



Professional Property Management, Sales and Investments

7300 Blanco Road, Suite 403

San Antonio, Texas 78216

210-402-9696

www.MHNproperties.com

MHN Property Management, LLC 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 offer application forms to everyone who requests one.**

Application Process & Screening Criteria

IDENTIFICATION

All applicants must provide a copy of current photo identification with their completed application. A driver's license or other government issued photo identification card is acceptable.

Submitting your application

Complete the Application form:

1. **The application must be filled out completely and signed before it can be processed. Missing information will delay the processing of your application, as will missing signatures.** Completed applications are reviewed in the order in which they are received in the office. All applicants are judged on the same standards, one person or family at a time, on a first-come, first-served basis.
2. All persons 18 years or older, or persons otherwise legally emancipated, must submit an application with a non-refundable \$50.00 application fee.
 - a. Married applicants must submit a \$50.00 application fee and a separate application for each partner. All non-married applicants must submit a fee of \$50.00 per applicant.
 - b. If children of the age of 18 -22 reside in the home with a parent / guardian and are students enrolled in high school, college, university or trade school facility, then they must also submit a separate application and submit a \$25 application fee for a criminal background check.
 - c. Roommates must apply and qualify individually.
 - d. We DO NOT accept co-signers.
3. All applications must be filled out completely and signed by the applicant.
4. A non-refundable application fee of \$50 is payable to MHN Properties for processing and reviewing each application at the time the application is submitted. It covers the cost of the credit report(s), employment verifications, etc.
5. An application deposit equal to the amount of the security deposit is required at the time the application is submitted. If you are not approved the application deposit will be returned to you.

The application deposit will hold the home for you and allow us to take it off the market while your application is being processed. Once we have a deposit from you, no other applications will be considered while yours is processed. When you sign your lease agreement the application deposit becomes your security deposit. If for some reason, you are not approved, the application deposit will be refunded to you within five (5) working days. **After you are approved, if you change your mind and decide not to sign our lease or move into the property on the agreed-upon date, the application deposit is non-refundable.**

6. All funds must be tendered in the form of a cashier's check or money order with a notation on the cashier's check or money order for the purpose of the payment (i.e. "Application Fee", "Application Deposit", "First Month's Rent", etc.) A separate cashier's check or money order is required for each of the following fees or payments: a) "Application Fee" and, b) "Application Deposit".
7. You must be a permanent employee, i.e. not a temporary or probationary employee. If you are active duty military, you must be on an assignment that, to the best of your knowledge, will allow you to complete an initial 12 month lease.

COMPLETED APPLICATIONS ARE PROCESSED IN THE ORDER THEY ARE RECEIVED IN THE OFFICE AND WILL NOT BE PROCESSED WITH OUT ALL NECESSARY PAPERWORK, FUNDS, SIGNATURES, AND/OR DOCUMENTATION!

Drop off your form

You may also drop off your completed, signed application, along with the application fee of \$50.00 and the application deposit. You may either send them in an envelope addressed to MHN Properties at 7300 Blanco Rd, Suite 403, San Antonio, TX 78216 or deliver them in person Monday thru Friday between 9am and 6pm. You may also call the office to make other arrangements.

Application Approval Requirements for Leaseholders

The Financially responsible party/ parties

Income Verification

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 contact, or bank statements. Any verification fees required by the employer must be paid by the applicant.
5. Applicants are required to provide the contact 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 1) reflect at least six months with your current employer in San Antonio area or 2) or a verification of the transfer and six months with the same

employer. Alternatively, the applicant could 3) demonstrate continued employment the same field or trade within the previous 12 months.

8. 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.
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.

Rental History

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.
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.
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.
4. We accept **Base Housing** as rental history.

Credit Requirements

1. We obtain a report from a credit-reporting agency in order to determine satisfactory credit worthiness.
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.
3. If you have credit problems, we at MHN Properties will try to work with you. Your application may possibly be approved with a stipulation that the application provide an additional security deposit.
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.
5. Unpaid, non-medical collections within the last 2 years may result in denial of your application.
6. Outstanding debt to any property management or a landlord will result in denial of your application, including any judgments or collections activities.

Criminal Background Checks

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.**

The inability to obtain a complete criminal background check, any felony or serious misdemeanor charge(s) and/or conviction(s) are grounds for denial of an application.

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.

The following is a list of example offenses that are grounds for denial. It is not a complete list:

Arson or Destruction of Property	Burglary	Indecency with a Child
Murder/Manslaughter	Kidnapping	Organized Crime
Molestation	Rape	Prostitution
Aggravated Assault	Robbery	Sex Crimes
Sale / Manufacture of Drugs	Terrorism	Dangerous Dog(s)
Illegal Resident Status		

An exception may be made for type and or age of offense. Please provide details to the 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. 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. This may be 2 dogs or 2 cats or 1 of each. Birds, fish, reptiles, etc. are also considered pets and are limited.

1. No puppies allowed. Dogs must be 12 months of age or older.
2. Male cats must be neutered and all cats must be declawed.
3. Per our insurance company, the following breeds are deemed aggressive and are therefore unacceptable. Dogs will be rejected if they are fully or partially of the following breeds, or appear to be of the following breeds: **Akita, American Bulldog, Bullmastiff, Chow, Doberman, German Shepherd, Husky, Presa Canario, Pit Bull, Siberian Husky, Staffordshire Terrier, "Wolf Dog", Bull Terrier, Pit Bull Terrier, Rottweiler.**
4. We may require you to bring the dog(s) to our office for approval.
5. You will be required to submit a picture of all pets on approved pet leases.
6. No aquariums larger than 10 gallons allowed.
7. No ferrets, reptiles or rodents of any kind are permitted as pets.
8. All birds must be confined in cages and not allowed to reside outside their cage.
9. Tenants will be evicted for misrepresenting the breed of their dog, or the possession of poisonous, dangerous, illegal pets, or endangered species.

Please note, these pet restrictions were not created by MHN Properties but rather our property owner's home owner's insurance companies. If they do a property inspection and find that a tenant has one of the above listed dogs, the home owner's insurance company may drop their coverage. Thank you for your cooperation in this matter.

1. Pet policies are strictly enforced. Any breach of the policy will be grounds for termination of your lease.
2. Tenants will be evicted for misrepresenting the breed or their dog or the possession of poisonous, dangers, or illegal pets, such as endangered species.
3. A pet deposit and signed pet agreement is required. The pet deposit for each pet less than 25 pounds when fully grown is \$300. For pets over 25 pounds, the pet deposit is \$400.
4. Special consideration is given to service animals that assist tenants with special medical needs. Applicants with service animals must provide medical documentation.

We require a picture of each pet that will be on the property. Please provide a picture of your pet or pets with your application.

Can We Hold a Property for You?

We can hold a property for a maximum of 15 days from approval of application or when property becomes vacant which ever is later. Rent will be charged beginning on the 16th day after your application is approved.

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.

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 made available for the landlords inspection.
5. A restoration deposit may be required per Fair Housing Guidelines.

Reasons for Denial

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 other 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 3-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.

If misrepresentation of the information provided is found after the lease agreement is signed, the lease agreement will 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. 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

MHN Properties, 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.

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.

Once you are approved you will be notified by phone and we will schedule an appointment for you to sign the lease agreement.

NOTICE TO ALL APPLICANTS

Applicant or an appointed representative named by letter must physically view the property prior to submitting the application for rental. The representative must be someone other than the showing agent.

****Due to recent advertisement scams which have been brought to our attention, we only honor market prices listed on MLS and MHN Properties website. For a copy of these, please ask the receptionist. We apologize for any inconvenience this may cause.**

COMPLETE applications will be run in the order in which they are received. Back-up applications are kept but funds are not spent until the previous application has been declined. If you have a back-up application, we will notify you prior to running your application.

NO SMOKING is permitted inside the home or garage.

All tenants are required to purchase and provide proof of **renter's insurance** to MHN Properties.

*****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.

School Districts: If you are concerned about which school your child will attend, please verify the schools with the school district before submitting your application. Schools get capped and boundaries may change.

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>

Once you are approved you will be notified by phone and we will schedule an appointment for you to sign the lease agreement.



Keith Miller, GRI, Broker



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Tenant Information Sheet

Property Address _____

San Antonio TX (Zip) _____

Phone Numbers

Bexar Metro Water	(210) 922-1221
BFI Garbage	(210) 648-5222
City of Selma	(210) 651-6661
City of Universal City	(210) 659-0371
City Public Service	(210) 353-2222
City Water Board	(210) 704-7297
Converse Water	(210) 658-1965
GVEC	(210) 658-7033
GVTC	(830) 885-4411

Please call utility companies prior to your move-in to ensure service.

- Gas & Electricity deposit is \$90-\$200, depending on size of living unit.
- If you are in the city, trash pick-up is automatic; the fee is included in the utility bill.
- If one of the other 19 water companies services your residence, the San Antonio Water System will provide the name and phone numbers.
- If you are military, you may want to check with your housing office for any discounts on utility deposits.
- For mailbox keys, you need to contact the post office in your area. Call (800) 275-8777. Press 00 to bypass the main menu. Give the customer service representative your address and zip code and they will tell you which Post Office services your property.
- Recycling Bins: Most areas now have curbside recycling. If you do not have a recycling bin at the property, call 311. The bin is free.
- It takes approximately 3 working days to finalize your application.
- Please call the Property Manager for confirmation of your approval.
- **All tenants are required to purchase and provide proof of renter's insurance to MHN Properties.**

If you are applying for an occupied property, the current tenants have given notice of intent to vacate prior to your move-in date. However, be advised that their lease takes precedence and they cannot be forced to vacate, except by eviction.



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Acknowledgement and Acceptance of Screening Procedure

MHN Properties is committed to equal housing opportunity and we fully comply with the Federal Fair Housing Act. We DO NOT discriminate against persons 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. If you have any questions please ask.

- Applications MUST be completed by all residents of the home who are 18 years or older.
- Approval is compiled from four areas: Income Verification, Rental History, Credit History and a Criminal Background Check.
- Applicants are judged by the same standards on a first-come, first-served basis.
- Income should be a minimum of three times the rent and verified from the employer, through pay stubs, tax records and/or bank statements.
- Self-employed income may also be verified with a CPA prepared financial statement.
- Your employment history should reflect at least six months with your current employer.
- Transfers/relocations must have correspondence with an accepted job offer.
- Rental History must be verified from unbiased sources.
- Home Ownership will be verified from a current credit report.
- We accept base housing as rental history.
- We obtain a report from a credit-reporting agency. If you have credit problems, your application may possibly be approved with a stipulation of an additional security deposit.
- We will not rent to anyone with a felony or drug charge conviction or any person required to register as a sexual offender.
- Policies on pets vary from home to home. Certain owners do not permit any pets; other may restrict certain types and/or sizes of pets. No more than two pets per household are permitted without specific Owners approval. No aggressive or mixed aggressive breed dogs are allowed. Restricted breeds include but are not limited to: Pit-Bull, Doberman Pincher, Rottweiler, Akita, Chow-Chow, Tosa, Innu, Presa Canario, Dogo Argentino, Ban Dog, Husky-Alaskan Malamute, any of the Russian Shepherds or Kerry Blue Terriers.
- Tenants will be evicted for misrepresenting the breed of their dog or for the possession of poisonous, dangerous, or illegal pets, or endangered species.

Signing this acknowledgment indicates that you have had read and understood the entire resident qualifying criteria and screening packet. **If you do not meet the qualifying criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded. If your application is rejected, your security deposit must be picked up in person. It will not be mailed.**

Signature: _____ Date: _____



Keith Miller, GRI, Broker