



Kristalli Property Management
401 E Sonterra Blvd, Suite 375
San Antonio, TX 78258
Office: 210-954-1797
PMoffice@kristallirealestate.com

Rental Application Information

(Online applications available at <https://www.kristallirealestate.com/property-management>)

Applications will **NOT** be processed without **ALL** of the following being turned in to our offices at Kristalli Real Estate, LLC located at 401 E Sonterra Blvd, Ste 375, San Antonio, TX 78258:

Each applicant 18 years of age and older must complete and submit the following:

- ___ TAR Application form (N/A for on-line apps – information is provided on-line)
- ___ TAR Auth. to Release Information form (N/A for on-line apps – release is authorized on-line)
- ___ Signed IABS Form*
- ___ \$65 On-Line Application Fee. Paper apps must pay \$70 (\$65 Application Fee plus \$5 Processing Fee**)

Application fees are **NOT** refundable.

- ___ 2 Most Recent Pay Statements
- ___ Copy of Valid Driver License(s) or Government Issued ID
- ___ Photo of Pet(s) (if applicable) -- Non-Aggressive Breeds ONLY ***

- * Provided by the REALTOR® who is representing you, initialed/dated by both you and your REALTOR®.
- ** No Personal Checks – Cash, Cashier's Check, or Money Order ONLY.
- *** See attached Aggressive Dog Breeds List.

Make all money orders and cashier's checks payable to: KRISTALLI REAL ESTATE, LLC

Guidelines:

Families: All adults (anyone age 18 and older) must submit an individual application and pay the fee.
Adult roommates: Single, unmarried individuals will not be allowed to combine incomes to meet minimum income requirements for acceptance. Each must submit an application with fee and qualify individually in all aspects of the screening process, including financial.
Co-Signers: May be approved by special owner exception.

- Applications will not be processed until we have received **ALL** of the completed items listed above.
- Applicant screening normally takes 2-3 business days. Applicants will be notified within **3 business days** of approval, denial, or delay in the process.
- Approved applicants must sign the lease and provide the full Security Deposit within 2 business days of notification of acceptance. The Security Deposit must be submitted in the form of **money order(s) or cashier's check**.
- Applicant's anticipated move-in date must be within **14 calendar days** of the date of signature on the application.

Information on area crime statistics and locations of registered sex offenders can be accessed for free at the following Internet sites:

- Sex Offenders: <https://records.txdps.state.tx.us/SexOffender/>
- Crime Stats: <http://www.sanantonio.gov/sapd/CrimeandCallInformation.aspx>

Applicant Initials _____

Pet Policy:

- "Pet" includes any animal, whether mammal, reptile, bird, fish, rodent, or insect.
 - Dogs on the Aggressive Breed List are strictly forbidden on our Properties.
 - No more than two pets are allowed per household
 - Pets must be current on all vaccinations.
 - Pets weighing over 45 lbs must be approved by the owner.
 - Pet owners must sign a Pet Agreement and provide a Pet Deposit upon acceptance of the Property- Pet Deposits are held in trust as additional Security Deposit.
- ***Landlord discovery of an unauthorized pet will be handled as a breach of lease, subject to unauthorized pet fees***

Assistance Animals: Requests to modify or provide an exception to the above restrictions for an assistance animal will be evaluated in accordance with fair housing laws. If either your disability or the disability-related need for the assistance animal is not readily apparent or known to us, we may request you submit reliable documentation of your disability or disability-related need for the assistance animal.

Screening Criteria:

- a) Applicant(s) must earn three times the rent in verifiable, gross monthly income:
 - i) Legally married couples may combine incomes
 - ii) Income may be verifiable through pay stubs, employer contact, or tax records
 - iii) Self-employed income may be verifiable through accountant records or tax records
 - b) Employment history should reflect at least 6 months with current employer. If you have been with your employer for less than 6 months, proof of recent graduation, a previous 12-month employment or military orders will suffice.
 - c) Applicant is responsible for providing us with information on past landlords and/or mortgage companies. Must have a verifiable minimum of one years' rental/mortgage history.
 - d) Each applicant will have a criminal background check and credit check run on them.
- We do not rent to:
- i. Convicted Sex Offenders or to anyone who has to register as a Sex Offender
 - ii. Criminal backgrounds involving violent crimes, prostitution, domestic violence and/or involving possession of weapons
 - iii. Any applicant with current outstanding debt to a property management company

Applicant(s) may be denied tenancy for any of the following reasons:

1. **Application incomplete**- must have all sections of the application completed in order to have the application run.
2. **Insufficient total income**- Monthly gross income should equal at least 3 times the monthly rent.
3. **Criminal conviction**- Felony conviction, history of violence, or sexual crimes
4. **Poor credit history**- Credit history will be run. Questionable credit history may possibly be mitigated with extra security deposit or advanced rent payment. (Determined on a case by case basis)
5. **Poor past rental history**- Any eviction, frequent late payments, broken lease, poor housekeeping, violence to persons or property can be reason to deny an applicant. Military housing may be used as rental history.
6. **Ownership of aggressive breed pets**- We will not accept any aggressive breed pets on our Properties. A list of aggressive breed dogs is provided in Additional Documents on the MLS listing. Pet policies are strictly enforced. Anyone who misrepresents a pet's breed or does not get a pet approved will be subject to costly daily unauthorized pet fees until the pet is removed.

Applicant Initials _____

Additional Applicant Policy:

- Occupancy laws limit 3 persons per bedroom. Names and ages of ALL occupants must be listed on the application.
- Anyone age 18 and older (including children) must complete an application and pay an application fee.
- Applicants with school age children are responsible for verifying with the local school district which schools their children will attend.

Signing below acknowledges that you have read and reviewed this criteria for qualifying as a resident with us. Failure to meet these qualifications or provide accurate information may result your application being rejected.

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____