



## SCREENING CRITERIA AND DISCLOSURE

\*All applicants will be charged a **\$65.00** application fee per adult (18 or older)

**\*THE APPLICATION FEE OF \$65.00 PER ADULT IS NON-REFUNDABLE**

\*Each adult over 18 has to complete a separate application form. It would be in your best interest to confirm that your rental requirements are not outside of our tenant criteria with multiple adult roommates, eviction history, foreclosures, bankruptcies, job loss, minimal income, low credit scores (below 500), unusual pets, large pets, multiple pets, multiple families, or anything that would cause your application to be rejected.

**\*Wanting to offer less than list price for the home will cause your application to be delayed.**

We do not prescreen Applications. Applicants are required to pre-screen themselves with the following criteria and will need to meet the requirements below. We encourage you to apply if you meet the below criteria:

**WHEN THE ON LINE APPLICATION IS COMPLETED, WE WILL PROCESS YOUR APPLICATION – CHARGING THE \$65 APPLICATION FEE.**

**This application, background information, credit scores, rental history, criminal history, and employment verification will be viewed by Larsen Properties Authorized Employees, and possibly the Property Owner. \*\*\*Multiple Applications May Be Reviewed in Choosing a Tenant.\*\*\***

**Lease Criteria in Applying for a Home:** Before you apply for a home, read the following information concerning the approval process. If you have any questions contact our office at 210.497.8686 during normal business hours Monday to Friday 9 AM to 4 PM Central Standard Time.

**Application Process & Screening Criteria:** Larsen Properties is committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA). 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. Each occupant over the age of 18 must complete an application and pay the **\$65.00** application fee. Approval is based on SEVEN factors:

- Credit History
- Employment Verification and History
- Income Verification
- Rental Verification and History
- Criminal Background Check
- Terrorist Database Search
- Pet Criteria

**Identification:** Each applicant is required to provide a copy of a legible Government issued photo identification card. A photo of your identification card can be sent to: [applications@satxpm.com](mailto:applications@satxpm.com)

**Income Verification:** Income should be at least three (3) times the monthly rent and verifiable from an unbiased source: employer through pay stubs, tax returns, and/or bank statements. Self-employed income may also be verified with a CPA-prepared financial statement or tax returns. Your employment history should reflect at least 6 months with your current employer. Transfers or relocations must have correspondence showing an accepted job offer. Any verification fees required by the employer must be paid by applicant. 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.

**Employment:** We require verifiable employment history for at least the past three (3) years. You must be a permanent employee (not temporary or probationary). If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), bank statements, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES. 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.

**Residence History:** We require verifiable residence history for at least three (3) years whether you currently own or rent. Applicants are responsible for providing information including the names, addresses and phone numbers, of Landlords with the dates of tenancy for the previous 3-5 years. Rental history must be verified from unbiased sources. Home ownership will be verified from a current credit report. We can accept base housing as rental history. Any evictions within the previous 5 years will be automatic grounds for denial. Broken leases will be considered on a case-by-case basis and an additional security deposit may be required.

**Credit History:** We will obtain a copy of your credit report. You cannot provide this to us, we will obtain this ourselves. Credit history should show that the resident has paid bills on time and does not have a history of debt "write-offs" or accounts that have gone into collection. Money owed to a previous landlord or utility company is cause for denial. Residency may also be denied due to poor credit history.

\*\*\*WE DO NOT ACCEPT CO-SIGNERS\*\*\* The Tenant who is financially responsible and on the lease agreement must reside at the property.

## **Contingent Approval – Risk Mitigation Fee – Credit Score Based**

Larsen Properties can offer applicants with lower than 620 credit scores and opportunity to rent from us by offsetting the monetary risk for the owner, and the management company. Applications may still be approved with less than a Combined 620 FICO score. Combined Credit scores of 620 or higher are usually approved with normal rents, as advertised admin fees, and a security deposit equal to one month's rent.

### **Applicants with Less Than a combined 620 FICO Score May be Subject to a Risk Mitigation Fee, or other proposed terms, as outlined below:**

Combined Credit score of **620 to 600** will require an additional risk mitigation fee of **\$250.00**.

Combined Credit score of **599 to 550** will require an additional risk mitigation fee of **\$750.00**.

Combined Credit score of **549 and below** will require an additional risk mitigation fee equal to **\$1,250.00 – AND** - are subject to review and approval by upper management.

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**Denied Lease Approvals:** any credit score under 500, (330-499) are declined due to bad credit.

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**Calculating for the Combined Credit Score of Multiple Applicants:** Add the two FICO credit scores together for both (or more) applicants and divide by the number of applicants in the home to arrive at the determining number for the approval process.

Example:      1) Applicant ONE has a score of 600                      2) Applicant TWO has a score of 550

Gross Score = 1,150. Divide by Two =  $(1,150/2) = \underline{575 \text{ Combined FICO score}} = \$750.00 \text{ Risk Mitigation Fee}$

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Offering an approval based upon total credit score below a 620 comes with inherent risk to the landlord and property manager. As the apartment industry has done, an approval can be offered even to tenants with less than perfect credit as long as they can pay the additional fee associated with their credit scores to offset the risk involved for all parties.

**This program is offered on a Case by Case basis only ---weighing heavily on other factors outside of credit score to include income and rental history. Larsen Properties maintains the right to retract this offer for any applicant based on other criteria associated with the application process.**

**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.

**Criminal, Sex Offense, and Terrorist Database Check:** We will check these databases for all occupants over 18. We do not rent to any person required to register as a sex offender. Criminal backgrounds involving violent crimes, prostitution, domestic violence and/or involving the possession of weapons or illegal substances are all grounds for denial of an application. An exception may be made for type and or age of offense, please provide details to the Property Manager.

## **Landlord Approved Platinum Tenant Liability Insurance**

**Required Property Damage Liability Insurance: NOTICE!** All Tenants are required to maintain property damage liability insurance on behalf of the Landlord and Property Manager. Coverage is required in the amount of One Hundred Thousand Dollars (\$100,000.00) for damage to both Landlord's and third parties' property with the provisions covering at least the perils of fire, smoke, explosion, accidental water discharge and sewer backup. **Tenants are required to name Larsen Properties as an "Interested Party"**.

Such a policy shall be written not contributing with, and not in excess of coverage that Landlord may carry, and must waive all rights of subrogation against Landlord and Property Manager. It is agreed that Landlord carries insurance for its protection, and that the Tenant is not a beneficiary of such insurance. Tenant shall be responsible to Landlord for all costs of repair for damages as stated in the Lease regardless of existing Landlord insurance.

**Tenants may OPT OUT of purchasing this required insurance through landlord's preferred insurance provider at any time by providing written proof of the following three items:**

1. Evidence of Required Insurance levels to show the Policy is in effect, when it will start & end, and who is named on the policy.
2. Larsen Properties must be named as an **"Additionally Interested"** party to the insurance binder provided by the tenant.
3. The Tenant Liability coverage has to be equal to or greater than: \$100,000 in Tenant Liability Coverage to the Property.

**Cost through Larsen Properties:** \$9.00 per month plus a \$3.00 per month administration fee for a total of **\$12.00 per month**, per home. Tenants are required to carry Tenant Liability Insurance. Unless a Tenant Opts Out of this insurance by following the steps above, a policy will be automatically provided to the Tenant for \$12.00 per month.

**Using an Insurance Provider Outside of Property Manager Preferred Vendor:** Tenant has the right to Opt Out of this requirement by providing adequate coverage as illustrated above and approved by Larsen Properties prior to lease execution.

**Failure to Maintain Insurance:** If the tenant's coverage for their independently self-procured tenant liability insurance is lapsed by either non-payment or non-renewal after lease execution, Larsen Properties will place that tenant under this program by default for \$12.00 per month plus a one-time \$75.00 set-up fee.

**Disclosure of Relationship:** Larsen Properties (SATXPM, LLC) is affiliated with the National Property Management Network (NPMN) which is a nationwide affiliation of residential property managers. The Platinum Tenant Liability Insurance program is provided by Beecher Carlson Insurance Company through the National Property Management Network (NPMN) where Broker has ownership interests and is compensated through a controlled business arrangement with NPMN from Beecher Insurance.

**In the Event of a Claim:**

Start a claim by going to this site: <http://tenantllclaim.com> or call 1.844.277.6640.

**Coverage Notice:** By electing the Tenant Liability Insurance through Landlord's preferred provider via the automatic program set forth above, Tenant will not be listed as a named insured under the Landlord's policy. The Tenant Liability Insurance policy is not designed to replace a Renter's Personal Insurance Policy. No coverage is provided to insure tenant contents with this policy.

**INFORMATION ON ANIMALS**

**Rental Criteria for Animals:** Animal policies vary from one homeowner to another. Some owners do not permit animals, while others restrict type and/or size of allowable animals. No more than two animals per household are permitted without specific owners' approval.

Property Insurance Companies do not allow certain particular breeds of dogs, either purebred or mixed. Therefore, **dogs fully or partially of the following breeds will be rejected:** *Akita, American Bulldog, Bullmastiff, Mastiff, Chow, Doberman, German Shepherd, Husky, Presa Canario, Pit Bull, Siberian Husky, Staffordshire Terrier, "Wolf Dog", Bull Terrier, Pit Bull Terrier, Rottweiler and any combination of these.*

Tenants may be evicted for misrepresenting any of the above type of dog, as well as for being in possession of any poisonous, dangerous, endangered species or otherwise unauthorized animal. Our animal policies are strictly enforced and can be grounds for eviction.

Special consideration is given to “Service Animals” that assist a tenant with special medical needs (proper and current documentation needed for verification).

We require with your application, a picture of each animal that will be on the property. Please email the pictures to [applications@satxpm.com](mailto:applications@satxpm.com).

*We may require you to bring the animal(s) to our office for final approval.*

- No Aquariums larger than 10 Gallons allowed.
- No ferrets, reptiles or rodents of any kind are permitted.

### **Standard Animal Fees and Deposits:**

Lease Signing: \$300.00 Animal Administration Fee Per Approved Animal.

Annual: \$100.00 Animal Inspection Fee. This fee is due at Lease Renewal.

**MONTHLY TENANT ADMINISTRATION FEE:** \$8.00 Per Month. All tenants will incur a \$8.00 per month Tenant Administration Fee. This monthly fee offsets the cost of ACH payments, On-Line Payments, In Person Payments, Tenant Portal Access, Electronic Statements, and 24 Hour Maintenance Hotline.

**NOTICE TO ALL APPLICANTS:** **NO SMOKING is permitted inside the home or garage.**

**Disabled Accessibility:** Any concerns should be submitted in writing to the property manager. We must obtain Owner approval to allow modification of the premises. All modifications are at the expense of the disabled person, and the disabled person must agree to restore the premises, at their own expense to the pre-modified condition (provided the modification would affect the use and enjoyment of the premises for future residents). We require written proposals detailing the extent of the work to be done, approval from the landlord before modifications are made, appropriate building permits with required licenses made available for the landlord's inspection, and a restoration deposit may be required per Fair Housing guidelines.

**SCHOOL BOUNDARIES:** School Enrollment concerns should be investigated prior to submitting your application. Applicants must verify their own school information with the school district. Because of the expansive growth in this region, school enrollments get capped and designation boundaries may change. We highly recommend you contact the local school district should any of the school boundaries be a concern for the home you would like to rent.

**\*\*\*IT IS THE DUTY OF THE APPLICANT TO VERIFY SCHOOL BOUNDARIES\*\*\***

**SEX OFFENDERS:** 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 following sites: Sex Offenders [www.txdps.state.tx.us](http://www.txdps.state.tx.us)

San Antonio Crime Stats <http://www.neighborhoodscout.com/tx/san-antonio/crime/>

**\*\*\*WE DO NOT RENT HOMES TO REGISTERED SEX OFFENDERS\*\*\***

## **REASONS FOR DENIAL OF APPLICATIONS:**

- If you failed to give proper notice when vacating a property.
- If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to your behavior or that of any family member, guest (welcome or not), your pets, or any animal on the property during your tenancy.
- If you have had three or more late payments of rent within the last 12 months.
- If you have an unpaid collection filed against you by a Property Management Company.
- If an unlawful detainer action or eviction has occurred within the past five (5) years.
- If you have recently received a 3-day notice to vacate.
- If you have less than a 620 credit score and refuse to abide by the additional Risk Mitigation fee as outlined above.
- If you have had two (2) or more NSF checks within the last 12 months
- If you have allowed any person(s), not on the lease, to reside on the premises.
- If we are unable to verify your information, we must deny the application.
- No Businesses operated from property. If you have a home based Business that you think we might approve please let the Property Manager know.
- If you violate any of our terms of service during this application process.

## **Start of Lease:**

*Vacant Homes* --- Larsen Properties has a policy that all leases on vacant homes must begin within 14 days of application approval. We are unable to hold the home rent free without a lease agreement longer than that time.

*Occupied Homes* --- Larsen Properties will typically advertise a first available date with all of the homes we manage. In some cases, those dates will need to change due to circumstances beyond our control. We ask the approved incoming tenant be flexible in some cases. We understand the burden this can create and strive to advertise a solid date so incoming tenants can plan accordingly.

**OPTIONAL: Move In With Lockbox Access** As an optional feature during the lease process and move in of your new home, we can offer the convenience of gaining access for the first time without having to check out keys from our office. **With this optional program, tenants may gain access to their new home through our lockbox for an optional additional charge of \$25.00.**

**A separate form will be sent to you for review and signature during the lease approval process.**

## **Move-In Orientation with Scott's Inspections:**

All new tenants at lease signing will pay a one-time *Move-In Orientation Fee* of \$99.00. Within the first three (3) business days of the tenant move in, arrangements will be made for a walk through inspection and home orientation with Scott's Inspections – a Licensed Texas Real Estate Commission Inspection Company.

The Move-In Orientation will be arranged and conducted with a licensed Texas Real Estate Commission Inspector from Scott's Inspections. ([www.ScottsInspections.com](http://www.ScottsInspections.com)) A representative from Larsen Properties will not be present during the Move-In Orientation. Any requested work orders must be submitted separately.

The inspector will provide the tenant with a brief orientation and instruct them on basic home maintenance, including changing air filters, unclogging a garbage disposal, water cut-offs, smoke alarms, fuse & breaker box locations, and GFCI resets. The written report will include interior and exterior photos. The exterior will be documented with photos of all four sides of the home, the roof, any exterior equipment, and yard. Interior photos will be of each room, included equipment, any damaged or defective conditions, and an overall view of



most areas. A copy of this report will be sent to the tenant and Larsen Properties for record. This Move-In Orientation Inspection **does not** take the place of the required Inventory and Condition Form made available for the tenant to complete at Lease Signing.

**OPTIONAL FULL INSPECTION:** Scott's Inspections is a Texas Real Estate Commission licensed inspection company. They typically conduct inspections on a home for purchase to include a full mechanical inspection of a home from top to bottom. This type of inspection is often required by all lenders during the sale of a home and is an option for all incoming tenants to purchase through Scott's Inspections. Mention scheduling this expanded level of inspection through Larsen Properties and receive a 5% discount.

### **What Our Tenants Want You to Know:**

1) Larsen Properties conducts periodic walk-through's of the home you will live in. We take pictures of the interior and exterior of the home during those walk-through's. This information is kept on record and shared with the owner. **If this standard walk through procedure is going to cause you a problem – we recommend you stop now and do not apply for one of our homes.** We charge a \$100.00 Annual Animal Inspection Fee for any tenants with approved animals in their home under their current lease agreement.

2) **Non Disparagement / Representations** - OWNER, TENANT and PROPERTY MANAGER 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 lease agreement 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, that 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. OWNER, TENANT, and PROPERTY MANAGER mutually agree that damages for failure to comply with this provision shall be liquidated at three hundred dollars 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. OWNER, TENANT, and PROPERTY MANAGER 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 and/or Texas 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 or cancellation of the lease 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.

**Venue** - OWNER, TENANT, and PROPERTY MANAGER expressly submit to the jurisdiction of the State of Texas and agree that venue in any litigation touching or concerning this agreement shall be proper ONLY in Bexar County, Texas.

3) During the last 30 days of your lease agreement – a sign and lockbox will be placed on the home and you will be required to show the home to prospective new tenants. You may opt out of this arrangement, but it will cost an additional fee of one month's rent to do so. *RE: Para 14 – Lease Agreement.*

- 4) Larsen Properties is a **ZERO TOLERANCE** company in regards to rent collection. Rent is due the 1st of each month, late the 3rd of each month. Late fees begin midnight on the 3rd of the month and will continue to accrue until paid. If rent has not been paid by that point, late fees will be applied with no exceptions. We encourage all tenants to pay via our online system for the most secure and traceable method of payment.
- 5) **Site Un-Seen Application and Approval.** It is possible to apply for the home, be approved, and sign a lease agreement without ever seeing one of our homes in person. In such a scenario, we require an incoming approved tenant to sign a Site Un-Seen Addendum to the Lease Agreement. In that form, we ask you name a “Trusted Advisor” outside of Larsen Properties who has offered you their opinion of the condition of the home.
- 6) **Lease Preparation Fee: \$50** --- Similar to all local San Antonio apartment complexes – we charge a lease preparation fee of \$50 per lease agreement to prepare, forward, and offer the convenience of electronic signatures. In addition, any renewed leases by that tenant will also be charged a \$50 lease preparation fee.
- 7) **Monthly Tenant Administration Fee: \$8.00** --- This monthly fee offsets the cost of ACH payments, On-Line Payments, In Person Payments, Tenant Portal Access, Electronic Statements, and 24 Hour Maintenance Hotline.
- 8) **Move-In Orientation Fee: \$99.00** --- This fee covers the Move In Orientation mentioned above.

### **KEY POINTS TO SUMMARIZE FROM THIS DISCLOSURE:**

- 1) The \$65.00 application fee per adult is NON-REFUNDABLE.
- 2) Your application can be cancelled – WITHOUT REFUND – for failing to abide by the above guidelines and terms as stated above.
- 3) Combined Credit Scores of LESS THAN 620 may incur additional Risk Mitigation Fees.
- 4) You may apply and rent this home Site Un-Seen with certain stipulations.
- 5) Once your application is approved, there is a \$50.00 Lease Preparation Fee.
- 6) All ANIMALS must be disclosed on the application and put into the Lease Agreement.
- 7) There is a \$300 Animal Administration Fee Per Approved Pet.
- 8) There is a \$100 Annual Animal Inspection Fee for any tenants with Approved Animals.
- 9) There is a \$8.00 Monthly Tenant Administration Fee for all lease agreements.
- 10) There is a \$99.00 One Time Move-In Orientation Fee.
- 11) All OCCUPANTS must be disclosed on the application.
- 12) School Enrollment concerns are the responsibility of the Applicant.
- 13) Home Owners Association concerns are the responsibility of the Applicant.
- 14) There is NO SMOKING inside any of the homes or garages.
- 15) Tenant Liability Insurance is REQUIRED and may be obtained through Larsen Properties for \$12.00 per month, per home. (See attached information)

**Upon completion of your Application, you will be notified in writing of your Approval / Denial / or Offer of Other Terms within 2-3 Business Days.**