

Thank you for applying with Local Leasing & Property Management for your housing needs. To best serve you, we feel it is imperative that you are made aware of, and fully understand, our application policy and company procedures.

Please read this document carefully before applying for a property we manage. We are committed to equal housing, and we fully comply with the Federal Fair Housing Act and Fair Credit Reporting Act.

We do not discriminate against persons due to race, color, religion, sex, handicap, familial status, national origin, age, sexual orientation, or gender identity.

**WE PROCESS APPLICATIONS IN THE ORDER THEY ARE RECEIVED  
ONCE THEY ARE COMPLETE.**

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

OFFICE HOURS:  
9am-4pm Monday-Friday  
www.GoodLifeisLocal.com

BEFORE YOU BEGIN  
PLEASE PREPARE FEES AND REQUIRED DOCUMENTS:

FEES	DOCUMENTS
<p><b>Nonrefundable \$65 Application Fee</b> for all occupants <b>18 years or older</b>. Your information will be updated annually at time of renewal</p>	<p>Current government Issued Photo ID</p>
<p><b>Non-Refundable Administration Fee \$200</b> This fee pays for the move in survey which protects your security deposit and pays for document preparation. Due upon approval.</p>	<p><b>Proof of Income (any of the following)</b></p> <ul style="list-style-type: none"> <li>• Paystubs</li> <li>• Bank account records</li> <li>• Letter of employment</li> <li>• CPA Financial Statement (if self employed)</li> </ul>
<p><b>Animal Screening Fee</b> If applicable <b>\$25</b> for first pet, <b>\$10</b> for each additional pet. This information must be updated annually at the cost of \$10 per household</p>	<p>If applicable: Veterinarian records for each animal, including</p> <ul style="list-style-type: none"> <li>• Breed</li> <li>• Age</li> <li>• Neutered/spayed</li> <li>• Updated vaccines</li> <li>• 2 photos of each pet (forward and side facing)</li> </ul> <p><b>NO PET? Complete No Pet Affidavit at</b> <a href="https://goodlifeislocal.petscreening.com">https://goodlifeislocal.petscreening.com</a></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 Local Leasing & Property Management within 24-48 hours. Administration Fees can be in one money order. The security deposit must be separate.

- 1) Security Deposit**
- 2) Administration Fee of \$200**
- 3) Pet Fee (\$250 if applicable)**

### **IF YOU HAVE AN ANIMAL LIVING WITH YOU, PLEASE READ THE ANIMAL 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.

**Below is the link to the pet screening. Copy and paste this link into your browser:**

<https://goodlifeislocal.petscreening.com>

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 WITHOUT ALL NECESSARY PAPERWORK, FUNDS, SIGNATURES, PET SCREENING AND/OR DOCUMENTATION FOR ALL OCCUPANTS 18 YEARS OR OLDER TO RESIDE IN THE PROPERTY.

## **STEPS TO A COMPLETE APPLICATION**

<b>1</b>	<b>ANIMAL SCREENING or NO PET AFFIDAVIT</b>	Each animal must have a profile created for them at <a href="http://www.goodlifeislocal.petscreening.com">www.goodlifeislocal.petscreening.com</a> If you have no animals, please sign the NO PET Affidavit
<b>2</b>	<b>RENTAL APPLICATION</b> Must be completed by every person 18 years or older who will be residing at the property.	Apply online at <a href="https://GoodLifelsLocal.com">https://GoodLifelsLocal.com</a> Click on "Apply Now" <ul style="list-style-type: none"><li>• All applicants must submit a \$65 application fee and a separate application for each individual, including partners</li><li>• Roommates must qualify individually</li><li>• Co-signers must be willing to sign the lease as a tenant and have a credit score of 700 or above.</li><li>• All applications must be filled out completely. Incomplete or incorrect contact information will delay the processing of your application</li></ul>
<b>3</b>	<b>Financial Verification</b>	Financial party must earn 3x the monthly rent <ul style="list-style-type: none"><li>• Verification required</li><li>• Must be a permanent employee (not temporary or probationary)</li><li>• Active duty military must be on an assignment that, to the best of your knowledge, will allow you to complete an initial 12-month lease.</li></ul>

# Application Approval Requirements for Leaseholders

\*The financially responsible party/parties\*

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

<b>INCOME VERIFICATION</b>	<ul style="list-style-type: none"><li>• Applicants must have income of a minimum of three times the monthly rent in verifiable, gross monthly income from an unbiased source.</li><li>• Married couples or immediate family may combine incomes.</li><li>• Housemates, i.e. anyone not legally married, must qualify separately.</li><li>• Income must be verifiable-pay stubs, employer contract, or bank statements. Any verification fees required by the employer must be paid by the applicant.</li><li>• 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.</li><li>• For self-employed individuals, income must be verifiable through a CPA prepared financial statement or most recent tax returns or bank statements.</li><li>• There are three ways to demonstrate continued employment. The applicant's employment history should<ul style="list-style-type: none"><li>◦ Reflect at least 6 months with your current employer in the San Antonio area or remote job</li><li>◦ Verify a transfer and 6 months with the same employer</li><li>◦ Demonstrate continued employment in the same field or trade within the previous 12 months.</li></ul></li><li>• 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.</li><li>• If you are on active duty, you will be on an assignment that, to the best of your knowledge, will allow you to complete an initial 12-month lease. Please provide a copy of your orders.</li><li>• 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.</li><li>• Social security numbers are required for legal employment in the United States and are expected of all financially responsible parties. See <a href="https://www.ssa.gov/pubs/EN-05-10107.pdf">https://www.ssa.gov/pubs/EN-05-10107.pdf</a></li></ul>
<b>CO-SIGNER</b>	<p><b>In order for a co-signer to be considered qualified by our office the co-signer must:</b></p> <ul style="list-style-type: none"><li>• Earn 4 times the monthly rent amount</li><li>• Have a credit score of 700 or above</li></ul>
<b>RENTAL HISTORY</b>  <b>*Requirements must be met by all occupants*</b>	<ol style="list-style-type: none"><li>1. Applicants are responsible for providing contact information for all their previous landlords within the last 3 years. Include names, physical addresses, best email addresses and phone numbers.</li><li>2. Rental history must be verified from unbiased sources, i.e., not from family or relatives, and free from evictions, judgments, and unpaid rents. *If your only rental history is from a biased source, your application will NOT be approved. Submitting false information will be grounds for denial*</li><li>3. Mortgage payment history will be considered if you owned rather than rented your residence during the previous 3 years. This information will be verified through your credit check.</li><li>4. We accept Base Housing as rental history.</li><li>5. Failure to obtain rental verification in a timely manner may be grounds for denial.</li></ol>

## RENTAL HISTORY

- Applicants are responsible for providing contact information for all their previous landlords within the last 3 years. Include names, physical addresses, best email addresses and phone numbers.
- Rental history must be verified from unbiased sources, i.e., not from family or relatives, and free from evictions, judgments, and unpaid rents. \*If your only rental history is from a biased source, your application will NOT be approved. Submitting false information will be grounds for denial\*
- Mortgage payment history will be considered if you owned rather than rented your residence during the previous 3 years. This information will be verified through your credit check.
- We accept Base Housing as rental history.
- Failure to obtain rental verification in a timely manner may be grounds for denial.

## CREDIT REQUIREMENTS

- We obtain a report from a credit-reporting agency in order to determine satisfactory creditworthiness
- 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.
- We may deny approval if you have filed for bankruptcy within the past 3-5 years. Any bankruptcy must have been discharged at least one year prior to your application.
- Unpaid, non-medical collections within the last 2 years may result in denial of your application.
- Outstanding debt to any property management or landlord or damage to prior rental units will result in denial of your application, including any judgments or collections activities.
- If you have credit concerns, LocalLPM will try to work with you. Your application may be approved with a stipulation that the applicant provide an additional security deposit.

## CRIMINAL BACKGROUND CHECK

**\*Requirements must be met by all occupants\***

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.
2. Criminal, Sex Offense, and Terrorist Database Check: 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, etc.), intentional damage or destruction of property, or a sexually related offense of any nature, your application will be denied.

*\*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. An exception may be made for type or age of offense. Please provide details to the property manager\**

## RENTAL CRITERIA FOR ANIMALS

**Standard Animal Fees**  
 \$250 one-time pet fee per approved pet at lease signing

Monthly pet fee varies.

### EACH ANIMAL TO RESIDE AT THE PROPERTY MUST BE REGISTERED ON THE FOLLOWING WEBSITE:






**[www.goodlifeislocal.petscreening.com](http://www.goodlifeislocal.petscreening.com)**

*\*If no animals will reside at the property, use the above link to fill out the NO PET Affidavit\**

Pet policies vary from one homeowner to another. Some owners do not permit animals (other than approved service animals) on the property, while others restrict the type and/or size of allowable animals. No more than two animals per household are permitted without specific owner approval.

Animal screening fee is \$25 for the first pet, \$10 for all others.

The monthly Pet Fee is determined by the FIDO Score produced by your PetScreening Application. Monthly fees range from as low as \$75-\$20 per pet per month.

				
1 Paw = \$75	2 Paw = \$50	3 Paw = \$35	4 Paw = \$25	5 Paw = \$20

Please Note: Local Leasing & Property Management reserves the right to have any Animal removed from the property if it is determined that the Animal poses a threat to the safety or condition of the property or any person in the property or the community, regardless of prior consent.

Animal fees are charged on a monthly basis and are paid in addition to your property rent.

Pet policies are strictly enforced. Any breach of the policy will be grounds for termination of your lease. Tenants will be evicted for misrepresenting their dog's breed or for possessing poisonous, dangerous, or illegal pets, such as endangered species. A signed pet agreement and up-to-date payment is required before a pet may enter the property.

Birds (per cage)

- Small Breed \$10
- Large Breed \$25
- 

Caged Pets (per pet)

- Flat Fee: \$10 Per Animal

(Hamsters, Gerbils, Guinea Pigs, ~ NO SNAKES, REPTILES OR FERRETS)

Water Filled Fish Tanks (40 Gal Max)

- \$10 per 10 Gallons

## Resident Benefit Package

By applying, Resident(s) agree to be automatically enrolled in the program and agree to pay an additional \$50\* per month, collected with rent.

This program includes:

- HVAC filter delivery every 60 days, which will help you save up to 15% on monthly heating & cooling bills
- Utility concierge services to help make sure you get the best value on your utilities
- 24/7 online maintenance aimed at making reporting maintenance issues easy and timely
- Access to your account and documents through our easy-to-use online portal
- On demand pest control service (if you opt in)
- Credit building based on on-time rent payments
- Industry-leading Renters Insurance Program
- Vetted vendor network to ensure technicians sent to your home are reputable when making repairs

\*May be reduced if providing independent renters insurance

## Fees

Subject to change additional fees may be in the lease or its addenda

### REQUIRED FOR ALL TENANTS

- \$50 Monthly - Tenant Benefit Package (may be reduced if providing independent renters insurance)
- \$75 Renewal Fee - Due on the first day of the lease renewal
- \$200 Admin Fee - Due at time of application approval
- Variable Monthly Pet Fee - if applicable based on FIDO Score
- \$250 Non-Refundable Pet Fee - Due at time of move in
- \$150 Move out Property Review Fee

### FEES BASED ON TENANT ACTIONS/CHOICES

- \$250 Satellite Dish Installation Fee
- \$20-\$50 per Lease Violation/HOA Violation
- Actual Cost of HOA or City assessed fees
- 10% of Rent - Late Fee
- \$100 Notice to Vacate Delivery Fee
- \$25 Certified Mail Fee
- 1 month's rent - Reletting Fee
- \$150 Failure to Maintain Utilities Fee
- \$200 Make Ready Coordination Fee

## NOTICES AND COMMON QUESTIONS

### Can We Hold a Property For You?

We can hold a property for a maximum of 14 days from approval of the application or when the property becomes vacant, whichever is later. Rent will be charged at the beginning of the 15th day after your application is approved.

## Disabled Accessibility

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.

We Require:

- Written proposals detailing the extent of the work to be done.
- Written assurances that the work is to be performed in a professional manner by an approved licensed/bonded contractor.
- Written approval from the Landlord before modifications are made.
- Appropriate building permits and required licenses made available for the landlord's inspection.
- A restoration deposit may be required per Fair Housing Guidelines.

## Reasons For Denial

- 1.If you failed to give proper notice when vacating a property or have unpaid debts or collections filed against you by a property management company.
- 2.If the previous landlord would be unwilling to rent to you for reasons pertaining to the actions of yourself, animals, or others allowed on the property during tenancy or note damage to the property exceeding \$500.
- 3.If you have had three or more late payments of rent within a 12-month period.
- 4.If you have allowed a person not on the lease to reside on the premises.
- 5.If an unlawful detainer action or eviction has occurred within the past 6 years.
- 6.If you have received a current notice to vacate.
- 7.If you have had 2 or more NSF checks within a 12-month period.
- 8.If you have allowed a person not on the lease to reside on the premises.
- 9.If we are unable to verify your information we must deny the application.
- 10.If you refuse to accept any of the terms laid out herein.
- 11.No business may be run from the property. (If you have a home-based business that you think we might approve, please inquire with the Property Manager to obtain an exception)
- 12.If you violate any of our terms of service during this application process.
- 13.Failure to submit all requested information, including PetScreening/NO PET Affidavit for all applicants.
- 14.If Applicant requests re-wording or removing of any terms in the Local Leasing & Property Management Lease Agreement

If misrepresentation of the information provided is found after the lease agreement is signed, the lease agreement will be terminated.

## Sex Offender/Crime Stats

Applicants should satisfy their concerns regarding crime statistics or the presence of any sex offenders in the area before submitting an application. The information is available at no cost at the below sites:

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

Crime Stats: [www.neighborhoodscout.com](http://www.neighborhoodscout.com)



<p><b>Errors and Omissions</b></p>	<p>Every effort has been made to provide applicants with reliable and accurate information regarding the home you are applying for; however, changes can and do take place to cause inaccurate information to be accidentally presented. We encourage all tenants to verify schools, allowable pets, expected features, or any HOA concerns prior to signing a lease agreement. Any information posted in the MLS advertisement does NOT constitute a written agreement or guarantee of the facts stated.</p>
<p><b>Disclosure of Agency</b></p>	<p>Local Leasing &amp; Property Management 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 with the best possible tenants for their properties.</p> <p>Occupancy will be based on the overall condition of credit, employment, and residential and criminal history. We reserve the right to refuse to rent to anyone that we feel does not meet our qualifications.</p> <p>Once you are approved you will be notified by phone. You will need to bring in or overnight the Security Deposit and Administrative Fee in certified funds made out to "Local Leasing &amp; Property Management" within 24 hours. Once the Security Deposit and Administrative Fee have been received we will send you a lease to sign electronically.</p>
<p><b>Periodic Property Review</b></p>	<p>Local Leasing &amp; Property Management conducts a periodic property review at the 6th-8th month of the lease. We take pictures of the interior and exterior of the home during that photo review. This information is kept on record and shared with the owner.</p> <p>If this standard annual property review is going to cause a problem for you - we recommend that you stop now and do not apply for one of our homes.</p>
<p><b>Smoking</b></p>	<p><b><u>NO SMOKING</u></b></p> <p>No smoking is permitted inside the home or garage or within 6 feet of the home (such as on patios/ front porches).</p>
<p><b>Sight Unseen</b></p>	<p>We encourage everyone to personally visit the property before submitting an application. If you are unable to personally visit the property before lease signing, you will need to sign a Sight Unseen addendum and name your appointed representative who saw the property. Local Leasing &amp; Property Management cannot be an appointed representative.</p>
<p><b>School Districts</b></p>	<p>If you are concerned about school districts for the property you are applying for, please verify with the school district before submitting your application. Schools may be capped, and boundaries can change.</p>



<p><b>Six Month Lease Option</b></p>	<p>Should an applicant request a 6-month lease option, Local Leasing &amp; Property Management reserves the right to charge an additional 20% on the top of the rent that is advertised, and the lease must be approved by the owner.</p> <p><b>EXAMPLE:</b>          If advertised rent is \$1200 per month, add 20% for a 6-month lease (\$240 per month). Total rent for 6-month lease option in this example is \$1,440 per month.</p>
<p><b>Occupied Properties</b></p>	<p>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.</p>

## **NOTICE TO ALL APPLICANTS**

Due to recent advertisement scams which have been brought to our attention, we only honor market prices listed on MLS and Local Leasing & Property Management website. Contact us for a copy of this if needed. We apologize for any inconvenience this may cause.

All tenants are strongly encouraged to purchase and provide proof of renter’s insurance to Local Leasing & Property Management.

We use Citizens Home Solutions for a concierge service and your information is submitted to them. This is no cost to the tenant, and they will assist you in setting up the utilities. You can simply decline when they contact you if you choose not to utilize the free service.

**Please note that these are the maximum number of occupants who may occupy homes with the number of bedrooms noted.**

- Efficiency – 2 Occupants
- 1 Bedroom – 3 Occupants
- 2 Bedrooms – 5 Occupants
- 3 Bedrooms – 7 Occupants
- 4 Bedrooms – 9 Occupants
- 5 Bedrooms – 11 Occupants

**Roommates:**

3 or more adults, non- related persons will be considered roommates.

## **Non-Disparagement / Representation**

APPLICANT and Local Leasing & Property Management 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, 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 LOCAL LEASING & PROPERTY MANAGEMENT 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 LOCAL LEASING & PROPERTY MANAGEMENT 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 Constitution or other codified statutes, 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 is enforceable at any time should any party publish a remark/statement/publication or other writing which is subject to this provision. LOCAL LEASING & PROPERTY MANAGEMENT will not tolerate our staff, contractors, or employees being screamed at, cursed at, threatened, or mistreated. Mistreatment of our staff or employees is grounds for non-acceptance of the rental application or non-renewal of the lease.

## **Attorney Fees**

Notwithstanding the rental application, each party who is involved in any litigation and/or arbitration proceedings 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 and/or attorney fees. Court costs, arbitration costs, expert witness fees expenses/costs/deposition 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: [llpm@goodlifeislocal.com](mailto:llpm@goodlifeislocal.com)

## Acknowledgement and Representation:

- 1) Signing this application (electronic or otherwise) indicates that the 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) Applicants 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 the applicant in breach of any lease the applicant may sign.
- 3) Applicant represents that the statements made in this application are true and complete.

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**APPLICANT SIGNATURE**

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**DATE**



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San Antonio, TX 78217

(210) 761-HOME  
[www.goodlifeislocal.com](http://www.goodlifeislocal.com)

