



**CENTURY 21 Burroughs**

### **APPLICATION PROCESS & SCREENING CRITERIA**

CENTURY 21 Burroughs 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.

Applications are reviewed in the order in which they are received. All persons 18 years or older must submit an application. All applications must be filled out completely and signed. We have a non-refundable application fee of \$55.00 per applicant for processing and reviewing each application at the time the application is submitted. We accept certified funds only for the application fee, security deposit, first month's rent and pet fee(s). Certified funds include cashier's checks and money orders made payable to CENTURY 21 Burroughs. Applicants must present Government issued photo identification when the application is submitted.

Online Application: The application can be completed online at <http://www.21sells.com>. Make sure to upload a copy of your photo identification and income verification or take a picture with your smartphone and email to [c21burroughs@icloud.com](mailto:c21burroughs@icloud.com). The application(s) must be filled out completely for us to begin processing.

**APPLICATIONS ARE PROCESSED IN THE ORDER THEY ARE RECEIVED AND WILL NOT BE PROCESSED WITHOUT ALL NECESSARY PAPERWORK, FUNDS, AND/OR DOCUMENTATION. UPON APPROVAL, WE MUST HAVE A FULLY EXECUTED LEASE AND SECURITY DEPOSIT WITHIN 24 HOURS TO HOLD THE PROPERTY. THE LEASE MUST EXECUTE WITHIN 10 DAYS OF APPROVAL UNLESS OTHERWISE AGREED UPON.**

### **ROOMMATES**

We do not accept roommates. This includes immediate family unless authorized by Broker or Owner. If you are immediate family, you must still meet all qualifications individually.

### **MILITARY**

Please provide a copy of your LES. If you are active duty, please provide a copy of your **current** orders. You must be on an assignment that, to the best of your knowledge, will allow you to complete an initial 12 month lease.

Applicant Initials: \_\_\_\_\_ , \_\_\_\_\_

## **INCOME VERIFICATION**

Applicant must earn a minimum of three (3) times the rent in verifiable, gross monthly income. Married couples may combine incomes. Income must be verifiable through pay stubs, employer contact, tax records, and/or bank statements. Any verification fees required by the employer must be paid by applicant. Self-employed income must be verifiable through a CPA prepared financial statement or most recent tax returns or bank statements. Employment history should reflect at least six months with your current employer in the San Antonio area, or a transfer verification from the same employer and at least 12 months with a previous employer. 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.

## **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. For homeowners, mortgage payment history will be considered. If you owned rather than rented your residence during the previous 1-5 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 relatives), your application will not be approved. We do accept Base Housing as rental history.

## **CREDIT REQUIREMENTS**

To determine satisfactory credit worthiness, we will obtain a report from a credit-reporting agency. Credit card records showing occasional late payments of no more than 30-59 days may be acceptable, provided you can justify the circumstances. If you have credit problems, your application may possibly be approved with a stipulation of an additional deposit. Payments past due 60 days or more in the last 24 months may be cause for refusal of application. We may deny approval if you have filed for bankruptcy or foreclosure within the past 24 months. Any bankruptcy must have been discharged at least one year previous to the date of your application. Unpaid collections within the last 2 years may result in denial of your application. Outstanding debt to a Property Manager or Landlord will result in denial of your application. ***We do not accept co-signers.***

## **CRIMINAL BACKGROUND CHECK**

A criminal background check may be conducted on applicants. The inability to obtain a complete criminal background check, any felony or serious misdemeanor charge(s), and/or convictions are 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 possession of weapons or illegal substances are grounds for denial of an application. An exception may be made for type and or age of offense.

Applicant Initials: \_\_\_\_\_ , \_\_\_\_\_

**PETS**

Pet policies vary depending on the owner of the property. Certain owners do not allow pets on the property and some only allow certain types. Special consideration is given to "Service Animals" that assist a tenant with special medical needs. Please call the office to determine the pet policy of the home in which you wish to apply for. We do require a picture of your pet to be on file. This must be submitted with your application. Absolutely no aggressive or mixed breed aggressive dogs. Please see our Dog Breed Policy if you are unsure. Pet policies are strictly enforced and any breach may be grounds for termination of your lease. Tenants will be evicted for misrepresenting the breed of their dog or for the possession of poisonous, dangerous, or illegal pets. A \$400 non-refundable pet fee is required per pet. We may require you to bring the dog(s) to our office for approval. We do not allow aquariums larger than 10 gallons, ferrets, reptiles or rodents. All birds must be confined in cages and not allowed to reside outside their cage.

**NOTICE TO ALL APPLICANTS:**

Quoted rents apply only to tenants that elect to use our free online tenant payment system from their checking or savings account. A \$15.00 processing fee will be charged for each payment received either in person, mail, or any other method. Smoking is not permitted inside the home or garage. Applicant must physically view the property or complete our Site Unseen Addendum prior to submitting the application. Please make sure to verify schools if important and review crime statistics in the area. A representative from our office will conduct a scheduled inspection of the property during the term of your lease. We will also place a lockbox on the property during the last 30 days of your lease to market and show the property for rent. If you do not agree to any of these items, please do not apply for one of our properties.

**Acknowledgement of Application Process and Screening Criteria**

Signing this acknowledgement indicates that you have had the opportunity to review the landlord's Application Process & Screening Criteria. The tenant screening 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.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

Applicant Initials: \_\_\_\_\_ , \_\_\_\_\_