



### Application Process & Screening Criteria

A&G Property Services is committed to Equal Housing Opportunity and we fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of Race, Color, Religion, Sex, Handicap, Familial Status, National Origin or Age. We also comply with all state and local fair housing laws. **We offer application forms to everyone who requests one.** All of our applications are processed through National Tenant Network, a professional screening company.

Please review this document and if you feel that you qualify, please apply. If you have any questions, please ask.

1. Applications are reviewed in the order in which they are received. Applications will not be processed without all necessary paperwork, Funds and / or documentation.
2. All persons 18 years or older must submit an application. All applications must be completed and signed.
3. A non-refundable application fee of \$ 50.00 payable to A&G Property Services for processing and reviewing each application at the time the application is submitted.
4. To hold a property, an approved applicant must sign the lease and pay the security deposit, Within 1 day of approval.
5. Certified Funds are required for Application Fee(s).
6. All applicants must provide a copy of a current photo identification with their completed application. (Driver's License or other government issued photo identification card is acceptable.)

A&G Property Services  
9504 IH 35 N STE 202  
San Antonio, TX 78233  
Office (210) 298.7368 Fax (844)270.6814

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**Application Approval Requirements for Leaseholders \***  
**\*(The financially responsible part(ies))**

**INCOME VERIFICATION:**

Must earn a minimum of three (3) times the rent in **verifiable**, gross monthly income.

1. Married couples may combine incomes.
2. Income must be verifiable through a CPA prepared financial statement or most recent tax returns, bank statements, or pay stubs.
3. Self-employed income must be verifiable through pay stubs, employer contract, tax records, and/or bank statements.
4. Employment history should reflect at least the previous twelve months with your current employer or within the same industry.
5. For Roommates, income must be 3X monthly rent for each roommate and must have at least 2 years verifiable rental history together.

**RENTAL HISTORY:**

You are responsible for providing us with information, including name, address and telephone numbers of Landlords with the dates of tenancy for the previous 2-5 years.

Rental History must be verified from unbiased sources. If your only rental history is from a biased source (family or relative) your application may not be approved. We accept Base Housing as rental history.

**HOME OWNERSHIP:**

Mortgage payment history will be considered. If you owned rather than rented your residence during the previous 2-5 years, you will need to furnish Mortgage Company references and/or proof of ownership or sale.

**CREDIT REQUIREMENTS:**

1. To determine satisfactory credit worthiness, we will obtain a report from a credit-reporting agency.
2. Credit card records showing occasional late payments of no more than 30 to 59 days may be acceptable, provided you can justify the circumstances
3. If you have credit problems, your application may possibly be approved with a stipulation of an additional or elevated deposit.
4. Payments past due 60 days or more in the last 24 months may be cause for refusal of application.
5. Any bankruptcy must have been discharged at least one year previous to the date of your application.
6. Unpaid collections within the last two (2) years may result in denial of your application.
7. Outstanding debt to property management or landlord may result in denial of your application.

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**CRIMINAL BACKGROUND CHECK:**

A criminal background check will be conducted on each applicant. The inability to obtain a complete background check, any felony convictions or serious misdemeanor charge(s) and/or conviction(s) are grounds for denial of an application. We do not rent to **CONVICTED SEX OFFENDERS OR ANYONE 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 grounds for denial of an application. An exception may be made for type and/or age of offence. Please provide details to Property Manager.

**Rental Criteria for Pets**

Policies on pets vary from home to home. Certain owners do not permit any pets, others permit dogs only. Please call the office to determine the pet policy for the home for which you are applying.

Usually a total of two pets per household are permitted: (2 dogs or 2 cats or 1 of each) Birds, fish reptiles, etc., are included as pets.

1. If permitted, male cats must be neutered
2. No aggressive or mixed aggressive breed dogs. Dogs will be rejected if they are fully or partially of the following breeds or appear to be of the following breeds: Pit bulls, Doberman, Pincher, Rottweiler, Akita, Chow-Chow, Tosa Inu, Presa Canario, Dogo Argentino, Ban Dog, Husky Alaskan Malamute, any of the Russian Sheppard's, Kerry Blue Terriers.
3. Pet policies are strictly enforced, Unauthorized pets on the premises will be grounds for **termination of your lease agreement and / Or a \$500 fine**.
4. Tenants will be evicted for misrepresenting the breed of their dog or the possession of poisonous, dangerous, or illegal pets, or endangered species.
5. A \$300.00 **non-refundable** pet fee is required for each pet.
6. Pet sitting is not allowed.
7. Service animals are exempt from certain requirements.

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### **Can we hold a property for you?**

We can hold a property for a maximum of 10 days from date of application or when the property becomes vacant, whichever is later. Rent will be charged beginning the 11th day.

### **Disabled Accessibility**

If you have disabled accessibility concerns, please submit them in writing to the Property Manager. We must get the Owner's Approval to allow the existing premises to be modified. All modifications are at the expense of the disabled person. The disabled person agrees to restore the premises at their own expense to the pre-modified condition, provided the modification would not affect the use and enjoyment of the premises for future resident.

#### ***We require:***

1. Written proposals detailing the extent of the work to be done.
2. Written assurances that the work is to be performed in a professional manner by a licensed/ bonded contractor
3. Written approval from the landlord before modifications are made
4. Appropriate building permits and required licenses make available for the Landlord's inspection
5. A restoration deposit may be required per Fair Housing guidelines

### **REASON FOR DENIALS**

1. If you failed to give proper notice when vacating property.
2. If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to the behavior of yourself, your pets, or others allowed on the property during tenancy
3. If you have had three or more late payments or rent within a 12-month period
4. If you have an unpaid collection filed against you by a Property Management Company
5. If an unlawful detainer action or eviction has occurred within the past seven (7) years
6. If you received a current 3-day notice to vacate
7. If you have had two (2) or more NSF checks within the last 12-month period
8. If you have allowed person(s) not on the lease to reside on the premises
9. If we are unable to verify your information, we must deny the application
10. No businesses operated from the property. IF you have a home-based business that you think we might approve, please let the Property Manager know.

**If misrepresentations are found after the lease agreement is signed, the lease agreement may be terminated.**

### **ERRORS & OMISSIONS**

While we make every effort to describe our rental properties accurately, changes can and do take place. Therefore, our descriptions are subject to errors and omissions.

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Tenants should verify schools, pets, features, etc. Listings do not constitute a guarantee of the facts stated. You should personally inspect the property before signing the lease agreement.

### **DISCLOSURE OF AGENCY**

A&G Property Services agents are acting as agents for the landlord and do not represent prospective tenants. Although A&G Property Services agents show “for lease” properties to prospective tenants, they are not acting as tenant representatives and are working as agents of the landlord.

Residential qualifying criteria are subject to change at the Owner’s discretion and without notice.

Our goal is to provide our owner that 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. We **do not** accept co-signers.

Once you are approved you will be notified by phone and email. At that time, we will schedule an appointment for you to sign the lease agreement. All Leaseholders must sign the lease agreement & pay a security deposit equal to one month’s rent. First month’s rent is due no later than the move in date. Failure to do so will result in forfeiture of security deposit and termination of the lease.

## **Privacy Notice**

You have chosen to do business with A&G Property Services and we are dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

We believe that your privacy should not be compromised and are committed to maintaining the confidentiality of that information.

How information is collected. You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other document that you provide to us, either on paper or electronically.

**How and when is your information used?**

We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

In our company, only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

**How is your information disposed?**

After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

Thank You,  
A&G Property Services Management

**“Signing this acknowledgement indicates that you have had the opportunity to review the land-lord’s tenant selection criteria and A&G’s Privacy Policy. The tenant selection criteria may include factors such as criminal history, credit history, current income, and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected, and your application fee will not be refunded.”**

  X    
Applicant

\_\_\_\_\_  
Date

  X    
Applicant

\_\_\_\_\_  
Date

  X    
Applicant

\_\_\_\_\_  
Date