney fees against the other.

The parties to this agreement agree that this provision shall survive the termination, expiration, cancellation or non-acceptance of the rental application and this agreement in enforceable at any time should any party publish a remark/statement/publication or other writing which is subject to this provision. ***RE-Homing Texas will not tolerate our staff or employees being screamed at, cursed at or mistreated. Mistreatment of our staff or employees is grounds for non-acceptance of the rental application.***

Attorney Fees – Notwithstanding the rental application, each party who is involved in any litigation and/or arbitration proceeding in any action relating to or touching upon the rental application or the obligations/duties therein shall bear its own costs and/or attorney fees. Court costs, arbitration costs, expert witness fees expenses/costs/ depositions costs or any other cost expenses related to the filing of, and/ or prosecution/ defense of a lawsuit shall not be recoverable by any party to any dispute.



Have the Following Documents Ready to Upload When Applying:

- **Government issued photo I.D.**
- **Proof of Income - pay stubs, bank statements, etc.**
- **3 References**
- **Completed Pet Profile for each animal to reside at the property (if applicable)**

**Failure to upload or email these documents will delay the processing of your application
If you have trouble uploading documents, please email documents to: christine@rehomingtexas.com*

APPLICATION FEE:

Fee is captured and remains pending for 2-3 business days or until your application is selected for processing. If your application is not processed, you will receive your funds back within 5-10 business days. If your application is processed and denied the application fee is **NON- REFUNDABLE**.

ADMINISTRATIVE FEE:

At time of approval, tenant is required to pay **\$175 in certified funds made out to RE-Homing Texas** as an administrative fee. This fee covers the costs of the move in photo documentation report, which protects the tenant's security deposit, and the tenant's document preparation fee. This is a non-negotiable, required, one-time fee due at time of acceptance before the lease will be written.

Acknowledgement and Representation:

- 1) Signing this application (electronic or otherwise) indicates that applicant has had the opportunity to review landlords tenant selection criteria, which is listed above and available upon request. The Tenant selection criteria may include factors such as criminal history, credit history, current income and rental history.**
- 2) Applicants understand that providing inaccurate or incomplete information is grounds for rejection of this application and forfeiture of any application fee and may be grounds to declare applicant in breach of any lease the applicant may sign.**
- 3) Applicant represents that the statements made in this application are true and complete.**

Applicant Signature: _____