



Rental Application Instructions & Screening Criteria

T2M Real Estate does business in accordance with the Fair Housing Act, and does not discriminate on the basis of sex, sexual orientation, marital status, race, creed, religion, age, familial status, disability, color, national origin, or any other protected basis. T2M Real Estate is the sole managing agent for many separate, individual owners; therefore, policies at each property may vary depending on the particular owner's preference.

We offer application forms to everyone who requests one. We do not pre-screen applications. Applicants are required to pre-screen themselves with the following criteria and will need to meet the requirements we have outlined. If you feel you meet these minimum requirements, you are encouraged to apply.

There is a \$55 application fee per adult to complete this application. Everyone that is going to occupy property that is 18 years of age, or older, must fill out a separate application and submit a separate \$55 application fee. Once we start processing your application the fee(s) is non-refundable.

Steps to take, and consider, prior to submitting your application:

- 1) Call (210) 442-9178 or Email: randy@t2mre.com to make sure property is still available and to ask any questions.
- 2) Confirm availability date. We do not hold vacant properties longer than 15 days after date of availability/approval.
- 3) Confirm pet policy. IF ALLOWED: a) A copy of veterinarian records showing age, weight, breed, and shot dates, must be submitted with application. b) A current picture of pet must be submitted with application.
- 4) Verify occupancy. We generally limit to 2 persons per bedroom, in accordance with HUD guidelines.
- 5) Preview home personally to ensure you are pleased with condition. We do not rent sight unseen for any reason.
- 6) Review Residential Lease Template and Texas Association of Realtor's Lease Explanation Video on our website.
<https://www.t2mre.com/tar-residential-lease-explained/>

It is the policy of this management company that applications must be completely filled out and legible; and application fee(s) paid before we begin processing. All completed applications are processed on a daily basis (Mon-Fri).

It typically takes 2-3 business days to process an application. Move-in date can be no sooner than 5 business days after lease is signed and deposit/rent has been paid. This is to allow our vendors time for additional cleaning, repair, and inspections.

All applications are to be completed online, with supporting documents uploaded during the online process.

<https://www.t2mre.com/submit-rental-application/>

Once notified of approval (phone, email or both) applicant has 24 hours to submit necessary deposit, fee(s), first month's rent and sign lease to secure the property, which will take it off the market. If not completed within 24 hours, T2M Real Estate will withdraw approval and will process the next application received, or consider other approved applications.

Printed Name

Signature

Date



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All information collected for the approval or denial of this application is considered confidential in nature and for company use only. The leasing agent is not authorized to negotiate on behalf of T2M RE. Verbal representations are non-binding. Once your application is submitted to T2M RE, the approval/denial process, and negotiation process (if applicable), will be handled by the property manager overseeing the property. In the event an applicant is denied, an adverse action letter will be sent to the applicant. The applicant will then be able to contact the consumer credit reporting agency for additional details.

Please use this as a checklist for documents required to be submitted with application.

- Identification** - Each applicant is required to provide a copy of a legible Government Issued Photo I.D.
- Credit** - A credit report from a national credit reporting agency will be obtained on all applicants. Credit history must show that resident has paid bills on time and does not have a history of debt write-offs or accounts that have gone into collection(s). Residency may be denied for poor or no credit history.
- Income** - Applicant(s) must have a gross income of at least three (3) times the monthly rental amount. Co-signers are not accepted. Roommates may not combine income. One roommate must qualify. We only combine income when co-applicants are married. All sources of income must be verifiable; this includes Disability Assistance. Military Applicants must provide copy of most current LES.
- Employment** - Employment will be verified on all applicants. Two (2) years of verifiable work history is required and if transferred from outside the area, a letter of transfer on company letterhead containing salary and hire/start date is required. Reliable documentation, telephone numbers AND fax numbers for all income sources must be provided. Please provide recent 2 Month's Pay Stubs. Self-employed applicants are required to produce upon request two (2) years of signed tax returns and previous three (3) month's bank statements. Non-employed applicants must provide proof of income. Military members must provide copy of assignment orders.
Any fee(s) charged by employer to verify information must be paid by applicant.
- Rental History** - Residency must be verified for a minimum of the last 24 months with NO INTERRUPTIONS. Rental history references must reflect timely payment, required notice of intent to vacate, no complaints regarding disturbances or illegal activities, no NSF checks, no damage to previous rental units and no failure to leave the premises clean and without damage at the time of lease termination. Any history of eviction actions or monies owed to a previous/current landlord is cause for rejection of a rental application. Rental history must be from unbiased sources (not family or friends).

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- Criminal, Sex Offense, and Terrorist Database Check** - A history of any of the following by any household member is cause for rejection of a rental application: Any conviction or adjudication other than acquittal of a sex offense. Management will reject applicants with any felony charge pertaining to child abuse, endangerment or any type of sexually related crime. A history of any of the following, by any household member is cause for rejection of a rental application: Any conviction or adjudication other than acquittal of a felony. Violent crimes, prostitution, domestic violence, and/or involving the possession of weapons or illegal substances are all grounds for denial.
- Deposits/Fees** - All deposits, fee(s), first month's rent, and utility order confirmations are due upon signing of lease agreement.
- Pet Criteria/Restrictions** - Please call/email to verify any pet restrictions, prior to submitting an application.
- Exceptions** - Any exceptions to our company's criteria must be submitted in writing to the rental agent for presentation to the owner/landlord for consideration. If approval is given for such exceptions, additional security, and/or additional advance rent payments may be required.

YOUR APPLICATION WILL BE REJECTED IF:

- You misrepresent any information on the application.
- You have any outstanding rental-related charges.
- You use a social security number not issued to you.
- We obtain information that indicated unacceptable behavior of yourself, your children, pets, or others you allowed on the property during previous tenancy.

****If misrepresentations are found after the rental agreement is signed, we will pursue immediate termination of lease at tenant's expense.****

An "A" rated application is an excellent rating in all categories of the following: Credit History, Criminal History, Employment History/Verification, and Rental/Mortgage History. "B" and "C" rated applications are normally a result poor credit, while other areas are good. A double or triple security deposit may be required with "B" and "C" rated applications for the owner to feel comfortable with approving the application. The owner of the property MUST approve all "B" and "C" rated applications.

Printed Name

Signature

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Policies on domestic pets vary from home to home. Certain owners do not permit any pets, while other owners may permit only a specific type of pet. Please call/email the office to determine the pet policy for the home for which you are applying.

A pet fee of \$450 will be required (covers two pets) .

Usually only a total of two pets per household are permitted: (example: 2 dogs each or 2 cats or 1 of each.)

As a condition of allowing pets in the home, we require a current vaccination record for each pet that will be on your lease and a current photograph, with your rental application.

At no time will any unauthorized pet be allowed on the premises, even briefly, without the express written permission from T2M Real Estate. T2M Real Estate reserves the right to have any unauthorized pet removed from the premises by City Animal Control at the tenant's expense. Pet policies are strictly enforced, and any breach will be grounds for termination of lease agreement, at tenant's expense.

Please note the following additional guidelines:

- No Pets under 1 year of age.
- No aggressive or mixed aggressive breed dogs allowed. Dogs will be rejected if they are fully or partially of the following breeds, or appear to be of the following breeds:
- Rottweilers, American Staffordshire Terriers (pitbulls), Chows, and mixed breeds including any of these mentioned.

Licensed Service Animals such as Seeing Eye Dogs, are not considered domestic pets, and are exempt from many pet restrictions. Provided Medical/Proper Documentation is Submitted.

- No ferrets, reptiles or rodents of any kind are permitted as pets.
- All birds must be confined in cages, and not allowed to reside outside the cage.

Any exceptions to our company's criteria must be submitted in writing to the rental agent for presentation to the owner/landlord for consideration. If approval is given for such exceptions, additional deposit and/or pet fee may be required.

I hereby affirm that I have read the rental application instructions and screening criteria documents thoroughly, and that I understand all the terms and all charges due. If I do not meet the selection criteria, or if inaccurate or incomplete information is provided, I acknowledge the application may be rejected and application fee NOT refunded.

Printed Name

Signature

Date



Information About Brokerage Services

Texas law requires all real estate license holders to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

11-2-2015



TYPES OF REAL ESTATE LICENSE HOLDERS:

- A **BROKER** is responsible for all brokerage activities, including acts performed by sales agents sponsored by the broker.
- A **SALES AGENT** must be sponsored by a broker and works with clients on behalf of the broker.

A BROKER'S MINIMUM DUTIES REQUIRED BY LAW (A client is the person or party that the broker represents):

- Put the interests of the client above all others, including the broker's own interests;
- Inform the client of any material information about the property or transaction received by the broker;
- Answer the client's questions and present any offer to or counter-offer from the client; and
- Treat all parties to a real estate transaction honestly and fairly.

A LICENSE HOLDER CAN REPRESENT A PARTY IN A REAL ESTATE TRANSACTION:

AS AGENT FOR OWNER (SELLER/LANDLORD): The broker becomes the property owner's agent through an agreement with the owner, usually in a written listing to sell or property management agreement. An owner's agent must perform the broker's minimum duties above and must inform the owner of any material information about the property or transaction known by the agent, including information disclosed to the agent or subagent by the buyer or buyer's agent.

AS AGENT FOR BUYER/TENANT: The broker becomes the buyer/tenant's agent by agreeing to represent the buyer, usually through a written representation agreement. A buyer's agent must perform the broker's minimum duties above and must inform the buyer of any material information about the property or transaction known by the agent, including information disclosed to the agent by the seller or seller's agent.

AS AGENT FOR BOTH - INTERMEDIARY: To act as an intermediary between the parties the broker must first obtain the written agreement of *each party* to the transaction. The written agreement must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. A broker who acts as an intermediary:

- Must treat all parties to the transaction impartially and fairly;
- May, with the parties' written consent, appoint a different license holder associated with the broker to each party (owner and buyer) to communicate with, provide opinions and advice to, and carry out the instructions of each party to the transaction.
- Must not, unless specifically authorized in writing to do so by the party, disclose:
 - that the owner will accept a price less than the written asking price;
 - that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
 - any confidential information or any other information that a party specifically instructs the broker in writing not to disclose, unless required to do so by law.

AS SUBAGENT: A license holder acts as a subagent when aiding a buyer in a transaction without an agreement to represent the buyer. A subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first.

TO AVOID DISPUTES, ALL AGREEMENTS BETWEEN YOU AND A BROKER SHOULD BE IN WRITING AND CLEARLY ESTABLISH:

- The broker's duties and responsibilities to you, and your obligations under the representation agreement.
- Who will pay the broker for services provided to you, when payment will be made and how the payment will be calculated.

LICENSE HOLDER CONTACT INFORMATION: This notice is being provided for information purposes. It does not create an obligation for you to use the broker's services. Please acknowledge receipt of this notice below and retain a copy for your records.

T2M Real Estate	9003014	randy@t2mre.com	210-442-9178
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
Randy A. Pereira	593661	randy@t2mre.com	210-442-9178
Designated Broker of Firm	License No.	Email	Phone
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
Sales Agent/Associate's Name	License No.	Email	Phone

Buyer/Tenant/Seller/Landlord Initials

Date