



2939 Mossrock, #180
San Antonio, TX 78230
(210)267-5230 office, (210)568-4105 fax
www.velocityrealtyllc.com

Notice of Tenant Application Process & Screening Criteria

Velocity Realty is committed to equal housing and fully complies with the Federal Fair Housing Act. We do not discriminate against persons because of Race, Religion, Sex, Handicap, Familial Status, National Origin or Age. We comply with all state and local fair housing laws. Applicant approval will be based on information compiled from Income Verification, Rental History, Credit History and Criminal Background Checks. All applicants are judged on the same standards.

Income Verification: Income should be a minimum of three times the rent and verified from employers, payroll records, tax records, tax records and/or bank statements. Self-employed income may be verified from acceptable financial statements on a case by case basis. Employment History should reflect at least six months with the current employer. Transfers and/or relocations must be substantiated in writing by official correspondence or orders.

Rental History: Rental History will be verified from unbiased sources. Home ownership will be verified from current credit report. Base housing will be accepted as rental history.

Credit History: Reports from one or more credit reporting agencies will be used to determine creditworthiness. If you have credit problems, your application may possibly be approved with payment of additional security deposit.

Criminal Background Check: We will not rent to persons with a felony conviction, a history of drug use or to anyone required to register as a sexual offender.

Pet Criteria: Policies on pets vary from home to home: Some owners do not permit pets while others may restrict the type and/or size of pets. No more than two pets per household are permitted without specific owner approval. No aggressive breeds are allowed. A \$300 Pet Deposit per pet is required with a signed Pet Agreement. Pet policies are strictly enforced; any breach will be grounds for immediate termination of your lease. Tenants will be evicted for misrepresenting their dog or for the possession of poisonous, dangerous, or illegal pets, or endangered species.

All requests for applications will be honored and reviewed. **Each applicant must provide a copy of a current photo identification issued by the state or federal government with their completed application.** An application must be completed by each resident age 18 or older and qualify individually. A non-refundable \$50 Application Fee in the form of Money Order or Cashier's Check is required for each applicant. Separate Money Orders or Cashier's Checks are required for Lease Preparation Fee (\$50), Security and Pet Deposits as well as for the first month's rent. **WE DO NOT ACCEPT CASH. Please make checks payable to: Velocity Realty, LLC.**

We will not cease marketing a property unless an applicant provides the Security Deposit in certified funds and executes a lease within 24 hours of being approved. Your application may be denied for a number of reasons, including if you failed to give proper notice when vacating, if previous landlord(s) are unwilling to rent to you again due to the behavior of yourself, your pets, or others allowed on the property during tenancy, if you had three or more late payments within a 12 month period, if you have an unpaid collection filed against you by a Property Management Company, if an eviction has occurred, if you have received a current 72 hour notice to vacate, if you allowed a person not on the lease to reside on the premises.

Acknowledged by _____ Printed Name _____
Date _____



**TEXAS ASSOCIATION OF REALTORS®
RESIDENTIAL LEASE APPLICATION**

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Each occupant and co-applicant 18 years or older must submit a separate application.

Property Address: _____
Anticipated: Move-in Date: _____ Monthly Rent: \$ _____ Security Deposit: \$ _____

Property Condition: **Applicant is strongly encouraged to view the Property prior to submitting any application.**
Landlord makes no express or implied warranties as to the Property's condition. Applicant requests Landlord consider the following repairs or treatments should Applicant and Landlord enter into a lease: _____

Applicant was referred to Landlord by:
 Real estate agent _____ (name) _____ (phone)
 Newspaper Sign Internet Other _____

Applicant's name (first, middle, last) _____
Is there a co-applicant? yes no ***If yes, co-applicant must submit a separate application.***
Applicant's former last name (maiden or married) _____

E-mail _____ Home Phone _____
Work Phone _____ Mobile/Pager _____
Soc. Sec. No. _____ Driver License No. _____ in _____ (state)
Date of Birth _____ Height _____ Weight _____ Eye Color _____
Hair Color _____ Marital Status _____ Citizenship _____ (country)

Emergency Contact: *(Do not insert the name of an occupant or co-applicant.)*
Name: _____
Address: _____
Phone: _____ E-mail: _____

Name all other persons who will occupy the Property:
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____

Applicant's Current Address: _____ Apt. No. _____

(city, state, zip)
Landlord or Property Manager's Name: _____
Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____
Date Moved-In _____ Move-Out Date _____ Rent \$ _____
Reason for move: _____

Applicant's Previous Address: _____ Apt. No. _____

(city, state, zip)
Previous Landlord or Property Manager's Name: _____
Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____

Residential Lease Application concerning _____

Date Moved-In _____ Date Moved-Out _____ Rent \$ _____
Reason for move: _____

Applicant's Current Employer: _____

Address: _____ (street, city, state, zip)

Supervisor's Name: _____ Phone: _____ Fax: _____

E-mail: _____

Start Date: _____ Gross Monthly Income: \$ _____ Position: _____

Note: If Applicant is self-employed, Landlord may require one or more previous year's tax return attested by a CPA, attorney, or other tax professional.

Applicant's Previous Employer: _____

Address: _____ (street, city, state, zip)

Supervisor's Name: _____ Phone: _____ Fax: _____

E-mail: _____

Employed from _____ to _____ Gross Monthly Income: \$ _____ Position: _____

Describe other income Applicant wants considered: _____

List all vehicles to be parked on the Property:

Type	Year	Make	Model	License/State	Mo.Pymnt.

Will any pets (dogs, cats, birds, reptiles, fish, and other pets) be kept on the Property? yes no

If yes, list all pets to be kept on the Property:

Type & Breed	Name	Color	Weight	Age in Yrs.	Gender	Neutered?	Declawed?	Rabies Shots Current?
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

Yes No

- Will any waterbeds or water-filled furniture be on the Property?
- Does anyone who will occupy the Property smoke?
- Will Applicant maintain renter's insurance?
- Is Applicant or Applicant's spouse, even if separated, in military?
If yes, is the military person serving under orders limiting the military person's stay to one year or less?
- Has Applicant ever:
 - been evicted?
 - been asked to move out by a landlord?
 - breached a lease or rental agreement?
 - filed for bankruptcy?
 - lost property in a foreclosure?
 - had any credit problems (including any outstanding debt (e.g., student loans or medical bills)), slow-pays or delinquencies?
 - been convicted of a crime?
- Is any occupant a registered sex offender?
- Are there any criminal matters pending against any occupant?
- Is there additional information Applicant wants considered?

Residential Lease Application concerning _____

Additional comments: _____

Authorization: Applicant authorizes Landlord and Landlord's agent, at any time before, during, or after any tenancy, to:

- (1) obtain a copy of Applicant's credit report;
- (2) obtain a criminal background check related to Applicant and any occupant; and
- (3) verify any rental or employment history or verify any other information related to this application with persons knowledgeable of such information.

Notice of Landlord's Right to Continue to Show the Property: Unless Landlord and Applicant enter into a separate written agreement otherwise, the Property remains on the market until a lease is signed by all parties and Landlord may continue to show the Property to other prospective tenants and accept another offer.

Privacy Policy: Landlord's agent or property manager maintains a privacy policy that is available upon request.

Fees: Applicant submits a non-refundable fee of \$ 50.00 to Velocity Realty, LLC (entity or individual) for processing and reviewing this application. Applicant submits will not submit an application deposit of \$ _____ to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed.

Acknowledgement & Representation:

- (1) Signing this application indicates that Applicant has had the opportunity to review Landlord's tenant selection criteria, which is available upon request. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history.
- (2) Applicant understands 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 in this application are true and complete.

Applicant's Signature _____

Date _____

For Landlord's Use:

On _____, _____ (name/initials) notified

Applicant _____ by phone mail e-mail fax in person that Applicant was

approved not approved. Reason for disapproval: _____



TEXAS ASSOCIATION OF REALTORS®

**AUTHORIZATION TO RELEASE INFORMATION
RELATED TO A RESIDENTIAL LEASE APPLICANT**

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I, _____ (Applicant), have submitted an application
to lease a property located at _____
_____ (address, city, state, zip).

The landlord, broker, or landlord's representative is:

Velocity Realty, LLC (name)

2939 Mossrock Suite 180 (address)

San Antonio, TX 78230 (city, state, zip)

(210) 267-5230 (phone) **(210) 568-4105** (fax)

brad@mysarealestate.com (e-mail)

I give my permission:

- (1) to my current and former employers to release any information about my employment history and income history to the above-named person;
- (2) to my current and former landlords to release any information about my rental history to the above-named person;
- (3) to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above-named person;
- (4) to my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above-named person; and
- (5) to the above-named person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain background information about me.

Applicant's Signature

Date

Note: Any broker gathering information about an applicant acts under specific instructions to verify some or all of the information described in this authorization. The broker maintains a privacy policy which is available upon request.