

# HOWARD SHELF AND ASSOC PROPERTY MANAGEMENT

## RENTAL SCREENING CRITERIA

\*\*ALL APPLICANTS WILL BE CHARGED A \$35.00 ADMINISTRATIVE FEE\*\*

\*THE \$35.00 ADMINISTRATIVE FEE IS NON-REFUNDABLE\*

### Equal Housing:

\* Howard Shelf and Associates Property Management is committed to complying with all applicable laws, including Fair Housing Laws and prohibits discrimination on the basis of race, Sex, religion, or ancestry, physical or mental disability, medical conditions, age, or any other consideration made unlawful by Federal, State or Local Laws. We are an Equal Opportunity Housing Company.

### We do not lease to:

Applicants that falsify information or intentionally withhold pertinent and requested information on their rental application and/or applicants that cannot prove their legal residency status.

### Rental Application:

*We do not prescreen Applications.* Applicants are required to pre-screen themselves with the following criteria and will need to meet the requirements below. We encourage you to apply if you meet the below criteria, please read the following information:

\*Each Adult over age18 is required to complete a separate application form\*

### IDENTIFICATION:

Each applicant is required to provide a copy of a legible Government issued photo identification; (Driver's License, State Identification card, Military ID, Passport).

### EMPLOYMENT:

Verifiable employment history is required for the past (2) two years. If you are self-employed, retired or not employed, we can accept signed tax returns (2) two years, in lieu of Employer required history. Other documents ie; Bank Statements (30 days), Payment checks that provide proof of applicant's ability to pay the rent maybe accepted at our discretion.

### ACTIVE DUTY AND RESERVE MILITARY MEMBERS:

Active-duty military members – we need a copy of your LES (leave and earnings statement). And are able to complete an initial 12-month lease. Base housing maybe used for Residential History.

### CREDIT HISTORY:

\*\*A credit score of below 580 is subject to additional deposit.

### RESIDENTIAL HISTORY:

Three (3) years of verifiable residential history is required. Applicants are responsible for providing complete information, including the names, dates, addresses, and contact phone numbers of Landlords. Previous home ownership will be verified through the applicant's credit report. \*Evictions maybe cause for denial\*.

### **\*\*CRIMINAL, SEX OFFENSE, AND TERROIST DATABASE CHECK\*\***

***\*\*All applicants over 18 will be checked on the criminal databases. We DO NOT LEASE/RENT To any person required to register as a Sex Offender. Criminal backgrounds involving violent crimes, sex offenses, domestic violence and /or Involving the possession/distribution of weapons or illegal substances are grounds for Denial of an application.\*\****

## ERRORS AND OMISSIONS:

Howard Shelf and Associates Property Management has made every effort to provide applicants with reliable and accurate information regarding the property you are applying for, but changes may and can take place to cause inaccurate information to be presented (accidentally).

Therefore, we always encourage all Tenants to verify information – on school districts, HOA (if applicable), allowable pets, any expected features in regard to the property. Any information posted in the MLS advertisement does not constitute a written agreement or guarantee of the facts stated.

**\*\*\*APPLICANTS SHOULD CHECK THE WEBSITES LISTED BELOW IF THEY HAVE CONCERNS REGARDING CRIME STATISTICS OR THE PRESENCE OF ANY SEX OFFENDERS IN THE AREA, BEFORE SUBMITTING AN APPLICATION\*\*\***

Sex Offenders – [www.txdps.state.tx.us](http://www.txdps.state.tx.us)

San Antonio Crime Statistics – <http://www.neighborhoodscout.com/tx/san-antonio/crime>

**APPLICATION APPROVAL: All approved applicants will receive further information on Move-in via email or text.**