



PROFESSIONAL PROPERTY MANAGEMENT • SALES • INVESTMENTS

7300 Blanco Road, Suite #202, San Antonio TX 78216

Tel: (210) 402-9696 Fax: (512) 366-9338

www.MHNProperties.com

Screening and Application Requirements

Thank you for applying. Please read and fully understand our screening criteria before submitting your application.

We are committed to equal housing, and we 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.

APPLICATION FEES ARE CHARGED WHEN AN APPLICATION IS SUBMITTED.

APPLICATIONS DENIED DUE TO MISSING DOCUMENTATION OR PET SCREENING AFFIDAVIT/ ANIMAL PROFILE WILL NOT BE REFUNDED.

**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 property review and MyWalkThru App, which protect your security deposit and pays for document preparation. <i>Due upon approval.</i>	Proof of Income FASTEST - LINK YOU BANK ACCOUNT FAST - 3 months paystubs, bank account NOT SO FAST - letter of employment, CPA prepared financial statement <i>(if self-employed)</i>

<p>Animal Screening Fee, if applicable \$20 for first pet, \$15 for each additional pet</p> <p><i>Animal screenings must be updated annually at the cost of \$10 per pet, free for service animals</i></p>	<p><i>If applicable:</i></p> <p>Veterinarian records for each animal, including breed, age, neutered/ spayed, updated vaccines and 2 photos of each pet (forward and side facing)</p> <p>NO PET? Complete No Pet Affidavit at https://.MHNProperties.petscreening.com</p>
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WHEN YOU ARE APPROVED

1) You will receive an invite to establish your Rhino Security Deposit Replacement Insurance Program

2) You will receive a link to pay the \$250 Admin Fee

Both items must be completed within 24 hours of approval

STEPS TO A COMPLETE APPLICATION

1	<p>ANIMAL SCREENING OR NO PET AFFIDAVIT</p>	<p>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</p>
2	<p>EVERY PERSON 18years or older MUST COMPLETE THE APPLICATION</p>	<ul style="list-style-type: none"> - All applicants must submit a \$75 applications fee and a 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	<p>Provide best contact numbers and emails for current and past landlords & current employer</p>	<ul style="list-style-type: none"> - Incorrect or incomplete contact information will delay the processing of your application
4	<p>Financial party EARNS 3 TIMES the monthly rent</p>	<ul style="list-style-type: none"> - Verification required - Must be a permanent employee (not temporary or probationary) - Active duty military must be on an assignment that, to the best of your knowledge, will allow you to complete an initial 12-month lease
5	<p>UPLOAD ALL DOCUMENTS</p>	<ul style="list-style-type: none"> - 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 an 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 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.
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 the San Antonio area or remote job
 - A verification of the transfer and six months with the same employer.
 - Alternatively, the applicant could demonstrate continued employment in 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 or diploma and a copy of your employment contract or employment letter. If you are on active duty, you must be on an 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. Even if the applicant is the sole owner, business accounts 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>

Rental History

Requirements must be met by all occupants

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, physical addresses, best 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 to 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.

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 only qualify for the MHN Advance Rhino Policy.

Credit Requirements

1. We obtain a report from a credit-reporting agency in order to determine satisfactory creditworthiness.
2. Payments past due 60 days or more in the last 24 months may be cause for denial of your application.
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.
6. Contingent on your credit score, a specific Rhino Policy will be required. All leaseholders' credit scores are averaged.
7. If there is a guarantor/ tenant whos credit is used to qualify but won't live there, tenant will have the Advanced Rhino Policy.

Below are the required MHN Rhino Policies based on credit screening*

Credit score below 500/ No Score: Customized Rhino Policy if approved; most likely denied

Credit Score 501-549: MHN Advanced Rhino Policy

Credit Score 550-599: MHN Intermediate Rhino Policy

Credit Score 600 or above: MHN Basic Rhino Policy

*failure to provide rental verification or other qualifying information or specific derogatory credit line items may be approved but have a customizable Rhino

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**- 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.

**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:

EACH ANIMAL TO RESIDE AT THE PROPERTY MUST BE REGISTERED ON THE FOLLOWING WEBSITE:

<https://www.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 one 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 animals. No more than two animals per household are 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	American Bulldog	Great Dane	Chow	Staffordshire Terrier
Rottweiler	Bull Terrier	Bullmastiff	Preso Canario	Cano Corso
Doberman	Wolf Type Dog	Pitbull	Husky	German Shepherd

\$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
\$1,000,000 per
incident coverage
and name both
MHN and owner as
additionally
insured and
provide proof of
coverage

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**PHOTOS OF ALL
PETS ARE
REQUIRED**

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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.
2. Male cats must be neutered, and all cats must be declawed.
3. We may require you to bring the dog(s) to our office for approval.
4. You will be required to submit a picture of all pets on approved pet agreements.
5. No ferrets, reptiles or rodents of any kind are permitted as pets.
6. All birds must be confined in cages and not allowed to reside outside their cage.

Pet policies are strictly enforced. Any breach of the policy will be grounds for termination of your lease. Tenants will be evicted for misrepresenting their dog's breed or for possessing poisonous, dangerous, 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.

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.

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:

<https://www.mhnproperties.petscreening.com>

FEES

*subject to change
additional fees may
be stated in the
lease or its
addenda*

REQUIRED FOR ALL TENANTS

- **\$40 Monthly** –Tenant Benefit Package
- **\$95 Renewal Fee-** (due on the first day of the lease renewal)
- **\$250 Admin Fee-** (due at time of approval for the property)
- **\$12.50 Monthly-** Tenant Liability Insurance* (\$9.50 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 Property Management named as *additional interest or interested party*
- **MHN Rhino Security Deposit Replacement Insurance** – monthly cost based on applicant screening and rent amount.

FEES BASED ON TENANT ACTIONS/ CHOICES

- \$50 Ontime Pet Admin fee per approved pet
- \$45 Monthly Pet Admin fee per approved pet
- \$85 Onetime Pet Admin fee per approved RESTRICTED BREED pet
- \$55 Monthly Pet Admin fee per approved RESTRICTED BREED pet
- \$250 Satellite Dish Installation Deposit
- \$20-\$50 per Lease/ HOA/ City 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 the application or when the 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 <ol style="list-style-type: none">1. Written proposals detailing the extent of the work to be done2. 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.

<p>Reasons for Denial</p>	<ol style="list-style-type: none"> 1. If you failed to give proper notice when vacating a property or have unpaid debt or collection filed against you by a property management company. 2. If the previous landlord would be unwilling to rent to you for reasons pertaining to the actions of yourself, animals, or others allowed on the property during 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 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 not on the lease to reside on the premises. 9. If we are unable to verify your information, we must deny the application. 10. If you refuse to accept the terms of the MHN Rhino Security Deposit Replacement program you qualify for based on your tenant score or attempt to establish a policy at a lesser amount. 11. No Business may be run from the property. (If you have a home-based business that you think we might approve, please inquire with the Property Manager.) 12. If you violate any of our terms of service during this application process. 13. Failure to submit all requested information, including petscreening/ no pet affidavit for all applicants. 14. If Applicant requests re-wording or removing of any terms in the MHN Property Management Lease Agreement. <p style="text-align: center;">If misrepresentation of the information provided is found after the lease agreement is signed, the lease agreement will be terminated.</p>
<p>Sex Offenders/ Crime Stats</p>	<p>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 at no cost at the below sites.</p> <p>Sex Offenders www.txdps.state.tx.us San Antonio Crime Stats http://www.neighborhoodscout.com/tx/san-antonio/crime/</p>

<p>Errors & Omissions</p>	<p>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.</p>
<p>Disclosure of Agency</p>	<p>MHN Property Management, 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 with the best possible tenants for their properties.</p> <p>Occupancy will be based on the overall condition of credit, employment, and residential and criminal history. We reserve the right to refuse to rent to anyone that we feel does not meet our qualifications.</p> <p>Once you are approved, you will be notified by phone. To secure the property, you will need to establish your MHN Rhino Security Deposit Replacement Insurance Program and pay the \$250 Admin Fee. Once the MHN Rhino account has been confirmed, and the \$250 Admin fee has been received, we will send you a lease to sign electronically.</p>

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 the 6-Month lease option = \$300 per month Total Monthly Rent for six 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. Efficiency – 2 Occupants 1 Bedroom – 3 Occupants 2 Bedrooms – 5 Occupants 3 Bedrooms – 7 Occupants 4 Bedrooms – 9 Occupants 5 Bedrooms – 11 Occupants Roommates: 3 or more adults, non- related persons will be considered roommates. There is a specific Rhino Policy required for roommates.
Periodic Property Reviews	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. Denial of access to the home for any lease-approved activity is grounds for non-renewal of the lease.
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 Site Unseen Addendum and name your appointed representative who saw the property.
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 PROPERTY MANAGEMENT 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 PROPERTY MANAGEMENT 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 Constitution or other codified statutes, 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 is enforceable at any time should any party publish a remark/statement/publication or other writing which is subject to this provision. ***MHN Property Management will not tolerate our staff, contractors, or employees being screamed at, cursed at, threatened, or mistreated. Mistreatment of our staff or employees is grounds for non-acceptance of the rental application or non-renewal of the lease.***

Attorney Fees – Notwithstanding the rental application, each party who is involved in any litigation and/or arbitration proceeding in any action relating to or touching upon the rental application or the obligations/duties therein shall bear its own costs and/or attorney fees. Court costs, arbitration costs, expert witness fees expenses/costs/ depositions costs, or any other cost expenses related to the filing of and/or prosecution/ defense of a lawsuit shall not be recoverable by any party to any dispute.



Have the Following Documents Ready to Upload When Applying:

- Government-issued photo I.D.
- Bank Account Information for linking OR pay stubs, bank statements, etc.
- 3 References
- Completed Pet Profile for each animal to reside at the property (if applicable)

Failure to link your bank account or upload these documents will delay the approval of your application

If you have trouble uploading documents, please email documents to: Frontdesk@mhnproperties.com and call the office at 210-402-9696 for confirmation

APPLICATION FEE:

Fee is captured immediately upon submission and is **NON-REFUNDABLE** even if your application is denied or another qualified applicant was approved before you.

ADMINISTRATIVE FEE:

At the time of approval, the tenant is required to pay \$250 as an administrative fee. This fee covers the costs of the move-in photo documentation report and provides the tenant a MyWalkThru Code with which they can photo document the condition of the home. Both of which protect 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 the time of acceptance before the lease will be written. It is **NON-REFUNDABLE** even if the applicants decide not to sign the lease.

RHINO SECURITY DEPOSIT INSURANCE:

Rhino is not a security deposit. Any money paid to Rhino will not be returned to you; you are paying for a service. At the time of move out, MHN Property Management will assign charges to you in accordance with the lease and the law. If you owe any money, MHN Property Management will submit a claim against your Rhino Security Deposit Insurance Policy along with the required supporting documentation (move-in pictures, move-out pictures, invoice of work done, residential lease agreement, etc.) Once the insurance adjustors have approved the payout, Rhino will send the amount you own in accordance with the lease and the condition of the property at move out. After sending the funds, Rhino will reach out to you for reimbursement. You may want to think of Rhino Security Deposit Insurance as a line of credit you're paying for that the landlord may draw on at any time during the lease when the required documentation is provided to justify the charge. You may opt at any time to change your Rhino Security Deposit Insurance Policy into a traditional security deposit by bringing certified funds equal in amount to the Rhino coverage to the office.

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. Petscreening accounts are owned by the applicant, and fees will not be refunded.

Acknowledgment and Representation:

1) Signing this application (electronic or otherwise) indicates that the applicant has had the opportunity to review the landlord's tenant selection criteria listed above and 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 the 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: _____