



Re-Homing Texas, LLC

RE-HOMING TEXANS 1 PROPERTY AT A TIME.

Re-Homing Texas, LLC is committed to equal housing opportunity and we fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, national origin or age.

We offer application forms by email to everyone who requests one.

OFFICE HOURS: 9am-4pm Monday-Friday

www.rehomingtexas.com

BEFORE YOU BEGIN PLEASE PREPARE FEES AND REQUIRED DOCUMENTS:

FEES	DOCUMENTS
<p>Nonrefundable \$65 Application Fee for all occupants 18 years or older <i>Your information will be updated annually at time of renewal</i></p>	<p>Current government Issued Photo ID</p>
<p>Administration Fee \$100 This fee pays for the move in survey, which protects your security deposit and pays for document preparation. <i>Due upon approval.</i></p>	<p>Proof of Income</p> <ul style="list-style-type: none"> - Paystubs <i>or</i> - bank account records <i>or</i> - letter of employment <i>or</i> - CPA Financial Statement (<i>if self employed</i>)
<p>Animal Screening Fee, if applicable \$20 for first pet, \$15 for each additional pet <i>This information must be updated annually at the cost of \$10 per pet</i></p>	<p><i>If applicable:</i> Veterinarian records for each animal, including breed, age, neutered/ spade, updated vaccines and 2 photos of each pet (forward and side facing)</p>

WHEN YOU ARE APPROVED

You will need to bring certified funds to the office in the form of **TWO** cashier's checks or money orders made out to RE-Homing Texas **within 24 hours**

- 1) Security Deposit
- 2) Administration Fee of \$100

IF YOU HAVE AN ANIMAL LIVING WITH YOU, PLEASE READ THE PET SCREENING CRITERIA BEFORE CONTINUING.

Please ask about the pet restrictions for the property for which you are applying. While our firm is pet friendly, the ultimate decision of number and kinds of animals allowed rests with the owner of the property. Inquiries should include the property address, animal type, breed type, age and quantity. Note, due to insurance regulations, certain dog breeds are not accepted. **We strongly recommend that you inquire about pets before submitting your application as application fees are nonrefundable.** The link below is your pet screening link to add a pet. Copy and paste link into your browser.

<https://www.petscreening.com/referral/HnK3v2KdTgQy>

COMPLETED APPLICATIONS ARE PROCESSED IN THE ORDER THEY ARE RECEIVED ON A FIRST-COME, FIRST-SERVE BASIS ONE PERSON OR FAMILY AT A TIME AND WILL NOT BE PROCESSED WITH OUT ALL NECESSARY PAPERWORK, FUNDS, SIGNATURES, PET SCREENING AND/OR DOCUMENTATION FOR ALL OCCUPANTS 18 YEARS OR OLDER TO RESIDE IN THE PROPERTY.

Submitting your application

1) Complete the pet screening for every animal to live in the home. Copy & paste link in browser.	https://www.petscreening.com/referral/HnK3v2KdTgQy
2) EVERY PERSON 18 years or older MUST COMPLETE THE APPLICATION	<ul style="list-style-type: none"> - All applicants must submit a \$65 applications fee and separate application for each individual, including partners - Roommates must qualify individually - We DO NOT accept co-signers
3) All applications must be signed by the applicant and filled out completely	
4) EVERY Applicant must pay the non-refundable \$65 application fee	<ul style="list-style-type: none"> - Pay via credit or debit card - Fee covers the cost of credit report, background check, employment verification, landlord verifications, etc
5) In order to qualify, financially responsible party/ parties must make three times the monthly rent	<ul style="list-style-type: none"> - Verification required - Must be a permanent employee (not temporary or probationary) - Active duty military must be on assignment that, to the best of your knowledge, will allow you to complete an initial 12-month lease

IF YOU CAN'T COMPLETE THE ONLINE APPLICATION OR NEED HELP, CALL THE OFFICE TO MAKE ARRANGEMENTS TO DROP OFF SIGNED, COMPLETED APPLICATION ALONG WITH \$65 APPLICATION FEE IN CERTIFIED FUNDS MADE OUT TO [Re-Homing Texas, LLC](#).

210-313-3022

Application Approval Requirements for Leaseholders

The Financially responsible party/ parties

All occupants must meet our Rental History and Criminal Background Check requirements.

Income Verification	<ol style="list-style-type: none">1. Applicants must have income of a minimum of three times the monthly rent in verifiable, gross monthly income from an unbiased source.2. Married couples or immediate family may combine incomes.3. Housemates, i.e. anyone not legally married, must qualify separately.4. Income must be verifiable-pay stubs, employer contract, or bank statements. Any verification fees required by the employer must be paid by the applicant.5. Applicants are required to provide the contract information for their employer's Human Resource Department, the name of their department head or direct supervisor and the main business telephone number.6. For self-employed individuals, income must be verifiable through a CPA prepared financial statement or most recent tax returns or bank statements.7. There are three ways to demonstrate continued employment. The applicant's employment history should<ul style="list-style-type: none">• reflect at least six months with your current employer in San Antonio area or• a verification of the transfer and six months with the same employer.• Alternatively, the applicant could demonstrate continued employment the same field or trade within the previous 12 months8. Recent college, university, or trade school graduates may provide a copy of a certified transcript of diploma and a copy of your employment contract or employment letter. If you are active duty you must be on assignment that, to the best of your
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	<p>knowledge, will allow you to complete an initial 12-month lease. Please provide a copy of your orders.</p> <p>9. Applicants who do not meet the above employment or income requirements must submit savings account statements showing a minimum balance equal to 6 months of rental payments.</p>
<p>Rental History <i>*Requirements must be met by all occupants*</i></p>	<p>1. Applicants are responsible for providing contact information for all their previous landlords within the last 2-5 years. Include names, addresses and phone numbers.</p> <p>2. Rental history must be verified from unbiased sources, i.e. not from family or relatives, and free from evictions, judgments, and unpaid rents. <i>*If your only rental history is from a biased source your application will NOT be approved. Submitting false information for landlords will be grounds for denial.</i></p> <p>3. Mortgage payment history will be considered if you owned rather than rented your residence during the previous 2-5 years. You will need to furnish mortgage company references and/or proof of ownership or sale.</p> <p>4. We accept Base Housing as rental history.</p>
<p>Credit Requirements</p>	<p>1. We obtain a report from a credit-reporting agency in order to determine satisfactory credit worthiness.</p> <p>2. Payments past due 60 days or more in the last 24 months may be cause for denial of your application. Payments 30-59 days late may be acceptable, provided you can justify the circumstances.</p> <p>3. If you have credit problems, we at Re-Homing Texas will try to work with you. Your application may possibly be approved with a stipulation that the application provide an additional security deposit.</p> <p>4. We may deny approval if you have filed for bankruptcy within the past 24 months. Any bankruptcy must have been discharged at least one year prior to your application.</p> <p>5. Unpaid, non-medical collections within the last 2 years may result in denial of your application.</p> <p>6. Outstanding debt to any property management or a landlord will result in denial of your application, including any judgments or</p>

	collections activities.
<p>Criminal Background Checks <i>*Requirements must be met by all occupants*</i></p>	<p>1. We conduct an authorized criminal background check on all occupants over 18 as part of the application process. We do not rent to any person required to register as a sexual offender.</p> <p>2. <u>Criminal, Sex Offense, and Terrorist Database Check-</u> <i>We abide by principles of equal opportunity, and welcome all responsible renters into our homes. We check Criminal, Sex Offense, and Terrorist databases for all occupants over 18. If you have a felony conviction within the last ten years that involves the manufacture or distribution of a controlled substance or felonies resulting in bodily harm (such as murder, rape, arson...), intentional damage or destruction of property or a sexually related offense of any nature, your application will be denied.</i> <i>*You have the right to appeal any decision we make in this regard by providing additional information within 14 days of the day your application was denied.</i></p> <p>An exception may be made for type and or age of offense. Please provide details to the property manager.</p>
<p>Rental Criteria for Animals</p> <p><i>*Please note: these pet restrictions were not created by RE-Homing Texas LLC but rather our property owner's home owner's insurance companies. If they do a property inspection and find that a tenant has one of the above listed dogs, the home owner's insurance company may drop their coverage. Thank you for your cooperation in this matter.</i></p>	<p>Pet policies vary from home to home. Please call the office at 210-* M-F 9-5 to determine the pet policy for the home for which you are applying.</p> <p>POSSIBLE PET SPECIES ARE CATS, DOGS, BIRDS, FISH. REPTILES AND RODENTS ARE NOT ACCEPTED.</p> <p>All species of pet must be screened and quantities per home are limited.</p> <ol style="list-style-type: none"> 1. No puppies or Kittens allowed. Pets must be 12 months of age or older. 2. Male cats must be neutered and all cats must be declawed. 3. Per our insurance company, the following breeds are deemed aggressive and are therefore unacceptable. Dogs will be rejected if they are fully or partially of the following breeds, or appear to be of the following breeds: Akita, American Bulldog, Bullmastiff, Chow, Doberman, German Shepherd, Husky, Cane Corso, Presa Canario, Pit Bull, Siberian Husky, Staffordshire Terrier, "Wolf Dog", Bull Terrier, Pit Bull Terrier, Rottweiler. 4. We may require you to bring the dog(s) to our office for approval. 5. You will be required to submit a picture of all pets on

	<p>approved pet agreements.</p> <p>6. No aquariums larger than 10 gallons allowed.</p> <p>7. No ferrets, reptiles or rodents of any kind are permitted as pets.</p> <p>8. All birds must be confined in cages and not allowed to reside outside their cage.</p> <p>Pet policies are strictly enforced. Any breach of the policy will be grounds for termination of your lease.</p> <p>Tenants will be evicted for misrepresenting the breed or their dog or the possession of poisonous, dangers, or illegal pets, such as endangered species.</p> <p>A pet fee and signed pet agreement is required. The pet fee for each pet is \$400.</p> <p><i>Special consideration is given to service/companion/ assistive animals that assist tenants with special medical needs. Applicants with service animals must provide verifiable medical documentation. All animals must be screened.</i> https://www.petscreening.com/referral/HnK3v2KdTgOy</p> <p style="text-align: center;">**PHOTOS OF ALL PETS ARE REQUIRED**</p>
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NOTICES AND COMMON QUESTIONS

Can we hold a property for you?	<p>We can hold a property for a maximum of 15 days from approval of application or when property becomes vacant whichever is later. Rent will be charged beginning on the 16th day after your application is approved.</p>
Disabled Accessibility	<p>If you have disabled accessibility concerns, please submit them in writing to the property manager. We must get the Owner's approval to allow the existing premises to be modified. All modifications are at the expense of the requesting party.</p> <p>We Require:</p> <ol style="list-style-type: none"> 1. Written proposals detailing the extent of the work to be done 2. Written assurances that the work is to be performed in a professional manner by an approved licensed/bonded contractor. 3. Written approval from the Landlord before modifications are made. 4. Appropriate building permits and required licenses made available

	<p>for the landlord's inspection.</p> <p>5. A restoration deposit may be required per Fair Housing Guidelines.</p>
Reasons for Denial	<ol style="list-style-type: none"> 1. If you failed to give proper notice when vacating a property or have an unpaid debt or collection filed against you by a property management company. 2. If previous landlord(s) would be unwilling to rent to you for reasons pertaining to the actions of yourself, pets, or others allowed on the property during tenancy. 3. If you have had three or more late payments of rent within a 12 month period. 4. If you have unpaid collections filed against you by a Property Management Company. 5. If an unlawful retainer action or eviction has occurred within the past six (6) years. 6. If you have received a current 30-day notice to vacate. 7. If you have had two (2) or more NSF checks within a 12-month period. 8. If you have allowed a person(s) not on the lease to reside on the premises. 9. If we are unable to verify your information, we must deny application. <p style="text-align: center;">If misrepresentation of the information provided is found after the lease agreement is signed, the lease agreement will be terminated.</p>
Errors & Omissions	<p>While we make every effort to describe our rental properties accurately, changes can and do take place. Therefore, our descriptions are subject to errors and omissions. Tenants should verify schools, pets, features, etc. Listings do not constitute a guarantee of the facts stated. You should personally inspect the property before signing the lease agreement!</p>
Disclosure of Agency	<p>RE-Homing Texas, LLC agents are acting as agents for the landlord and do not represent prospective tenants. Residential qualifying criteria are subject to change at the Landlord's discretion and without notice. Our goal is to provide our owners the best possible tenants for their properties.</p>

	<p>Occupancy will be based on overall condition of credit, employment, residential and criminal history. We reserve the right to refuse to rent to anyone that we feel does not meet our qualifications.</p>
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	<p>Once you are approved you will be notified by phone. You will need to bring in or overnight the security deposit in certified funds made out to RE-Homing Texas within 24 hours. Once the security deposit has been received, we will send you a lease to sign electronically.</p>
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NOTICE TO ALL APPLICANTS

Applicant or an appointed representative named by letter must physically view the property prior to submitting the application for rental. The representative must be someone other than the showing agent. If the applicant has not personally seen the property, they will need to sign sight-unseen documents.

*****Due to recent advertisement scams which have been brought to our attention, we only honor market prices listed on MLS and RE-Homing Texas website. Contact us for a copy of this if needed. We apologize for any inconvenience this may cause.***

COMPLETE applications will be run in the order in which they are received. Back-up applications are kept but funds are not captured until the previous application has been declined.

NO SMOKING is permitted on the property (including, but not limited to, the garage or outdoor areas of the property).

All tenants are strongly encouraged to purchase and provide proof of renter's insurance to RE-Homing Texas.

*****IF YOU ARE APPLYING FOR AN OCCUPIED PROPERTY*****

The current tenants have given notice to vacate prior to your move in day. However, be advised that their lease takes precedence and they cannot be forced to vacate except by lawful eviction.

School Districts: If you are concerned about which school your child will attend, please verify the schools with the school district before submitting your application. Schools get capped and boundaries may change.

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 <http://www.txdps.state.tx.us>

- San Antonio Area Crime Stats <http://www.ci.sat.tx.us/sapd/indexcrime.asp>

Please call utility companies prior to your move-in to ensure service.

- Gas & Electricity deposit is \$90-\$200, depending on size of living unit.
- If one of the other 19 water companies services your residence, the San Antonio Water System will provide the name and phone numbers.
- If you are military, you may want to check with your housing office for any discounts on utility deposits.
- For mailbox keys, you need to contact the post office in your area. Call (800) 275-8777. Press 00 to bypass the main menu. Give the customer service representative your address and zip code and they will tell you which Post Office services your property.
- Recycling Bins: Most areas now have curbside recycling. If you do not have a recycling bin at the property, call 311. The bin is free.
- It takes approximately 3 working days to finalize your application.
- Please call the Property Manager for confirmation of your approval

Acceptance of Screening Procedure

RE-Homing Texas 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. If you have any questions please ask.

- Applications MUST be completed by all residents of the home who are 18 years or older.
- Approval is compiled from four areas: Income Verification, Rental History, Credit History and a Criminal Background Check.
- Applicants are judged by the same standards on a first-come, first-served basis.
- Gross monthly income should be a minimum of three times the rent and verified from the employer, through pay stubs, tax records and/or bank statements.
- Self-employed income may also be verified with a CPA prepared financial statement.
- Your employment history should reflect at least six months with your current employer.
- Transfers/relocations must have correspondence with an accepted job offer.
- Rental History must be verified from unbiased sources.
- Home Ownership will be verified from a current credit report.
- We accept base housing as rental history.
- We obtain a report from a credit-reporting agency. If you have credit problems, your application may possibly be approved with a stipulation of an additional security deposit.
- We will not rent to anyone with a felony or drug charge conviction or any person required to register as a sexual offender.

- Policies on pets vary from home to home. Certain owners do not permit any pets; other may restrict certain types and/or sizes of pets. No more than two pets per household are permitted without specific Owners approval. No aggressive or mixed aggressive breed dogs are allowed. Restricted breeds include but are not limited to: *Pit-Bull, Doberman Pincher, Rottweiler, Akita, ChowChow, Tosa, Innu, Presa Canario, Dogo Argentino, Ban Dog, Husky-Alaskan Malamute, any of the Russian Shepherds or Kerry Blue Terriers.*
- Tenants will be evicted for misrepresenting the breed of their dog or for the possession of poisonous, dangerous, or illegal pets, or endangered species.

Non-Disparagement / Representation

APPLICANT and RE-Homing Texas mutually agree, that as additional consideration, specifically the mutuality of this clause, each is prohibited from making disparaging remarks/statements or publications regarding the other to any third party, internet, web-based, cloud based, or review type publication site, effective the date of this agreement. This provision relates to remarks/statements/publications/opinions/evaluations or any other thought process reduced to writing regarding: (1) this agreement; (2) any parties' performance under this agreement; (3) the rental application to which this provision is an addendum to; (4) any duty or obligation or action of or by the property manager that relates to or touches upon the management of this property.

If any dispute arises regarding whether any remark, statement, or publication is disparaging, the parties agree that for purposes of this provision, expressly including the enforcement of this provision detailed below, that any remark, statement, or publication shall be irrefutably deemed disparaging if: (1) the other party requests, in writing, that the writing/publishing party remove the remark and/or publication; and (2) the remark and/or publication is not removed within 72 hours of said requests. APPLICANT, and RE-Homing Texas mutually agree that damages for failure to comply with this provision shall be liquidated at \$250 per day for each remark/statement/representation that is disparaging or is not removed within 72 hours of request to remove said remark/statement/representation.

APPLICANT, and RE-Homing Texas further agree that enforcement of this provision is appropriate through a temporary restraining order and/or injunctions and permanent injunctions, notwithstanding any rights under the First Amendment to the United States Constitutions or other codified statute, regulation, or code and that any party who prevails on enforcement of this provision, whether for monetary damages or injunctive relief is entitled to recover attorney fees against the other.

The parties to this agreement agree that this provision shall survive the termination, expiration, cancellation or non-acceptance of the rental application and this agreement in enforceable at any time should any party publish a remark/statement/publication or other writing which is subject to this provision. ***RE-Homing Texas will not tolerate our staff or employees being screamed at,***

cursed at or mistreated. Mistreatment of our staff or employees is grounds for non-acceptance of the rental application.

Attorney Fees – Notwithstanding the rental application, each party who is involved in any litigation and/or arbitration proceeding in any action relating to or touching upon the rental application or the obligations/duties therein shall bear its own costs and/or attorney fees. Court costs, arbitration costs, expert witness fees expenses/costs/ depositions costs or any other cost expenses related to the filing of, and/ or prosecution/ defense of a lawsuit shall not be recoverable by any party to any dispute.



Have the Following Documents Ready to Upload When Applying:

- Government issued photo I.D.
- Proof of Income - pay stubs, bank statements, etc.
- 3 References
- Completed Pet Profile for each animal to reside at the property (if applicable)

**Failure to upload or email these documents will delay the processing of your application
If you have trouble uploading documents please email documents to:
rehomingtexas@gmail.com*

APPLICATION FEE:

Fee is captured and remains pending for 2-3 business days or until your application is selected for processing. If your application is not processed you will receive your funds back within 5-10 business days. If your application is processed and denied the application fee is **NON-REFUNDABLE**.

ADMINISTRATIVE FEE:

At time of approval, tenant is required to pay \$100 in certified funds made out to RE-Homing Texas as an administrative fee. This fee covers the costs of the move in photo documentation report, which protects the tenant's security deposit, and the tenant's document preparation fee. This is a non-negotiable, required, one-time fee due at time of acceptance before the lease will be written.

Acknowledgement and Representation:

1) Signing this application (electronic or otherwise) indicates that applicant has had the opportunity to review landlords tenant selection criteria, which is listed above and available upon request. The Tenant selection criteria may

include factors such as criminal history, credit history, current income and rental history.

2) Applicant understand that providing inaccurate or incomplete information is grounds for rejection of this application and forfeiture of any application fee and may be grounds to declare applicant in breach of any lease the applicant may sign.

3) Applicant represents that the statements made in this application are true and complete.