



# Rental Application Criteria and Procedures



EMT is fully committed to complying with the Fair Housing Law. We do not discriminate against individuals based on race, color, religion, sex, handicap, familial status, national origin, or age. Our adherence extends to all relevant state and local fair housing statutes. Approval is contingent upon the evaluation of seven factors:

1. Identification Verification
2. Credit History & Verification
3. Rental History & Verification
4. Employment History & Verification
5. Income History & Verification
6. Criminal Background
7. Pet Criteria

Please review this document thoroughly before signing. It is our management company's policy that applications must be complete, and all fees paid prior to submission for consideration. Completed applications are processed daily (Monday to Saturday). All completed applications for the same property may be submitted to the landlord for the final decision.

An application will include the following:

1. Signed EMT Rental Criteria, Authorization to Release Information, and Information about Brokerage Services.
2. EMT Residential Lease Application (One for each individual aged 18 and older)
3. **\$75** Application fee for each Residential Lease Application submitted

Required Supporting Documentation:

4. Valid Driver's License or other Photo ID for each Residential Lease Application submitted
5. Verifiable Proof of Income (2 years of tax returns if self-employed/1099)
6. Pet Screening Profile mandatory for all Applicants:
7. Pet Processing Fee of \$65 per pet at the time of screening.

## ALL APPLICANTS:

- All persons aged 18 and over who will occupy the property must submit a separate application accompanied by a **non-refundable fee of \$75 per individual.**
- Applicant must have an income equal to two times the amount of the monthly rental.
- The rental property is a single-family dwelling only! No multiple families are allowed.

## ADDITIONAL APPLICANT INFORMATION:

- Convicted sex offender's application will not be processed or will automatically be declined.
- Operating a business in the home is not allowed.
- Must occupy home within fourteen (14) days of approval unless other move-in terms have been negotiated and approved by the owner.

### Application / Rent:

- Payable to Essential Management Team. (Property Manager)
- Payment Options:
  - \* ACH Fee: \$5.00
  - \* Mail/Drop off: \$10.00 Processing Fees
  - \* DEBIT Card Fee: \$5.00 - Use your account and routing number to avoid the 2.99% fee.
  - \* Credit Card Fee: 2.99% + \$5.00.

### Fees Security Deposit:

- Payable to Keller Williams Legacy. (Real Estate Broker)
- Security Deposit Payment must be in the form of a Cashier Check only.
- Security Deposit will be submitted within 24 hours upon approval.
- An additional \$200 cleaning deposit is required.
- Must submit a copy of photo ID (Driver's License, ID Card, Passport, etc.) when the application is submitted.
- **Note:** Security deposit is subject to increase depending on the results of credit, rental, and employment verifications.

### Employment:

- We require verifiable employment history for at least the past three (3) years.
- Must be a permanent employee (not temporary or probationary).

### Self-employed applicants:

- Must provide copies of minimum 2-year income tax returns.
- No bankruptcy in the last twelve months.
- Any previous must be discharged.

### Military applicant:

- Must provide a copy of orders with the application.
- We need a current copy of your LES (Leave and Earnings Statement).
- 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.

### Rental History:

- Rental history will be verified through your landlord (Verifying date of tenancy, late payment, and monthly rent paid, etc...)
- The condition of the property and unpaid amounts owed will also be verified.
- Any broken leases or evictions will not be accepted.
- Base housing will be accepted as rental history.
- Homeownership will be verified from a current credit report.

### Credit History:

- Bankruptcy and foreclosures must be at least two years old.
- Any payments due to a property management company and/or Landlord will be cause for automatic denial.

### Reason for Denial:

Not meeting the outlined rental criteria or supplying inaccurate, false, or incomplete details on the application form are grounds for the denial of your rental application. Additionally, other situations that could lead to denial may include (but are not limited to):

- If you failed to give proper notice when vacating a property.
- If the 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 animals on the property during your tenancy.
- If you have had two or more late payments of rent (based on 2 years duration of the lease)
- If you have an unpaid collection filed against you by a Property Management Company.
- If you have recently received a 3-day notice to vacate.
- Any bankruptcy must have been discharged at least one year before the date of your application.
- 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.

**NOTICE TO ALL APPLICANTS:** Smoking is not allowed inside the home or garage.

### Errors & Omissions:

We strive to provide applicants with reliable and accurate information about the home you are applying for; however, changes may occur that could result in unintentional inaccuracies. We recommend that all residents verify details regarding schools, allowable pets, expected features, or any HOA concerns before signing a lease agreement. Information posted in the MLS advertisement does not constitute a written agreement or guarantee of the stated facts.

### Disabled Accessibility:

Owner approval is required for any modifications to the premises. All modifications are at the expense of the disabled individual, who must agree to restore the premises to their original condition at their own cost (if the modification affects future use and enjoyment of the premises). Written proposals detailing the work must be approved by the landlord before modifications begin. Appropriate building permits and licenses must be available for the landlord's inspection, and a restoration deposit may be required according to Fair Housing guidelines.

### SCHOOL BOUNDARIES:

Before submitting your application, it's essential to investigate school enrollment concerns. Applicants must verify their own school information with the school district. Due to the expansive growth in this region, school enrollments may be capped, and designation boundaries could change. We strongly recommend contacting the local school district if any school boundaries are a concern for the home you're interested in renting.

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

### Renter's Insurance:

Residents are required to present EMT with proof of Renter's Insurance prior to move in naming Essential Mgmt Team as "Additionally Insured".

### SEX OFFENDERS:

Applicants are encouraged to research crime statistics and information on registered sex offenders in any area they are considering for residence. This information can be found online at the following websites:

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

- Sex Offenders: [www.tsdp.state.tx.us](http://www.tsdp.state.tx.us)
- San Antonio Area Crime Stats: [www.sanantonio.gov/sapd/neighborhood.asp](http://www.sanantonio.gov/sapd/neighborhood.asp)
- New Braunfels Area Crime Stats: [www.neighborhoodscout.com/tx/new-braunfels/crime/](http://www.neighborhoodscout.com/tx/new-braunfels/crime/)
- Boerne Area Crime Stats: [www.ci.boerne.tx.us/665/Crime-Statistics](http://www.ci.boerne.tx.us/665/Crime-Statistics)
- Kerrville Area Crime Stats: <http://kerrville.org/index.aspx?NID=517>

## Pet Policy:

Rental Criteria for Animals (Pets): Animal policies vary from one homeowner to another. Some owners do not permit animals (other than approved service animals) on the property, while others restrict the type and/or size of allowable animals. No more than two animals per household are permitted without specific owner approval.

All applicants are required to create a profile with PetScreening.com.






- Applicants without animals: Complete the free application at <https://emt.petscreening.com>
- Applicants with animals: Submit a full application at <https://emt.petscreening.com>

Within the PetScreening.com application portal, you will need to provide the following information:

1. A complete description of your pet, including type, gender, breed, age, color, weight, and whether they are neutered or non-neutered.
2. Up-to-date veterinarian contact information and the most recent annual vaccination records.
3. Recent photos of each pet.
4. Supporting documentation for any Emotional Support Animal (ESA) or Service Animal, such as a verifiable doctor's letter from a local physician.

Once all the information is received and verified, your pet will be assigned a paw score ranging from 1 to 5 Paws.

\*The monthly Pet Fee is determined by PetScreening.com ranging from \$25 per month to \$65 per month\*

				
<b>1 Paw = \$65</b>	<b>2 Paw = \$55</b>	<b>3 Paw = \$45</b>	<b>4 Paw = \$35</b>	<b>5 Paw = \$25</b>

Service Animals: Special consideration is given to dogs that assist tenants with medical needs, provided that medical documentation is submitted.

Applicants with service animals can apply for free by providing certifiable documentation and completing an application at <https://emt.petscreening.com>.

Animal (Pet) Processing Fee: A \$65 fee will be charged per pet at the time of pet screening for each animal permitted on the lease.

**\*\*\$300 NONREFUNDABLE PET IS REQUIRED PER PET\*\***

No aggressive breeds or mixed aggressive breeds will be accepted. The following list WILL NOT be accepted.

Akita, American Bulldog, Bullmastiff or Mastiff, Chow, Doberman, German Shepard, Husky, Presa Canarias, Pit Bull, Siberian Husky, Staffordshire Terrier, "Wolf Dog, Wolf Hybrid", Bull Terrier, Rottweiler, Cane Corso, Alaskan Malamutes, Akitas, Great Danes and combination of these.

Residents may face eviction for misrepresenting the type of dog they have, or for possessing any poisonous, dangerous, endangered, or otherwise unauthorized animal. We strictly enforce our animal policies, and violations can lead to eviction.

**During the last 30 days of your lease agreement**, a sign and lockbox may be placed on the home, and you may be required to show the home to prospective new residents. You have the option to opt out of this arrangement, but doing so will incur an additional fee of one month's rent.

**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 Resident to sign a Site Un-Seen Addendum to the Lease Agreement. In this form, we ask you to provide the name of a 'Trusted Advisor' outside of EMT who has offered you their opinion of the condition of the home.

### **Funds:**

The money that the tenant puts down to secure the property is a fee. It becomes a security deposit AFTER the tenant takes possession. IF THE TENANT DOES NOT TAKE POSSESSION AFTER PAYING THE FEE AND ANY OTHER MONIES, THE TENANT DOES NOT GET A REFUND UNLESS IT IS THE FAULT OF THE OWNER PREVENTING POSSESSION.

**A \$125 one-time non-refundable lease administrative fee will be due prior to move-in**

### **ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING**

By signing this acknowledgment, you confirm that you have been provided with the landlord's tenant selection criteria. These criteria may encompass elements such as criminal history, credit history, current income, and rental history. Failure to meet these criteria or providing inaccurate or incomplete information may lead to the rejection of your application, with no refund of the application fee.

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Signature

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