



11844 Bandera Rd # 132, Helotes, TX 78023 T: 210-442-9178 F: 676-779-1168 E: leasing@t2mre.com W: t2mre.com

Rental Application & Screening Criteria

Thank you for your interest in applying with T2M Real Estate (T2MRE) for your housing needs. In order to best serve you, we feel it is imperative that you are made aware of, and fully understand, our application process and screening criteria.

T2MRE is the sole managing agent for many separate, individual owners; therefore, policies at each property may vary depending on the particular owner's preference.

T2MRE is committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA) and the Fair Credit Reporting Act (FCRA). We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, age, sexual orientation, or gender identity. We also comply with all state and local fair housing laws. We offer application forms to everyone who requests one.

Approval is based on Nine Factors:

- 1) Identification Verification
- 2) Behaving like an "A" Grade Tenant
- 3) Income History & Verification
- 4) Employment History & Verification
- 5) Rental History & Verification
- 6) Credit History & Verification
- 7) Animal Criteria / "petscreening.com animal profile"
- 8) Criminal Background Check
- 9) Terrorist Database Search



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All Applicants will be charged a non-refundable \$65.00 application fee per adult (18 yrs or older) Each adult over 18 years of age is required to complete a separate application form.

It would be in your best interest to review this document fully to confirm that you meet our screening criteria and accept our application process. 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 following criteria.

A copy of Landlord's Residential Lease Agreement and Rules and Regulations are available on our website for your review before submitting your application. <https://t2mre.com/before-you-apply/>

While we make every effort to describe our rental properties accurately, changes can and do take place. Applicants should verify schools, pets, features, etc. MLS advertisements do NOT constitute a written agreement or guarantee of the facts stated.

Applicants should satisfy their concerns regarding crime statistics or the presence of any sex offenders in the area, before submitting an application. This information is available free of charge on the internet at the following sites:

- Sex Offenders: www.txdps.state.tx.us
- Crime: <https://www.neighborhoodscout.com/neighborhoods/crimerates/>



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What our tenants would like you to know before you apply:

1) 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 review pet and screening criteria here: <https://t2mre.com/before-you-apply/>

2) T2MRE conducts periodic assessments on the homes we manage. We take pictures of interior and exterior discrepancies that need to be addressed due to normal wear and tear, and also due to any negligence. This information is kept on record and shared with owner. If this standard assessment procedure is going to cause you a problem — we recommend you stop now and do not apply for one of our homes.

3) During the last 30 days of your lease agreement — a sign and lockbox "might" be placed on the home and you may be required to show the home to prospective new tenants. You may opt out of this arrangement, but it will cost an additional fee of one month's rent to do so.

4) T2MRE is a **ZERO TOLERANCE** company regarding late rent collections. Rent is due the on, or before, the 1st day of each month. Late fees begin midnight after the 3rd day of each month and will accrue until paid. After the 5th day, payments must be made in certified funds. On the 6th day, we serve the required legal notice to pay or quit. Communication is key if you will be late.

5) Preview home personally to ensure you are pleased with home. We do not rent sight unseen for any reason.



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6) The \$65.00 application fee per adult is non-refundable, once processing has started.

7) 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.

8) We do not hold vacant properties longer than 15 days after date of availability/approval.

9) All Occupants and Animals must be disclosed at time of application.

10) Similar to all local apartment complexes a \$95 Lease Preparation Fee is required once application is approved, in order to prepare lease and send with the convenience of electronic signatures.

11) The \$45 Resident Benefit Package is not an optional program, and the cost is not part of the rental price. In order to keep costs low for all residents, everyone has to participate and everyone is able to enjoy the benefits that come with renting one of our homes. See all the benefits here: <https://t2mre.com/resident-benefit-package/>

12) Once lease agreement has been sent via email we allow 24 hours to finalize/sign lease and submit payment online for the security deposit, prorated rent, and any pet fee, if applicable. Once completed we remove home from market.



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Rental Application Instructions & Screening Criteria

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 T2MRE. Verbal representations are non-binding.

Once your application is submitted to T2MRE, 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 U.S. 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.



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Income: Applicant(s) must have a gross income of at least three (3) times the monthly rental amount. Co-signers are not accepted. All un-married tenants will be considered roommates and may be subject to individual income requirements. 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. 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 Three (3) years 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: 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 years of age. 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 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

Deposits/Fees: All deposits, fee(s), rent, insurance and utility order confirmations are due upon signing of lease agreement.

Pet Criteria/Restrictions: See Pet Policy and Screening Criteria Outlined.

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.

REQUIRED TENANT LIABILITY INSURANCE NOTICE: All tenants are required to maintain property damage liability insurance on behalf of the landlord and property manager. Coverage is required in the amount of \$100,000 for damage to both landlord's and third parties' property with provisions covering at least the perils of fire, smoke, explosion, accidental water discharge and sewer backup. Tenants are required to name T2M Real Estate as an "Interested Party". Written Proof is Required.



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“A” Grade Tenant: At T2MRE our goal is to seek out “A” Grade Tenants for our properties. What is an “A” Grade Tenant? The qualities of an “A” Grade Tenant are listed below.

- Looks after the property as if they owned it
- Lawns and gardens are always “Well Maintained”
- Treats T2MRE Staff and Vendors with respect
- Prepares for “A” Grade routine assessments
- Always keeps their rent in line with the lease requirements
- Maintenance is always logged in writing, or through our 24/7 maintenance portal, and have the ability to help yourself
- Meets community expectations regarding noise and behavior
- Tenant has a current email and mobile phone number

“A” Grade tenants are a valuable and important customer. Not only do they keep the property well-maintained and make the owner feel secure in their investment, they make our job as property managers much easier and much more enjoyable working together.

NOTICE: We reserve the right to refuse to rent to anyone that we do not believe will be an “A” Grade Tenant.



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YOUR APPLICATION WILL BE REJECTED IF:

If you misrepresent any information on the application.

If you have any outstanding rental related charges.

If you use a social security number not issued to you.

If we obtain information that indicated unacceptable behavior of yourself, your children, pets, or others you allowed on the property during previous tenancy.

If we are unable to verify your information, we must deny the application.

No business may be operated from the property.

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

NO SMOKING: Smoking is NOT permitted inside the home or garage.



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Pet Policy & Screening Criteria

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 email the office at leasing@t2mre.com a picture of pet(s) and current shot records, to determine the pet policy for the home for which you are applying.

If you have a pet(s) there is an additional per pet application charge which is administered by a third party pet screening tool. First pet is \$20 to register, additional pet \$15 (these fees are nonrefundable). *No fee applies for service animals.

Please register and complete your pet profile here:

<https://t2mre.petscreening.com>

Occupancy will also be contingent on the results we receive back from the pet application(s).

A minimum, nonrefundable, pet fee of \$450 (\$600 for two pets) will be required, at lease signing.

A minimum monthly pet rent fee of \$25 is due each month, per pet, if approved. (First Pet Rent Fee is included in your Resident Benefit Package).

Annual Pet/Property Assessment Fee of \$95 is due each year when assessment is scheduled.

Please note the following additional guidelines and pet restrictions on following page.



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Please note the following additional guidelines and pet restrictions

- 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.

- 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.
- No Aquariums larger than 20 gallons allowed.

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.