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## **LEASE APPLICATION CRITERIA AND STATEMENT OF RENTAL POLICY FAIR HOUSING**

Arbor Properties complies with Federal and Local Fair Housing Law. We do not discriminate on the basis of race, color, sex, familial status, sexual orientation, age, student status, disability, religion or national origin.

### **APARTMENT AVAILABILITY**

Any apartment is leased on a first come, first served basis.

### **OCCUPANCY**

A maximum of two persons are permitted per bedroom, or two persons and an infant per bedroom if the infant will not reach the age of two (2) years old during the term of the lease.

### **APPLICATION**

A rental application must be completed by each applicant and each occupant over 18 years of age.

### **CRIMINAL HISTORY**

Felonies or pending charges that could result in a felony conviction, automatically deny an individual's application. The management does not lease to any known felons, however, we cannot represent or warrant that there are no felons residing on property due to the limited accessibility of obtaining such information.

Residents and occupants must meet the criminal history criteria.

### **INCOME / FINANCIAL HISTORY**

1. Monthly income should exceed three **(3) times the monthly rental rate of the unit desired**. All resident's income's when taken together should meet this requirement.
2. If income cannot be verified by an employer, resident must provide additional sources of verifiable income that meets property requirements i.e. retirement, social security, tax returns.
3. Bank statements are acceptable if the monthly average balance for the last six months equals to the sum of rent due for the first six months of the leased unit. For example, if you have applied to lease an apartment renting for \$300.00 per month, the average balance in your bank account for each of the last six months should be \$1,800.00 (\$300 x 6)

**CREDIT**

The applicant’s credit should be favorable, considering all other criteria.

**EMPLOYMENT HISTORY**

Applicant should have two (2) years verifiable employment history.

**RENTAL HISTORY**

Applicant should have two (2) years verifiable rental history. If rental history is unfavorable, application can be denied.

If an area of credit history is unfavorable but rental history is favorable, the applicant may be required to pay rent in certified funds (cashier's check or money order). The credit check could also return “double deposit required”.

**MILITARY REQUIREMENTS**

All Armed Forces must present documents with information of length of term in San Antonio. Any such term less than 6 months will require an additional \$100.00 up charge with no move in special promotion. If orders are given before the 6 month period is up, the move in special will be charged back.

**CO-SIGNERS**

Persons who do not meet the above criteria and also who do not have unsatisfactory rental performance may qualify if they have a qualified co-signer. The co -signer must meet all criteria with the exception of income requirements, which should be **six (6) times** the amount of the rental rate of the desired unit. If there is more than one co-signer, all co-signers income when taken together should meet the income requirements.

**RENTAL PAYMENT**

Monthly rent is due on the 1st of each month. There will be a late charge penalty for all rent paid after the 3rd of the month. All returned checks will be assessed a service charge plus applicable late charges.

**APPLICATION FEES**

All individual applications will require a \$50.00 fee. Married applications will require a \$50.00 fee total.

**OTHER**

Please submit the security deposit and application fees by separate check or money order or online.

If you have any questions, the manager or leasing agent will be happy to answer them for you.

**I have read the above application and rental criteria and understand the information within. I understand that all information contained within the rental application is subject to verification by the management.**

**APPLICANT'S SIGNATURES**

**DATE**

**MANAGER**

**DATE**

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