HARPER
PROPERTY
MANAGEMENT

We do not pre-screen applicants. Please thoroughly review the following criteria for rental applicants and if you believe you meet the guidelines for qualifying, we encourage you to apply.

APPLICATION REQUIREMENTS

All people 18 years of age or older must submit a separate application and a non-refundable **application fee of $80.00**. The application fee must be paid online with a credit card at the time the application is submitted. We do not accept co-signers or guarantors without prior written approval. Paper applications are available at our office and will incur an additional $35 fee to process.

BEFORE STARTING YOUR APPLICATION, YOU WILL NEED:

IDENTIFICATION

- A copy of a valid photo driver's license, government issued photo identification, or current passport
- All non-U. S Citizens must provide a valid passport or government issued I.D along with a Visa that is valid for the length of your proposed lease agreement.

INCOME AND EMPLOYMENT REQUIREMENTS

- Applicants must have a minimum of three times the monthly rent in combined gross monthly income which is verifiable from an unbiased source.
- Proof of income from each applicant must be verified by providing the two most recent months' worth of earning statements/pay stubs.
- Applicants must show at least six months of employment history with the same company in the San Antonio or surrounding areas.
- Re locations or transfers within a company to the San Antonio, or surrounding areas, must provide correspondence showing an accepted job offer. All employment must be in a permanent (non-temporary) position.
- Self-employed applicants are required to provide a CPA-prepared financial statement or their most recent year's tax return, along with the two most recent months of bank deposit statements for both business and personal accounts.
- Income must be verifiable.

- Applicants who have an active mortgage must provide sufficient proof of income to cover 3x's rent plus the mortgage. If mortgaged property is currently leased, you must provide a copy of the lease as proof of income. If mortgaged property is being sold, you must provide property sales contract documentation.
- Active-Duty Military must provide a copy of current PCS orders and a current LES.
- For Alimony or Child Support to be considered income, you must provide proof of court order and a proven history of consistently receiving payments.

RENTAL VERIFICATION AND RENTAL HISTORY

All applicants must provide verifiable residence history for the last two years minimum, regardless of whether you rent or own it. You must provide the residence address, name of landlord, landlord phone number and landlord email. You must also provide accurate dates of tenancy. Home ownership will be verified from your current credit report. Rental history must be verified by an unbiased source, not from friends or family members.

No proof of valid rental history will require owner's approval to qualify.

CREDIT REQUIREMENTS

As part of the application process, you authorize us to obtain a copy of your credit report to determine satisfactory credit worthiness. Credit history should reflect that the applicant pays their bills on time.

Unpaid accounts that are sent to collections are considered on a case-by-case basis and could result in denial. Medical collection accounts and student loan accounts will not be considered when evaluating your credit history. Applicants that have filed for bankruptcy or foreclosure within the last 24 months will be denied. Bankruptcies must have been discharged at least one year prior to the date of your application.

Having an outstanding debt or a broken lease with any Property Management Company/Landlord or having a judgement against you from a previous Property Management Company/Landlord could result in denial of your application.

CRIMINAL BACKGROUND CHECK

We conduct an authorized criminal background check on all applicants as part of the application process. We do not lease to anyone required to register as a sex offender. Criminal backgrounds involving violent crimes, sex offenses, domestic violence and/or involving the possession or distribution of weapons or illegal substances are all grounds for denial of an application. An exception may be made depending on the type and age of the offense. Please contact the Property Manager with any questions.

RENTER'S INSURANCE REQUIREMENTS AND OPTIONS

The Landlord requires Tenant obtain liability coverage of at least $100,000 in property damage and legal liability. The Tenant is required 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) Obtain liability coverage from an insurer of Tenant's choice & provide proof of coverage The option Tenant chooses will not affect whether Tenant's lease application is approved or the terms of Tenant's Lease.
2) Or enrolling into LLIP, a low-cost way to meet your lease requirements, but does not cover your personal belongings.

UPON APPROVAL

Applicants are informed of their application status within 2-3 business days after the application review process is completed.

The applicant(s) will be notified by phone, email, or both. If your application has been approved, you will have **24 hours to submit the required Security Deposit** to secure the property.

Once the Security Deposit has been received, you will have 24 hours to sign the lease once it has been sent to you, to take the property off the market. The lease must be effective within 2 weeks of approval unless otherwise agreed upon in writing.

Lease Administration Fee: There will be **a one-time lease administration fee of $100** charged at the time of lease signing.

Animal Administration Fee: If applicable, there will be **a one-time animal administration fee of $50** due at the time of lease signing.

Property Condition: Applicant is strongly encouraged to view the Property prior to signing a lease.

Landlord makes no express or implied warranties as to the property's condition.

Sight Unseen Addendum: If any lease holders have not physically seen the property prior to a lease being signed, a "Sight Unseen Addendum" will be required to be signed by all lease holders.

Unless otherwise noted, all move-in required funds including security deposit, first month's rent, lease administration fee, animal administration fee (if applicable) and paper application fee (if applicable), may be tendered in the form of one cashier's check or money order.

All certified funds must include a note indicating the purpose of the payment (i.e., "security deposit", "first month's rent", etc.). No Cash Will be Accepted. Online payment of fees might be available on a case-by-case basis.

PETSCREENING IS A PART OF THE APPLICATION PROCESS FOR ALL APPLICANTS.

A welcoming environment is paramount for all our residents. To help ensure ALL our residents understand our pet and animal-related policies, we use a third-party screening service and require everyone to complete an animal profile, a "no pet" profile, or request accommodation for an assistance animal. This process ensures we have formalized pet and animal-related policy acknowledgments and more accurate records to create greater mutual accountability. If you have a Pet, the Pet Screening website has a **$30 charge**.

Please get started by selecting a category on your landing page:
www.harperpropertymanagement.petscreening.com

INFORMATION ON ANIMALS

Policies on domestic animals vary from one property to another. Certain properties do not permit animals (pets), while other properties may permit only a specific type of animal (pet). Please call the office to determine the animal policy for the property for which you are applying.

- No more than two animals per household are permitted without written approval.
- A picture of each animal that will be on the property is required with your application.
- No aggressive or mixed aggressive breed dogs will be allowed due to landlord insurance requirements., without prior written approval. Dogs may be rejected if they are or appear to be fully or partially of the following breeds: Stafford-shire Terriers (Pit Bulls), Doberman Pincher, Rottweiler, Akita, Chowchow, Presa Canario, Husky, Alaskan Malamute, Russian Shepard, Dalmatians, German Shepard, Great Dane, and St. Bernards.
- Birds require written approval and must be confined in cages and not allowed outside the cage.
- Ferrets, reptiles, and rodents are not permitted.
- Fish tanks and aquariums cannot be larger than 10 gallons.

The animal policy is strictly enforced. Misrepresenting the breed of your animal or possession of poisonous, dangerous, illegal, or endangered animals will be considered a breach of this policy and could be grounds for termination of your lease.

Unless otherwise noted, on or before the date the Tenant moves in, Tenant will pay an animal administration fee. HPM charges animal rent each month for each of your animals. Animal rent is for an allowance of your animal to occupy the renal home with you. Animal rent is an additional monthly charge that is due to your property rent.

In accordance with the Fair Housing Act, individuals with a disability may request reasonable accommodation be made to keep an assistance animal on the property. An assistance animal is not considered a pet. Please contact the Property Manager for reasonable accommodation requests.

For more information on assistance animals and reasonable accommodation requests visit:

https://archives.hud.gov/news/2020/HUDAsstAnimalNC1-28-2020.pdf

NOTICE TO ALL APPLICANTS

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 on the following sites:

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

EXAMPLES OF REASONS FOR DENIAL

Failure to meet any of the above-mentioned leasing criteria or failure to provide accurate, truthful, or complete information on the application are all grounds for denial of your rental application.

Other examples of situations which could be grounds for denial include (this list is not all inclusive):

- Failure to list accurate Residential History and Information on your application.
- Failure to give proper notice to vacate to Landlord.
- If previous Landlord(s) would be unwilling to rent to you again.
- If an eviction has occurred within the past six years.
- If you have received the current 3-day notice to vacate.
- If you have negative rent payment history or a history NSF checks or NSF ACH Transactions
- If you have ever violated the terms of a rental agreement or lease.

Completed applications are processed in the order they are received (in the office) and will not be processed without all necessary paperwork, funds and/or documentation. If we are unable to verify your information within 72 hours or three (3) business days or if you falsify any information on the application, your application will be denied. If you have any questions about our rental criteria or applying online, please send an e-mail to ***info@harperpropertymanagement.com***, Monday-Friday during regular business hours 8:00AM-5:00pm CST.

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

Harper Property Management is committed to Equal Housing Opportunity for all applicants. We comply fully with the Federal Fair Housing Act. We do not discriminate against any person because of Race, Color, Religion, Sex, Handicap, Familiar Status, National Origin or Age.

www.HarperPropertyManagement.com

STATEMENT OF UNDERSTANDING AND ACKNOWLEDGEMENT OF RECEIPT

Signing this acknowledgement indicates that you have had the opportunity to review the landlord's tenant selection criteria. 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.