



MHN Property Management, LLC

Screening and Application Requirements

Thank you for applying with MHN Property Management 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 to a property we manage.

We are committed to equal housing, and 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.

Contents:

Before You Begin	2
STEPS TO A COMPLETE APPLICATION	3
Application Approval Requirements for Leaseholders	3
Income Verification	4
Rental History	5
Credit Requirements	5
Criminal Background Checks	6
Rental Criteria for Animals	6
FEES	7
NOTICES AND COMMON QUESTIONS	8
Can we hold a property for you?	8
Disabled Accessibility	8
Reasons for Denial	8
Sex Offenders/ Crime Stats	9
Errors & Omissions	9
Disclosure of Agency	9
Six Month Lease Option	9
Maximum Occupancy	9
Periodic Property Review	10
SMOKING	10
Sight Unseen	10
School Districts	10
Non-Disparagement / Representation	10

BEFORE YOU BEGIN

PLEASE PREPARE FEES AND REQUIRED DOCUMENTS:

FEES	DOCUMENTS
Nonrefundable \$75 Application Fee for all occupants 18 years or older <i>Your information will be updated annually at time of renewal</i>	Current Government Issued Photo ID
Nonrefundable Administration Fee \$250 This fee pays for the move in survey and MyWalkThru App, which protect your security deposit and pays for document preparation. <i>Due upon approval.</i>	Proof of Income - Paystubs <i>or</i> - bank account records <i>or</i> - letter of employment <i>or</i> - link bank account - If self-employed, you will NEED a CPA Financial Statement
Animal Screening Fee, if applicable \$20 for first pet, \$15 for each additional pet <i>Animal screenings must be updated annually at the cost of \$10 per pet, free for service animals</i>	<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)

WHEN YOU ARE APPROVED

- 1) Let us know if you would like to have the traditional Security Deposit or would like to enroll in our Security Deposit Alternative program.
- 2) You will receive an invitation link for to activate your tenant portal and to pay the \$250 AdminFee.
Both items must be completed within 24 hours of approval

STEPS TO A COMPLETE APPLICATION

1	ANIMAL SCREENING OR NO PET AFFIDAVET	Each animal must have a profile created for them at https://MHNProperties.petscreening.com If you have no animals , please sign the no pet affidavit
2	EVERY PERSON 18years or older MUST COMPLETE THE APPLICATION	- All applicants must submit a \$75 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	Provide best contact numbers and emails for current and past landlords & current employer	- Incorrect or incomplete contact information will delay the processing of your application
4	Financial party EARNs 3 TIMES the monthly rent	- 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
5	UPLOAD ALL DOCUMENTS	- Government Issued Identification - LINK BANK ACCOUNT FOR FASTEST PROCESSING ---OR--- - Documents attesting to 3 times the monthly rent in verifiable income

Application Approval Requirements for Leaseholders

The Financially responsible party/ parties

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

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 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. 7. There are three ways to demonstrate continued employment. The applicant's employment history should • 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 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 average balance equal to 8 months of rental payments for the last 6 months. Business Accounts, even if applicant is sole owner, are not acceptable proof of funds. 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
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Rental History <i>*Requirements must be met by all occupants*</i>	1. Failure to provide notice to your current housing provider is grounds for denial. 2. Applicants are responsible for providing contact information for all their previous landlords within the last 3 years. Include names, email addresses and phone numbers. 3. 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. 4. Mortgage payment history will be considered if you owned rather than rented your residence during the previous 3 years. This information will be verified through your credit check. 5. We accept Base Housing as rental history. <i>Failure to obtain rental verification in a timely manner may be grounds for denial; if you do not have a rental history or cannot provide rental verification due to non-responsive landlords, if your application is accepted, you will be required to have a higher security deposit replacement/flex deposit agreement.</i>
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. We may deny approval if you have filed for bankruptcy within the past 3-5 years. Any bankruptcy must have been discharged at least one year prior to your application. 4. Unpaid, non-medical collections within the last 2 years may result in denial of your application. 5. Outstanding debt to any property management or a landlord or damage to prior rental units will result in denial of your application, including any judgments or collections activities. <i>Your Security Deposit amount depends on your credit history, employment history, and rental verification. This amount can range from 1.5 to 3X of the rent amount.</i>

Criminal Background Checks *Requirements must be met by all occupants* Failed background check of one applicant is reason for denial of all applicants	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- <i>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.</i> *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 STANDARD ANIMAL FEES: \$50 One-time Admin fee per approved pet at lease signing \$45 Monthly Admin fee per approved pet RESTRICTED BREED ANIMAL FEES: \$85 One-time Admin fee per approved RESTRICTED pet at lease signing \$55 Monthly Admin fee per approved RESTRICTED BREED Pet All approved restricted breed pets must sign restricted breed addendum, purchase dog liability insurance with minimum \$100,000 per	EACH ANIMAL TO RESIDE AT THE PROPERTY MUST BE REGISTERED ON THE FOLLOWING WEBSITE: https://mhnproperties.petscreening.com POSSIBLE PET SPECIES ARE CATS, DOGS, BIRDS, FISH. REPTILES AND RODENTS ARE NOT ACCEPTED. All species of pet must be screened and quantities per home are limited Pet policies vary from homeowner to another. Some owners do not permit animals (other than approved service animals) on the property, while others restrict type and/or size of allowable animal. No more than two animals per household ae permitted without specific owner approval. On a case by case basis, MHN Property Management will allow for Restricted Breed dogs that are all or any portion of the of mixed with the following breeds: Akita Chow Bull Terrier Cano Corso Pitbull American Bulldog Staffordshire Terrier Bullmastiff Wolf Type Dog Husky or Siberian Husky Great Dane Rottweiler Preso Canario Doberman German Shepherd Please call the office at 210-402-9696 Tu-F 9-5 to determine the pet policy for the home for which you are applying. 1. In general, puppies and kittens under 1 year are not permitted. However, exceptions will be made on a case by case basis depending on the training of the pet and the general application information of their owners. Monthly pet fee will be charged based on anticipated full-grownweight. 2. Male cats must be neutered, and all cats must be declawed. 4. We may require you to bring the dog(s) to our office forapproval. 5. You will be required to submit a picture of all pets on approved petagreements. 6. No ferrets, reptiles or rodents of any kind are permitted aspets. 7. All birds must be confined in cages and not allowed to reside outside theircage.

incident coverage and name both MHN and owner as additionally insured and provide proof of coverage **PHOTOS OF ALL PETS ARE REQUIRED**	All dogs and cats are required to have updated rabies vaccinations at time of application and maintained annually. MHN reserves the right to request vaccination update status of animals on the property. Tenant agrees to provide proof of vaccination with 14 days of the request. Pet policies are strictly enforced. Any breach of the policy will be grounds for termination of your lease. Tenants will be evicted for misrepresenting the breed or their dog or the possession of poisonous, dangers, or illegal pets, such as endangered species. A signed pet agreement and up to date payment is required before a pet may be on the property. <i>MHN Properties 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 people in the property or community.</i> <i>Special consideration is given to service/companion/ assistive animals that assist tenants with special medical needs. Applicants with service animals must provide verifiable medical documentation. All animals must be screened at the following website:</i> https://www.mhnproperties.petscreening.com
FEES <i>subject to change</i> additional fees may be stated in lease or its addenda	<u>REQUIRED FOR ALL TENANTS</u> ▪ \$40 Monthly –Tenant Benefit Package (details on website) ▪ \$85 Renewal Fee- (due on the first day of the lease renewal) ▪ \$250 Admin Fee- (due at time of approval for property) ▪ \$13.50 Monthly- Tenant Liability Insurance(\$10.50 insurance + \$3 processing fee) *tenants can opt out with proof of acceptable liability coverage of \$100,000 per incident and all occupants named under another insurance policy and with MHN Properties named as <i>additional interest or interested party</i> ▪ MHN Security Deposit Replacement – cost based on applicant screening and rent amount. *****Applicants can opt for Traditional Security Deposit (amount dependent on credit, minimum is 1.5x rent)***** <u>FEES BASED ON TENANT ACTIONS/ CHOICES</u> ▪ \$50 Onetime Pet Admin fee per approved pet ▪ \$45 Monthly Pet Admin fee per approved pet ▪ \$85 Onetime Pet Admin fee per approved RESTRICTED BREEDpet ▪ \$55 Monthly Pet Admin fee per approved RESTRICTED BREEDpet ▪ \$250 Satellite Dish Installation Deposit ▪ \$20-\$50 per Lease/ HOA Violation Fee ▪ Actual cost – HOA or City assessed fees ▪ Late fee is 12% of the rent ▪ \$75 Trip Charge ▪ \$100 Notice to Vacate Delivery Fee ▪ \$25 Certified Letter Fee ▪ \$150 Move Out Property Review Fee ▪ \$150 Failure to Maintain Utilities Fee ▪ \$100 Make Ready Coordination Fee ▪ \$300 German Roach Eradication Fee ▪ \$10 Personal Check Processing Fee

NOTICES AND COMMON QUESTIONS

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 whichever 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 requesting party. 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 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.
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 the 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 the tenancy or note damage to the property exceeding \$500. 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 detainer 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. 10. If you refuse to accept the terms of the MHN Security Deposit Replacement program you qualify for based on your tenant score or refuse to pay Security Deposit. 11. No Business may be run from the property. If you have a home-based business that you think we might approve, please let the Property Manager know. 12. If you violate any of our terms of service during this application process. 13. Failure to submit all requested information, including pet screening/ no pet affidavit for all applicants. 14. If Applicant requests re-wording or removing of any paragraphs in the MHN Property Management Lease Agreement. 15. Failure to perform as noted in TIME IS OF THE ESSENCE section before signature If misrepresentation of the information provided is found after the lease agreement is signed, the lease agreement will be terminated.

Sex Offenders/ Crime Stats	Applicants should satisfy their concerns regarding crime statistics or the presence of any sex offenders in the area, before submitting an application. This information is available free of charge on the internet at the below sites. ***WE DO NOT RENT HOMES TO REGISTERED SEX OFFENDERS*** Sex Offenders www.txdps.state.tx.us San Antonio Crime Stats http://www.neighborhoodscout.com/tx/san-antonio/crime/						
Errors & Omissions	Every effort has been made to provide applicants with reliable and accurate information regarding the home you are applying for – however, changes can and do take place to cause inaccurate information to be accidentally presented. We encourage all tenants to verify schools, allowable pets, expected features, or any HOA concerns prior to signing a lease agreement. Any information posted in the MLS advertisement does NOT constitute a written agreement or guarantee of the facts stated.						
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. To secure the property you will need to establish your MHN Security Deposit Replacement Program or Security Deposit and pay your \$250 Admin Fee. Once the MHN Security Deposit Replacement Program account has been confirmed and the \$250 Admin fee has been received, we will send you a lease to sign electronically.						
Six Month Lease Option	Should an applicant request a 6-month lease agreement, MHN Property Management charges an additional 20% on top of the advertised rent rate and this lease must be approved by the owner. Advertised Rent = \$1500 per month. Add in 20% for 6-Month lease option = \$300 per month Total Monthly Rent for 6 months lease option = \$1800						
Maximum Occupancy	Please note that these are the maximum number of occupants who may occupy homes with the number of bedrooms noted. <table><tr><td>Efficiency – 2 Occupants</td><td>1 Bedroom – 3 Occupants</td><td>2 Bedrooms – 5 Occupants</td></tr><tr><td>3 Bedrooms – 7 Occupants</td><td>4 Bedrooms – 9 Occupants</td><td>5 Bedrooms – 11 Occupants</td></tr></table> Roommates: 3 or more adults, non- related persons will be considered roommates.	Efficiency – 2 Occupants	1 Bedroom – 3 Occupants	2 Bedrooms – 5 Occupants	3 Bedrooms – 7 Occupants	4 Bedrooms – 9 Occupants	5 Bedrooms – 11 Occupants
Efficiency – 2 Occupants	1 Bedroom – 3 Occupants	2 Bedrooms – 5 Occupants					
3 Bedrooms – 7 Occupants	4 Bedrooms – 9 Occupants	5 Bedrooms – 11 Occupants					

Periodic Property Review	MHN Property Management conducts a periodic property review of the home you will live in. 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. 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.
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. This representative cannot be the showing agent.
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.

Non Disparagement / Representation

APPLICANT and MHN PROPERTIES 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, 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 MHN PROPERTIES 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 MHN PROPERTIES 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. ***MHN Properties 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.***



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: Frontdesk@mhnproperties.com and call the office for confirmation

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**.

By submitting an application, the applicant acknowledges and agrees that all services provided by MHN are rendered in full upon receipt of a response regarding their application status, whether it is approved, denied, or moved to another property. The applicant further understands and agrees that, in the event their application is denied, they will not dispute any associated fees or charges with their credit card company.

ADMINISTRATIVE FEE:

At time of approval, tenant is required to pay \$250 in certified funds made out to MHN Properties as an administrative fee. This fee covers the costs of the move in photo documentation report, provides the tenant a MyWalkThru Code with which they can photo document the condition of the home. Both of which protects the tenant's security deposit. It also covers 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. **NON-REFUNDABLE.**

TIME IS OF THE ESSENCE

In order to secure the home the following timeline required:

- 1) 2 (TWO) business days to receive rental verifications – failure to procure rental verifications in TWO (2) business days is reason for denial
- 2) Security Deposit or Security Deposit Replacement Program AND \$250 admin fee paid within 24 hours of notification of acceptance
- 3) Lease signed within 48 hours of being sent (please ask all your questions **before** signing. (210-402-9696)

PETSCREENING: For the application to be approved, each and every applicant (persons 18 years and older) must create an account at <https://mhnproperties.petscreening.com> Service animals must be approved, pet documentation must be up to date and accurate, and individuals without pets (including other occupants living with a pet owner) must create an account and complete the no pet affidavit. Pet screening accounts are owned by the applicant, and fees will not be refunded.

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) 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 made in this application are true and complete.

Applicant Signature: _____