



Tenant Information & Screening Criteria

Please thoroughly review the following criteria for rental applicants and if you believe you meet the guidelines for qualifying, we encourage you to apply.

APPLICATION REQUIREMENTS

All persons 18 years of age or older must submit a separate application and a non-refundable application fee of \$50.00. The application fee must be paid online at the time the application is submitted. We do not accept co-signers or guarantors without prior written approval.

BEFORE STARTING YOUR APPLICATION, YOU WILL NEED:

IDENTIFICATION

- A copy of a valid photo driver's license, government issued photo identification, or current passport
- All non-U. S Citizens must provide a valid passport or government issued I.D along with a Visa that is valid for the length of your proposed lease agreement.

INCOME AND EMPLOYMENT REQUIREMENTS

- Applicants must have a minimum of three times the monthly rent in combined gross monthly income which is verifiable from an unbiased source.
- Proof of income from each applicant must be verified by providing the two most recent months' worth of earning statements/pay stubs.
- Applicants must show at least six months of employment history with the same company in the San Antonio / New Braunfels or surrounding areas.
- Re locations or transfers within a company to the San Antonio / New Braunfels, or surrounding areas, must provide correspondence showing an accepted job offer. All employment must be in a permanent (non-temporary) position.
- Self-employed Applicants must submit a CPA prepared financial statement or most recent year's tax return and two most recent months' bank deposit statements for the business. Income must be verifiable.
- Applicants who have an active mortgage must provide sufficient proof of income to cover 3x's the rent plus the mortgage. If mortgaged property is currently leased, you must provide a copy of the lease as proof of income. If mortgaged property is being sold, you must provide property sales contract

documentation.

- Active-Duty Military must provide a copy of current orders and a current LES.

- In order for Alimony or Child Support to be considered income, you must provide proof of court order and a proven history of consistently receiving payments.

RENTAL VERIFICATION AND RENTAL HISTORY

All applicants must provide verifiable residence history for the last two years minimum, regardless of if you rent or own it. You must provide the residence address, name of landlord, landlord phone number and landlord email. You must also provide accurate dates of tenancy. Home ownership will be verified from your current credit report. Rental history must be verified from an unbiased source, not from friends or family members.

No proof of valid rental history will require owner's approval to qualify

CREDIT REQUIREMENTS

As part of the application process, you authorize us to obtain a copy of your credit report to determine satisfactory credit worthiness. Credit history should reflect that the applicant pays their bills on time. Unpaid accounts that are sent to collections are considered on a case-by-case basis and could result in denial. Medical collection accounts and student loan accounts will not be considered when evaluating your credit history. Applicants that have filed for bankruptcy or who have had a foreclosure within the last 24 months will be denied. Bankruptcies must have been discharged at least one year prior to the date of your application.

Having an outstanding debt or a broken lease with any property management company/landlord or having a judgement against you from a previous property management company/landlord could result in denial of your application

CRIMINAL BACKGROUND CHECK

We conduct an authorized criminal background check on all applicants as a part of the application process. We do not rent to anyone required to register as a sex offender. Criminal backgrounds involving violent crimes, sex offenses, domestic violence and/or involving the possession or distribution of weapons or illegal substances are all grounds for denial of an application. An exception may be made depending on the type and or age of the offense.

RENTER'S INSURANCE REQUIREMENTS AND OPTIONS

The Landlord requires Tenant obtain liability coverage of at least \$100,000 in property damage and legal liability. The tenant is required to maintain such coverage throughout the entire term of the lease agreement. Tenant is required to furnish Landlord evidence of the required insurance prior to occupancy, at the time of each lease renewal period, and upon request.

UPON APPROVAL

Applicants are informed of their application status within 2-3 business days after the application review process is completed.

The applicant(s) will be notified by text, email or both. If your application has been approved, you will have 24 hours to submit the required Security Deposit & \$300 Cleaning Deposit to secure the property. Once the Security Deposit & \$300 Cleaning Deposit have been received, you will have 24 hours to

sign the lease once it has been sent to you, to take the property off the market. The lease must be effective within 2 weeks of approval unless otherwise agreed upon in writing.

Lease Administration Fee: There will be a one-time lease administration fee of \$100 charged at the time of lease signing.

Pet Administration Fee: If applicable there will be a one-time pet administration fee of \$50 per pet due at the time of lease signing.

Property Condition: Applicant is strongly encouraged to view the Property prior to signing a lease. Landlord makes no express or implied warranties as to the property's condition.

Unless otherwise noted, all move-in required funds including security deposit, \$300 cleaning deposit, first month's rent, administration fee, pet administration fee (if applicable) shall be tendered in the form of wire transfer.

INFORMATION ON ANIMALS

- No more than two animals per household are permitted without written approval and on a case-by-case basis.

- A picture of each animal that will be on the property is required with your application.

No aggressive or mixed aggressive breed dogs will be allowed due to landlord insurance requirements, without prior written approval. Dogs may be rejected if they are or appear to be fully or partially of the following breeds: Staffordshire Terriers (Pit Bulls), Doberman Pincher, Rottweiler, Akita, Chowchow, Presa Canario, Husky, Alaskan Malamute, Russian Shepard, Dalmatians, German Shepard, Great Dane, and St. Bernards.

- Birds require written approval and must be confined in cages and not allowed outside the cage

- Ferrets, reptiles, and rodents are not permitted

- Fish tanks and aquariums cannot be larger than 10 gallons

The animal policy is strictly enforced. Misrepresenting the breed of your animal or possession of poisonous, dangerous, illegal, or endangered animals will be considered a breach of this policy and could be grounds for termination of your lease.

Unless otherwise noted, On or before the date the tenant moves in, Tenant will pay a pet administration fee \$50 per pet. The landlord charges pet rent each month for each of your pets. Pet rent is for an allowance of your pet to occupy the rental home with you. Pet rent is an additional monthly charge that is due with your property rent.

In accordance with the Fair Housing Act, individuals with a disability may request reasonable accommodation be made to keep an assistance animal on the property.

For more information on assistance animals and reasonable accommodation requests visit:

<https://archives.hud.gov/news/2020/HUDAsstAnimalNC1-28-2020.pdf>

NOTICE TO ALL APPLICANTS

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: www.tsdps.state.tx.us

• New Braunfels Area Crime Stats: www.neighborhoodscout.com/tx/new-braunfels/crime/

EXAMPLES OF REASONS FOR DENIAL

Failure to meet any of the above stated rental criteria or failure to provide accurate, truthful, or complete information on the application are all grounds for denial of your rental application. Other examples of situations which could be grounds for denial include (this list is not all inclusive):

- Failure to list accurate Residential History and Information on your application
- Failure to give proper notice to vacate to landlord
- If previous landlord(s) would be unwilling to rent to you again
- If an eviction has occurred within the past six years
- If you have received a current 3-day notice to vacate
- If you have negative rent payment history or a history NSF checks or NSF ACH Transactions
- If you have ever violated the terms of a rental agreement or lease

Completed applications are processed in the order they are received (in the office) and will not be processed without all necessary paperwork, funds and/or documentation. If we are unable to verify your information within 72 hours or three (3) business days or if you falsify any information on the application, your application will be denied. If you have any questions about our rental criteria or applying online, please send an email to BestPracticesRealty@gmail.com.

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

Best Practices Realty is committed to Equal Housing Opportunity for all applicants. We comply fully with the Federal Fair Housing Act. We do not discriminate against any person because of Race, Color, Religion, Sex, Gender Identity, Sexual Orientation, Handicap, Familiar Status, National Origin or Age.

STATEMENT OF UNDERSTANDING AND ACKNOWLEDGEMENT OF RECEIPT

Signing this acknowledgement indicates that you have had the opportunity to review the landlord'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.

Application Fee: \$50.00 per applicant 18 years of age and older.

Signed by applicant:

_____ DATE: ____ / ____ /2024

PRINT FULL NAME _____



RESIDENTIAL LEASE APPLICATION

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Each occupant and co-applicant 18 years or older must submit a separate application.

Property Address: **1919 Barn Swallow, New Braunfels, TX 78130-1245**
Anticipated: Move-in Date: _____ Monthly Rent: \$ _____ Security Deposit: \$ _____
Initial Lease Term Requested: _____ (months)

Property Condition: **Applicant is strongly encouraged to view the Property prior to submitting any application.**
Landlord makes no express or implied warranties as to the Property's condition. Applicant requests Landlord consider the following repairs or treatments should Applicant and Landlord enter into a lease: _____

Applicant was referred to Landlord by:
 Real estate agent _____ (name) _____ (phone) _____ (e-mail)
 Newspaper Sign Internet Other _____

Applicant's name (first, middle, last) _____
Is there a co-applicant? yes no **If yes, co-applicant must submit a separate application.**
Applicant's former last name (maiden or married) _____

E-mail _____ Home Phone _____
Work Phone _____ Mobile/Pager _____
Soc. Sec. No. _____ Driver License No. _____ in _____ (state)
Date of Birth _____ Height _____ Weight _____ Eye Color _____
Hair Color _____ Marital Status _____ Citizenship _____ (country)

Emergency Contact: (Do not insert the name of an occupant or co-applicant.)
Name: _____
Address: _____
Phone: _____ E-mail: _____

Name all other persons who will occupy the Property:
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____

Applicant's Current Address: _____ Apt. No. _____

(city, state, zip)
Landlord or Property Manager's Name: _____ Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____
Date Moved-In: _____ Move-Out Date _____ Rent \$ _____
Reason for move: _____

Applicant's Previous Address: _____ Apt. No. _____

(city, state, zip)
Landlord or Property Manager's Name: _____ Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____

Date Moved-In _____ Move-Out Date _____ Rent \$ _____
 Reason for move: _____

Applicant's Current Employer: _____
 Address: _____ (street, city, state, zip)
 Supervisor's Name: _____ Phone: _____ Fax: _____
 E-mail: _____
 Start Date: _____ Gross Monthly Income: \$ _____ Position: _____
 Note: If Applicant is self-employed, Landlord may require one or more previous year's tax return attested by a CPA, attorney, or other tax professional.

Applicant's Previous Employer: _____
 Address: _____ (street, city, state, zip)
 Supervisor's Name: _____ Phone: _____ Fax: _____
 E-mail: _____
 Employed from _____ to _____ Gross Monthly Income: \$ _____ Position: _____

Describe other income Applicant wants considered: _____

List all vehicles to be parked on the Property:

| Type | Year | Make | Model | License Plate No./State | Mo.Pymnt. |
|------|------|------|-------|-------------------------|-----------|
| | | | | | |
| | | | | | |

Will any pets (dogs, cats, birds, reptiles, fish, and other pets) be kept on the Property? yes no
 If yes, list all pets to be kept on the Property:

| Type & Breed | Name | Color | Weight | Age in Yrs. | Gender | Neutered? | Declawed? | Rabies Shots Current? | Bite History? |
|--------------|------|-------|--------|-------------|--------|---|---|---|---|
| | | | | | | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| | | | | | | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
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| Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Will any waterbeds or water-filled furniture be on the Property? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does anyone who will occupy the Property smoke? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will Applicant maintain renter's insurance? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is Applicant or Applicant's spouse, even if separated, in military? |
| | | If yes, is the military person serving under orders limiting the military person's stay to one year or less? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has Applicant ever: |
| <input type="checkbox"/> | <input type="checkbox"/> | been evicted? |
| <input type="checkbox"/> | <input type="checkbox"/> | been asked to move out by a landlord? |
| <input type="checkbox"/> | <input type="checkbox"/> | breached a lease or rental agreement? |
| <input type="checkbox"/> | <input type="checkbox"/> | filed for bankruptcy? |
| <input type="checkbox"/> | <input type="checkbox"/> | lost property in a foreclosure? |
| <input type="checkbox"/> | <input type="checkbox"/> | had <u>any</u> credit problems, including any outstanding debt (e.g., student loans or medical bills), slow-pays or delinquencies? |
| <input type="checkbox"/> | <input type="checkbox"/> | been convicted of a crime? If yes, provide the location, year, and type of conviction below. |
| <input type="checkbox"/> | <input type="checkbox"/> | Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below. |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there additional information Applicant wants considered? |

Additional comments: _____

_____.

Authorization: Applicant authorizes Landlord and Landlord's agent, at any time before, during, or after any tenancy, to:
(1) obtain a copy of Applicant's credit report;
(2) obtain a criminal background check related to Applicant and any occupant; and
(3) verify any rental or employment history or verify any other information related to this application with persons knowledgeable of such information.

Notice of Landlord's Right to Continue to Show the Property: Unless Landlord and Applicant enter into a separate written agreement otherwise, the Property remains on the market until a lease is signed by all parties and Landlord may continue to show the Property to other prospective tenants and accept another offer.

Privacy Policy: Landlord's agent or property manager maintains a privacy policy that is available upon request.

Fees: Applicant submits a non-refundable fee of \$ _____ to _____ (entity or individual) for processing and reviewing this application. Applicant submits will not submit an application deposit of \$ _____ to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed.

Acknowledgement & Representation:

- (1) Signing this application indicates that Applicant has had the opportunity to review Landlord's tenant selection criteria, which is available upon request. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history.
- (2) Applicant understands 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 in this application are true and complete.

Applicant's Signature _____ Date _____

For Landlord's Use:

On _____, _____ (name/initials) notified

Applicant _____ by phone mail e-mail fax in person that Applicant was

approved not approved. Reason for disapproval: _____



AUTHORIZATION TO RELEASE INFORMATION RELATED TO A RESIDENTIAL LEASE APPLICANT

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I, _____ (Applicant), have submitted an application to lease a property located at 1919 Barn Swallow, New Braunfels, TX 78130-1245 _____ (address, city, state, zip).

The landlord, broker, or landlord's representative is:

_____ (phone) _____ (fax)
_____ (e-mail)

I give my permission:

- (1) to my current and former employers to release any information about my employment history and income history to the above-named person;
- (2) to my current and former landlords to release any information about my rental history to the above-named person;
- (3) to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above-named person;
- (4) to my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above-named person; and
- (5) to the above-named person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain background information about me.

Applicant's Signature Date

Note: Any broker gathering information about an applicant acts under specific instructions to verify some or all of the information described in this authorization. The broker maintains a privacy policy which is available upon request.