



### **Application Process & Screening Criteria**

Wright Property Group, LLC is committed to Equal Housing Opportunity and we fully comply with the Federal Fair Housing Act. 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. All persons aged 18 and over who will occupy the property must complete an application.

Please note, we do not accept applications from persons age 18 and over that will not be occupying the property. In other words, we do not accept co-signers for our properties.

Please review our Application Process & Screening Criteria and if you feel you qualify, please apply. At the time that the application is delivered, you must submit the application fee (\$65 for each occupant over the age of 18), copies of driver's licenses for all applicants and signed acknowledgement of the Application Process and Screening Criteria. **All application fees must be submitted online at time of application. Your deposit is due within 48 hours of online application approval.**

**\*Please note, we may run multiple applications at one time. We reserve the right to select the best candidate, not necessarily the first application submitted\***

If you have any questions, please email [brittany@wrightpg.com](mailto:brittany@wrightpg.com) or call (210) 298-3948.

### **Application Approval Requirements for Leaseholders\***

**\*The financially responsible party(ies)**

### **INCOME VERIFICATION**

Applicants must earn a minimum of three times the rent in verifiable, gross monthly income.

- Applicants may combine incomes.

- Your income must be verifiable through pay stubs, employer contact and/or tax records. We do accept but are not limited to accept for sources of income award letters for military disability, retirement income statements, housing vouchers, child support payment statements, etc.
- If you are self-employed, your income must be verifiable through CPA prepared financial statements, a recent 1099, your 940 or 941 tax filings or most recent tax returns.
- Your employment history should reflect at least six months with your current employer and 12 months with a previous employer.

## **RENTAL HISTORY**

You are responsible for providing us with information, including the name, address and phone numbers of Landlords with the dates of tenancy for the previous 2-5 years. If rental history is from a biased source (friends or relatives) the application will require additional verifications including previous landlords going back 5 years. If you have no rental history or mortgage payment history, you will not be approved.

## **HOME OWNERSHIP**

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

**We accept Base Housing as rental history.**

## **CRIMINAL BACKGROUND CHECK**

We conduct an authorized criminal background check on all applicants as a part of the application process.

**We do not rent to any person required to register as a sexual offender.**

**Other reasons for denial could include convictions of the following:**

|                                |                          |
|--------------------------------|--------------------------|
| Arson/ Destruction of Property | Illegal Resident Status  |
| Indecency With a Child         | Felony Conviction        |
| Murder                         | Theft By Check           |
| Organized Crime                | Drug Related Convictions |
| Aggravated Assault             | Burglary                 |
| Sex Crimes                     | Prostitution             |

**Reasons For Possible Denial That Could Affect An Application:**

If you:

- Failed to give proper notice when vacating a property;
- Have previous landlord(s) who would be unwilling to rent to you again for reasons pertaining to your behavior, or the behavior of your family members, guests, invitees, or pets; or others allowed on the property during tenancy;
- Have a collection account filed against you by a Property Management Company or previous Landlord;
- Have had three or more late payments of rent within a 12 month period;
- Have an eviction that has occurred within the past six years;
- Have received a current 3 day notice to vacate;
- Have had two or more NSF checks or NSF ACH transactions within the last 12 month period;
- Have allowed persons not on the lease to reside on the premises in violation of the terms of your lease;
- Have a credit score that is below 620
- Are a smoker applying for a property where an owner desires "No Smoking"
- Have failed to meet any other stated criteria including Criminal History, Previous Rental History or Credit History
- Have failed to provide accurate or complete information on application

### **Criminal History Review for the Neighborhood**

Applicants should satisfy any concerns regarding crime statistics and sex offenders in any area where they might consider residing. This information is available free of charge on the Internet at the following sites:

Sex Offenders:

<https://publicsite.dps.texas.gov/SexOffenderRegistry/Search>

San Antonio Area Crime Stats:

<https://www.sa.gov/Directory/Departments/SAPD/Transparency-Open-Data>

### **Approval Notification**

Once you have been approved, you will be notified via phone call or email.

The lease must be signed and deposit paid within 48 hours of approval notification. Failure to sign the lease within the specified time will result in the home being placed back on the rental market.

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

We can hold a property for a maximum of 21 days from approval of application or when a property becomes vacant whichever is later. Rent will be charged beginning on the 22nd day.

Once you receive notice from Wright Property Group, LLC that your application has been approved, you must sign your lease and pay your security deposit through your new online Resident Portal within 48 hours.. A payment returned for cancellation of funds for your deposit and/or application fee will result in legal action unless certified funds are received within 48 hours of notice being received from Wright Property Group, LLC to the applicant. Should those funds not be honored, the property will be placed back on the market.

### **Pet Criteria**

Policies on domestic pets vary from home to home. It is solely the decision of the homeowner as to whether a pet is acceptable to reside in the home for which you are applying.

As a condition of allowing pets in the home, we require a recent color photograph, current vaccination record and spay/neuter certificate OR city issued intact animal permit for each pet that will be on your lease. If your application for the home is approved, your will be prompted to visit our website, [www.wrightpg.com](http://www.wrightpg.com) again and complete Pet Screening ([https://wrightpg.petscreening.com/register?next\\_step=household](https://wrightpg.petscreening.com/register?next_step=household)). There is a \$30 fee to register and this is in addition to the \$250 refundable pet deposit.

At no time will any unauthorized pet be allowed on the premises even briefly, without express written permission from Wright Property Group, LLC. Wright Property Group, LLC reserves the right to have any unauthorized pet removed from the premises by City Animal Control at the tenant's expense.

The following guidelines will apply:

No aggressive or mixed aggressive breed dogs will be allowed. The following is a partial, but not all inclusive, list of dogs that are generally rejected:

|                          |                     |                                    |
|--------------------------|---------------------|------------------------------------|
| Stafford-shire Terriers  | Pit Bull Terriers   | Doberman Pinscher                  |
| Akita                    | Rottweiler          | Chow-Chow                          |
| Presa Canario/Cane Corso | Dogo Argentino      | Husky/Alaskan Malamute/Wolf Hybrid |
| Russian Shepherds        | Kerry Blue Terriers | Dalmatian                          |
| German Shepherds         | Belgian Malinois    | American Bull Dogs                 |

Properly documented Service and Assistance Animals such as Seeing Eye Dogs, are not considered domestic pets.

Misrepresentation of the breed(s) of your dog(s), or possession of any poisonous, dangerous or unauthorized / illegal pets or endangered species will result in termination of your lease.

You will be responsible for the prompt removal of any pet waste from the property.

**Pet policies are strictly enforced, and any breach of this agreement is considered grounds for termination of your lease.**

### **Statement of Understanding**

Please note that you are submitting this rental application for a home in its current condition. If you have any requests regarding the home including painting, cleaning, etc, please list on the application. We will review these requests prior to processing your application and contact you with a determination as to whether these requests can be accommodated. Our response will be delivered within 48 business hours from the time of receipt. Please note, if the home you are applying for is located within a Home Owners Association (HOA), Wright Property Group may be required to share a copy of your executed lease, your name, your email address and phone number with the Home Owners Association. Your submission of this application provides consent to the sharing of this information only and no other data submitted.

**Based on the response time of your rental and employment references, we can generally have a decision for you within three business days. All Application Fees are non-refundable regardless of whether you are approved or denied. If approved, you agree to participate in the Wright Property Group Resident Benefits Package which is an additional \$47 per month above and beyond the rent. The Wright Property Group Resident Benefits Package includes credit bureau reporting for on time rental payments, regular delivery of a/c filters, pest control and a host of other benefits.**

**Before applying, please note that you can view a sample lease and addenda by visiting [www.wrightpg.com/residents](http://www.wrightpg.com/residents) and navigating to "Sample Lease and Addenda". Our normal leases include rent due on the 1st and considered late after the 3rd. Late Fees are \$25 due on the 4th and then \$10 per day after that. NSF fees are \$45 for each occurrence.**