



HELOTES PROPERTY MANAGEMENT - RENTAL APPLICATION INFORMATION

Application will NOT be processed without ALL of the following being turned into our office at:
12415 Bandera Rd #108, Helotes, TX 78023:

____ Online Application ____ IABS Form ____ Application Fee(s)*
____ Completed Pet Screening (if applicable) ____ Copy of Valid Driver's License ____ 3 Most Recent Pay Stubs or Current W2

Online Payment, Money Order, or Cashier's Check are accepted when payable to Helotes Property Management.
We do not accept personal checks or cash.

***All Application Fees are non-refundable**

Application Specifics:

- ALL** applicants 18 years or older must complete the online application at www.helotespm.com
- ALL** applicants 18 years or older must pay a **non-refundable** application fee of \$70 per person

Applications will be processed as soon as the office has received ALL required items.

Applicant(s) will be informed of their approval or denial within **4 business days**.

If you have not been contacted within **4 business days**, please call (210) 853-2533

The **Lease Agreement** must be signed within 24 hours of application approval. The **Security Deposit** must also be paid within 24 hrs of lease agreement signed. Payment is accepted in following formats: Online payment through your Tenant Portal, Money Order, or Cashier's Check. We **DO NOT** accept cash or personal checks. The property will **NOT** be taken off the market until the security deposit is received, and we will **NOT** "hold" a property if Security Deposit payment cannot be made at time of lease signing.

Two (2) forms of identification will be required before keys to the property will be released to you.

Application Process and Screening Process:

Helotes Property Management is committed to Equal Housing, 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 applications to everyone who requests one. If you have any questions, please ask. Applications **MUST** be submitted by all parties who are 18 years or older. Completed applications will be processed once they are received from ALL parties, and the application fees have been paid. Incomplete applications will not be accepted. Approval is compiled from four areas; Income Verification, Rental History, Credit History, and a Criminal Background Check. Leaseholders normally will be one (1) person only. Each applicant is judged on the same standards, one at a time, on a first come first served basis. Tenant(s) **MUST** provide verifiable proof of renter's insurance at or before occupancy.

Income Verification:

Income should be a minimum of two (2) times the rent, per applicant, and verified from the employer, through pay stubs, tax records, and/or bank statements. We reserve the right to request up to 6 months worth of documentation/income verification. Self-employed income may also be verified with a CPA-approved financial statement. Your employment history should reflect at least six (6) months with your current employer. Transfers/relocations must have correspondence with an accepted job offer.

Rental History

Rental history of a minimum of two (2) years prior must be verified from unbiased sources. Any eviction, broken lease, frequent late payments, poor housekeeping, or violence to persons and/or property can be reasons to deny an applicant. Home Ownership will be verified from a current credit report. We accept base housing as rental history.

Credit History

To determine satisfactory credit worthiness, we obtain a report from a credit-reporting agency. Minimum credit score of 600 is required. If you have credit problems, your application might still possibly be approved with an additional deposit (you may view the security deposit chart below). Any bankruptcy filed within the last three (3) years, vehicle repossession/charge off, or auto loan with a past-due balance, can be reason to deny an applicant.

Security Deposit Chart

Applicant(s) must have a 600 credit score or above.

Additional security deposit will be added if the score is lower than 600.

590-599 credit score x 110% of security deposit

580-589 credit score x 120% of security deposit

570-579 credit score x 130% of security deposit

560-569 credit score x 140% of security deposit

550-559 credit score x 150% of security deposit

540-549 credit score x 160% of security deposit

530-539 credit score x 170% of security deposit

520-529 credit score x 180% of security deposit

510-519 credit score x 190% of security deposit

510 or under require double deposit

Rhino - Security Deposit Alternative

Rhino is an alternative to putting down a security deposit. To be approved for this program please see the criteria below. Must have a 650 credit score or higher with no broken lease or felonies. For more information about this program please ask about the Rhino program!

Criminal Background Check

We will not rent to anyone with a felony conviction for theft or violence crimes, or to any person who is required to register as a sex offender.

Rental Criteria for Pets

Pet policies vary by property, and are strictly enforced. Certain Owners do not permit any pets; others may restrict certain types and/or sizes of pets. However, **NO** more than two (2) mammal pets per household are permitted without specific Owner approval. **NO** aggressive dogs, mixed aggressive-breed dogs, or dogs with a bite history are allowed. Especially if they are fully or partially any of the following breeds: **Akitas, Alaskan Malamutes, Chows, Doberman Pinschers, German Shepards, Great Danes, Pit Bulls, Staffordshire Terriers, Presa Canarios, Rottweilers, Siberian Huskies, or Wolf-hybrids**. Tenants will be evicted for misrepresenting the breed of their dog, or for the possession of poisonous, dangerous, or illegal pets, or endangered species. A \$300 non-refundable pet fee is required, per pet. We require applicants to provide an ADA Certificate for Service Animals, and a local doctor's prescription for Emotional Support Animals.

“Signing this acknowledgement indicates that you have had the opportunity to review the resident qualifying criteria. The qualifying criteria may include factors such as criminal, credit, and rental histories, plus current income. If you do not meet the qualifying criteria, or if you provide inaccurate or incomplete information, your application may be rejected, and your application fee will not be refunded.”

Once the application is approved, the lease is signed, and the security deposit has been received, we will remove the property from MLS.

HELOTES PROPERTY MANAGEMENT - SECOND NATURE

All Helotes Property Management residents are enrolled in the Resident Benefits Package (RBP) for \$45.95/month which includes renters insurance, credit building to help boost your credit score with timely rent payments, \$1M Identity Protection, HVAC air filter delivery (for applicable properties), our best-in-class resident rewards program, and much more! More details upon application.

Resident Application/Rental Requirements

The Helotes Property Management Resident Benefits Package (RBP) delivers savings and convenient, professional services that make taking care of your home second nature. By applying, Applicant agrees to be enrolled and to pay the applicable cost of \$45.95/month, payable with rent.

Your RBP may include, subject to property mechanicals or other limitations:

- HVAC air filter delivery directly to your door approximately every 60 days
- Renters Insurance that meets all lease requirements from an A-rated carrier
- A resident rewards program that helps you earn rewards for paying your rent on time
- Credit building to help boost your credit score with timely rent payments
- \$1M Identity Protection for all adult leaseholders
- 24/7 online maintenance reporting
- Home buying assistance for when the time is right to buy your “forever” home
- Online portal: Access to your account, documents, communication and payment options
- Vetted vendor network: we find the technicians who are reputable, licensed, and insured

Renters Insurance requirements and options:

The Landlord requires Tenant to obtain liability coverage of at least \$100,000 in property damage and legal liability from an A-rated carrier and to maintain such coverage throughout the entire term of the lease agreement. Tenant is required to furnish Landlord evidence of the required insurance prior to occupancy, at the time of each lease renewal period, and upon request.

To satisfy the insurance requirement, Tenant may either (1) be automatically enrolled into a policy that satisfies the coverage requirements as part of the Resident Benefits Package; or (2) obtain alternative liability coverage from an insurer of Tenant's choice. The option Tenant chooses will not affect whether Tenant's lease application is approved or the terms of Tenant's Lease.

Option 1: Do nothing. Tenants will be automatically enrolled into an insurance policy as part of the Resident Benefits Package. No further action is required. Coverage will begin on the effective date of Tenant's lease and continue throughout the lease term. Please refer to the evidence of insurance that is supplied by Helotes Property Management for additional coverage details. The Resident Benefits Package monthly rate will be adjusted by the premium amount in the policy.

Option 2: Buy a policy. If Tenant prefers, Tenant may find, purchase, and maintain another policy that satisfies the Landlord's requirements. The Resident Benefits Package monthly amount will be adjusted accordingly. Visit <http://insurance.residentforms.com/> and follow the instructions listed there to provide evidence of the required insurance coverage to your Landlord.

Please be sure that your policy meets the following criteria prior to submitting:

- Policy is purchased from an A-rated carrier
- Policy meets or exceeds the required \$100,000 in property damage and legal liability
- **Helotes Property Management is listed as additional interest**
- **Helotes Property Management address is listed as: PO Box 660121 Dallas, TX 75266**

It is Tenant's responsibility to pay premiums directly to your insurance provider. If the policy is terminated or lapses, Tenant will be subject to a lease violation fee of \$55 and agrees to be subsequently enrolled into the policy referenced in Option 1 above.

NOTE: The total monthly cost of the Resident Benefits Package is all-inclusive, and no discounts will be given if any element of the package is unavailable due to a lack of HVAC or another limitation at a specific property.

Applicant signature: _____ Date: _____

Applicant signature: _____ Date: _____

Leasing Agent: _____ Date: _____