



Application Process & Screening Criteria

A&G Property Services is committed to Equal Housing Opportunity and we fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of Race, Color, Religion, Sex, Handicap, Familial Status, National Origin or Age. We also comply with all state and local fair housing laws. **We offer application forms to everyone who requests one.** All of our applications are processed through National Tenant Network, a professional screening company.

Please review this document and if you feel that you qualify, please apply. **If you have any questions, please ask.**

1. **Applications are reviewed in the order in which they are received**
2. **All persons 18 years or older must submit an application. All applications must be completed and signed.**
3. **A non-refundable application fee of \$ 50.00 payable to A&G Property Services for processing and reviewing each application at the time the application is submitted.**
4. **To hold a property, an Application Deposit, in the amount of the asking rent is required at the time the application is submitted. Application Deposit is only refundable if you are not approved.**
5. **A Cashier's check or Money order is required for Application Fee(s) and a separate one is required for the Application Deposit**
6. **Applicant's must present photo identification when application is submitted.**

APPLICATIONS ARE PROCESSED IN THE ORDER THEY ARE RECEIVED AND WILL NOT BE PROCESSED WITHOUT ALL NECESSARY PAPERWORK, FUNDS AND/OR DOCUMENTATION.

IDENTIFICATION

All applicants must provide a copy of a current photo identification with their completed application. (Driver's License or other government issued photo identification card is acceptable.)

A&G Property Services
9504 IH 35 N STE 202
San Antonio, TX 78233
Office (210) 298.7368 Fax (210)298.5740

Application Approval Requirements for Leaseholders *
***(The financially responsible party(ies))**

INCOME VERIFICATION:

Must earn a minimum of three (3) times the rent in **verifiable**, gross monthly income.

1. Married couples or immediate family may combine incomes
2. Income must be verifiable through a CPA prepared financial statement or most recent tax returns bank statements, or pay stubs.
3. Self-employed income must be verifiable through pay stubs, employer contact, tax records, and/or bank statements
4. Employment history should reflect at least six months with your current employer in the San Antonio area or transfer verification from the same employer and at least 12 months with a previous employer
5. Applicants who do not meet the above employment or income requirements must submit Savings accounts statements showing a minimum balance equal to six (6) months of rental payments for the last (6) months.

RENTAL HISTORY:

You are responsible for providing us with information, including name, address and telephone 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 residence during the previous 2-5 years, you will need to furnish Mortgage Company references and/or proof of ownership or sale.

Rental History must be verified from unbiased sources. If your only rental history is from a biased source (family or relative) your application may not be approved. **We accept Base Housing as rental history.**

CREDIT REQUIREMENTS:

1. To determine satisfactory credit worthiness we will 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 an additional or elevated deposit
4. Payments past due 60 days or more in the last 24 months may be cause for refusal of application
5. We may deny approval if you have filed 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 two (2) years may result in denial of your application
8. Outstanding debt to property management or landlord may result in denial of your application

A&G Property Services
9504 IH 35 N STE 202
San Antonio, TX 78233
Office (210) 298.7368 Fax (210)298.5740

CRIMINAL BACKGROUND CHECK:

A criminal background check will be conducted on each applicant. The inability to obtain a complete background, any felony or serious misdemeanor charge(s) and/or conviction(s) is grounds for denial of an application. We do not rent to **CONVICTED SEX OFFENDERS OR ANYONE REQUIRED TO REGISTER AS A SEX OFFENDER**. Criminal backgrounds involving violent 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 offence. Please provide details to Property Manager.

APPLICATION APPROVAL REQUIREMENTS FOR OCCUPANTS:

All occupants must meet our Rental History and Criminal Background Check Requirements

Rental Criteria for Pets

Policies on pets vary from home to home. Certain owners do not permit any pet, others permit dogs only. Please call the office to determine the pet policy for the home for which you are applying.

Usually a total of two pets per household are permitted: (2 dogs or 2 cats or 1 of each) Birds, fish reptiles, etc, are included as pets.

1. If permitted, male cats must be neutered
2. No aggressive or mixed aggressive breed dogs. Dogs will be rejected if they are fully or partially of the following breeds, or appear to be of the following breeds: Pit bulls, Doberman, Pincher, Rottweiler, Akita, Chow-Chow, Tosa Inu, Presa Canario, Dogo Aregentino, Ban Dog, Husky Alaskan Malamute, any of the Russian Sheppard's, Kerry Blue Terriers.
3. Pet policies are strictly enforced, and any breach will be grounds for termination of your lease agreement.
4. Tenants will be evicted for misrepresenting the breed of their dog or the possession of poisonous, dangerous, or illegal pets, or endangered species.
5. A \$300.00 pet deposit is required for all pets with a signed Pet Agreement.
6. Pet sitting is not allowed without prior written authorization from office. Unauthorized pets on the premises will be grounds for termination of your lease agreement
7. Service animals such as larger dogs are exempt from certain requirements.

A&G Property Services
9504 IH 35 N STE 202
San Antonio, TX 78233
Office (210) 298.7368 Fax (210)298.5740

Can we hold a property for you?

We can hold a property for a maximum of 10 days from date of application or when the property becomes vacant, whichever is later. Rent will be charged beginning the 11th day.

Disabled Accessibility

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 disabled person. The disabled person agrees to restore the premises at their own expense to the pre-modified condition, provided the modification would not affect the use and enjoyment of the premises for future resident. **We require:**

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 a licensed/ bonded contractor
3. Written approval from the landlord before modifications are made
4. Appropriate building permits and required licenses make available for the Landlord's inspection
5. A restoration deposit may be required per Fair Housing guidelines

REASON FOR DENIALS

1. If you failed to give proper notice when vacating 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 or 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 three (3) years
6. If you received a current 3 day notice to vacate
7. If you have had two (2) or more NSF checks within the last 12 month period
8. If you have allowed person(s) not on the lease to reside on the premises
9. If we are unable to verify your information, we must deny the application
10. No businesses operated from the property. IF you have a home based business that you think we might approve, please let the Property Manager know.

If misrepresentations are found after the lease agreement is signed, the lease agreement may be terminated.

ERRORS & OMISSIONS

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.

A&G Property Services
9504 IH 35 N STE 202
San Antonio, TX 78233
Office (210) 298.7368 Fax (210)298.5740

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.

DISCLOSURE OF AGENCY

A&G Property Services agents are acting as agents for the landlord and do not represent prospective tenants. Although A&G Property Services agents show “for lease” properties to prospective tenants, they are not acting as tenant representatives and are working as agents of the landlord.

Residential qualifying criteria are subject to change at the Owner’s discretion and without notice.

Our goal is to provide our owner that best possible tenants for their properties.

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.

We **do not** 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 agreement. All Leaseholders must sign the lease agreement before move in. Upon approval **Application Deposit is Not Refundable.**

“Signing this acknowledgement indicates that you have had the opportunity to review the land-lord’s tenant selection criteria. The tenant selection criteria may 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.”

 X
Applicant

_____ Date

 X
Applicant

_____ Date

 X
Property Manager/Authorized Representative

_____ Date

