

# Hacienda

**PROPIEDADES**



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## RENTAL APPLICATION PACKET



We do not discriminate against any person or persons based on race, color, religion, sex, handicap, familial status, national origin, or sexual orientation. We are fully committed to compliance with equal housing, federal, state, and local housing laws and codes. Applicant approval will be based on information compiled from income verification, rental history, credit history, and criminal background checks. All applicants are verified equally.

#### **Applicant Selection Criteria**

- All applications will not be processed without all necessary paperwork, funds, and/or documentation. Applications are processed on a first come first serve basis.
- All persons over the age of 18 must submit an application with fee.
- All applicants must submit valid and current photo identification when application(s) is submitted.
- A non-refundable application fee of **\$125.00 per household made payable to: Saltillo Co Note Servicing and Management, LLC.**
- Applicants will not receive copies of reports obtained.
- Fees must be paid by money order or cashier's check. NO CHECKS or CASH accepted.
- A refundable holding fee of **\$500.00** will be asked at the time application is submitted to start process. Payment must be made in certified funds. If application is denied, holding fee will be returned to applicant. If applicant changes their mind about a property after application has been approved and holding fee has been given to Landlord, Landlord will retain holding fee.
- The application fee of \$125.00 and the holding fee of \$500 **MUST BE IN SEPARATE CERTIFIED FUNDS.**
- Applicant **MUST** have an email address. Leases and other information may be emailed for digital signature. Landlord will work out details with applicant if this is not reasonably possible for applicant because of special circumstances.
- If applicant is approved, the first full month's rent is due on or before lease signing. Payment must be in certified funds. Rent will be prorated the following month if applicable.
- Applicants must sign lease within 72 hours (3 days) of approval. If applicant refuses to execute lease, Landlord will retain a fee of 100% of the rent and all holding fees. Landlord will work out details with applicant if this is not reasonably possible for applicant because of special circumstances.
- We may hold the property vacant for approximately 5 days before it must be occupied. Landlord will work out details with applicant if this is not reasonably possible for applicant because of special circumstances.
- If you are active duty, you must be on assignment that, to best of your knowledge, will allow you to complete an initial 12-month lease. Military applicants must provide a copy of orders with application.
- If you are moving to the area an accepted offer of employment must be provided with the application. Retired or employees retiring during the lease must document their financial ability to pay.
- Applicants should be informed of their approval/denial status within 5 (five) business days. This process may take longer if we are unable to get verifications from the contacts on your application in a timely manner, and/or you have not turned all paperwork and/or funds needed to process your application(s).



- Acceptance of application and any monies deposited is not binding on Landlord until approved by the Landlord in writing. If approved all deposit money for this application will be held as a reservation deposit to be either returned to applicant or credited toward the security deposit or option payment.
- All leases will be 12 (twelve) to 18 (eighteen) months long. Landlord will work out details with tenant if this is not reasonably possible for tenant because of special circumstances.
- A larger deposit may be required if applicant does not meet requirements and management office approves under special circumstances.

#### **Income Verification**

- Income should be a minimum of three (3) times the rent in verifiable gross monthly income.
- Married couples, Roommates/Housemates may use combine income.
- No co-signers are accepted.
- Income may be verified through pay stubs, and/or bank statements. If you are self-employed, your income may be verified through this year's current tax return and the previous year's tax returns filed with the IRS and 4( four) most current bank statements.
- Employment history should reflect at least 6 (six) months with your current employer. If you have less than 6 (six) months employment and you had the same type of position previously that may be acceptable.

#### **Rental History**

- Rental history should reflect at least 12 (twelve) months with your current rental. If less than 12 (twelve) months or no rental history to verify a higher deposit may be asked for security.
- A third party must verify rental history.
- Homeownership will be verified by a current credit report and/or current mortgage statement.
- Mobile home ownership/rental can be verified thru mobile home property management office and/or tax records.
- Having an eviction, lease violation, notice to vacate, and/or having an outstanding debt to a landlord/property management company may result in denial of application.
- **We will make at least 2 attempts to contact previous and/or current landlord for rental verification. After no response application may be considered denied.**

#### **Credit History:**

- We may obtain a report from a credit-reporting agency.
- Recent bankruptcy, foreclosure, judgments, and/or federal tax liens may result in denial.

#### **Criminal History:**

- We will perform a criminal history check on you to verify the information provided by you on the Application for Occupancy. Landlord's decision to rent the property to you may be influenced by the information contained in the report.

#### **Pet Criteria/Service Animals:**

- Pets are allowed on a case-by-case basis. Tenant can be evicted for the possession of poisonous, dangerous, and illegal pets, and/or endangered species.
- A **\$175.00** non-refundable pet fee for **EACH** pet is required along with a signed Pet Agreement.
- All birds must be confined in cages and not allowed to reside outside their cage.
- Fish tanks and aquariums greater than 10-gallon capacity are not permitted.
- No more than 2 dogs or 2 cats per household in a single family house (residence). In multi-family units, no pets are allowed.
- All dogs/cats must have current rabies vaccinations and certification. Copy of certificate must be given with pet agreement.
- Service animals allowed with current vaccinations and proof of service animal paperwork.



By signing this form, you are acknowledging that you have read and understand the application process and screening policies of our company. You are also acknowledging that all the information you have provided is true and correct. You understand that all information provided by you will be verified through outside screening processors and through verifications performed by our management office and/or independent contractors of our office.

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Applicant Signature #1 Date

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Applicant Signature #2 Date

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Applicant Signature #3 Date

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Applicant Signature #4 Date

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Applicant Signature #5 Date

## APPLICATION ITEMS TO BE TURNED IN

*Please note if all items are not turned in, application WILL NOT be ACCEPTED.*

1. Copy of current ID and social security card for each applicant.
2. **\$125.00** non-refundable application fee per household (NO CASH or CHECKS accepted, must be in certified funds), make payable to: HACIENDA PROPIEIDADES
3. Proof of income: Last 4 pay stubs  
Proof of income: If self-employed 2 years tax returns and 2 current bank statements  
Proof of income: Letter from your employer with employer contact information, how long you work there, how many hours you work, and your gross monthly pay rate.  
Proof of income: If including benefits, child support, etc. as your income: please provide a CURRENT benefits letter, or award letter. Income MUST be verifiable.
4. **\$500.00** Holding fee must be in separate certified funds, (NO CASH or CHECKS accepted). *\*Holding fee is refundable and will be refunded to applicant if application is denied or property has unresolved title issues. Holding fee will convert to deposit or option payment once lease/contract commences.*
5. Landlord information must be full and complete. Landlord information MUST be verifiable.
6. Email address provided for faster processing.
7. Application Selection Criteria must be signed and returned with application. (Please read ALL sections!)
8. Office location: 420 E. Laurel, Suite A, San Antonio, TX 78212.  
Office Hours: Monday-Friday: 10:00am-6:00pm.  
Email: managementoffice420@gmail.com



We do not discriminate against any person or persons based on race, color, religion, sex, handicap, familial status, national origin, or sexual orientation. We are fully committed to compliance with equal housing, federal, state, and local housing laws and codes. Applicant approval will be based on information compiled from income verification, rental history, credit history, and criminal background checks. All applicants are verified equally.

**APPLICATION FOR OCCUPANCY (Please fill out ALL SECTIONS, or application may be denied).**

**PERSONAL HISTORY**

**Your Estimated MOVE IN DATE:** \_\_\_\_\_ **Property Address:** \_\_\_\_\_

**Applicant #1:** First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Driver's license #: \_\_\_\_\_ State \_\_\_\_\_ DOB: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Home Phone#: \_\_\_\_\_ Cellular Phone #: \_\_\_\_\_ Work Phone Number #: \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**\*EMAIL** \_\_\_\_\_ **\*(MUST provide Email address).**

**Applicant #2:** First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Driver's license #: \_\_\_\_\_ State \_\_\_\_\_ DOB: \_\_\_\_\_ Home Phone#: \_\_\_\_\_

Cellular Phone #: \_\_\_\_\_ Work Phone Number #: \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Fees: Applicant has agreed to pay a non-refundable application fee of \$50.00 per applicant \$75.00 admin. fee in certified funds for processing and reviewing this application and a \$500.00 refundable holding fee.**

**\*HOLDING FEE GIVEN: \$** \_\_\_\_\_ *\*Holding fee is refundable and will be refunded to applicant if application is denied or property has unresolved title issues. Holding fee will convert to deposit or option payment once lease/contract commences.*

**NAMES OF ALL OTHER PERSONS WHO WILL OCCUPY THE PROPERTY: (Use additional pages if necessary).**

Name: \_\_\_\_\_ Age/DOB \_\_\_\_\_

Name: \_\_\_\_\_ Age/DOB \_\_\_\_\_

Name: \_\_\_\_\_ Age/DOB \_\_\_\_\_

**LANDLORD HISTORY #1**

Landlord Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

How long have you lived there? \_\_\_\_\_ Monthly payments \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**LANDLORD HISTORY #2**

Landlord Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

How long have you lived there? \_\_\_\_\_ Monthly payments \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**APPLICANT #1 EMPLOYMENT HISTORY**

Present Employer \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Length at Present Employer \_\_\_\_\_ Length at Present Position \_\_\_\_\_

Full time? \_\_\_\_\_ Part time? \_\_\_\_\_ **Monthly Gross Income** \_\_\_\_\_

Other Source of Income \_\_\_\_\_ **Monthly Gross Income** \_\_\_\_\_



**APPLICANT #2 EMPLOYMENT HISTORY**

Present Employer \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Length at Present Employer \_\_\_\_\_ Length at Present Position \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Full time? \_\_\_\_\_ Part time? \_\_\_\_\_  
Length of Employment \_\_\_\_\_ **Monthly Gross Income** \_\_\_\_\_  
Other Source of Income \_\_\_\_\_ **Monthly Gross Income** \_\_\_\_\_

**VEHICLE INFORMATION: List all vehicles to be parked on the property**

Type                      Year                      Make                      Model                      License/State                      Monthly Payment  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List all pets to be kept on property**

Pet's Name    Type/Breed    Color    Weight    Age    Male/Female    Spay/Neutered?    Rabies shots current?    Indoor/Outdoor/Both?  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES (CANNOT BE RELATED TO APPLICANT(S))**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

**HAS APPLICANT EVER:**

been evicted? \_\_\_\_\_ Explanation \_\_\_\_\_  
broken a rental/lease agreement? \_\_\_\_\_ Explanantion \_\_\_\_\_  
been convicted of a crime? \_\_\_\_\_ What was the charge? \_\_\_\_\_  
filed bankruptcy? \_\_\_\_\_ What year(s)? \_\_\_\_\_  
had a foreclosure? \_\_\_\_\_ What year(s)? \_\_\_\_\_  
had any credit problems, slow-pays or delinquencies? \_\_\_\_\_ Explanation \_\_\_\_\_  
Are there any criminal matters pending against any occupant? \_\_\_\_\_ Explanation \_\_\_\_\_

**List any additional information you think will help us process your application (attach additional pages if necessary)**  
\_\_\_\_\_  
\_\_\_\_\_

**NOTICE OF LANDLORD'S/SELLER'S RIGHT TO CONTINUE TO SHOW THE PROPERTY:** Unless Landlord/Seller or its management and Applicant enter into a separate written agreement, the property remains on the market until a lease/contract is signed by all parties and the Landlord/Seller may continue to show the property to prospective tenants/buyers.

I do hereby attest that the statement and facts given above by me are accurate, true and complete to the best of my knowledge. I authorize to allow the relevant parties to obtain a copy of my credit report; obtain a criminal background check; and verify any rental and employment history information related to this application. I understand I will not receive a copy of any reports obtained.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**See Items to be turned in with application & Location Page for more information: Please note if all items are not turned in, application may be denied.**



**AUTHORIZATION TO RELEASE INFORMATION RELATED TO A RESIDENTIAL OCCUPANCY APPLICATION**

I, \_\_\_\_\_ (applicant #1 name), have submitted an application to rent/buy a property.

I, \_\_\_\_\_ (applicant #2 name), have submitted an application to rent/buy a property.

The management for the landlord/seller is (unless otherwise stated):

Hacienda Propiedades

Phone: 210 223-7565 Email: managementoffice420@gmail.com

I give my permission:

- To my current and former employers to release any information about my employment history and income history to the above named landlord/seller and/or its management.
- To my current and former landlords to release any information about my rental history to the above named landlord/seller and/or its management.
- 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 above named landlord/seller and/or its management.
- To my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above-named landlord/seller and/or its management.
- And to the above named landlord/seller to obtain a copy of my consumer report (credit report) from any consumer-reporting agency and to obtain background information about me and/or its management.
- And authorize the above named landlord/seller along with their agents, employees, affiliates, to call me or send me recorded messages, texts, and emails to communicate regarding my application, leases, and contracts.

I agree to indemnify and hold harmless the person that whom this request is presented to and his/her agents and employees from and against all claims, damages, losses, and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request. This authorization shall survive the original application process and be valid during or subsequent to any lease/seller financing terms of a property through the above mentioned landlord/seller, its successors and/or assigns. A copy of this authorization may be accepted as an original.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**THIS SECTION TO COMPLETED BY LANDLORD: (landlord may be contacted to verify information)**

1. Property or Landlord Name: \_\_\_\_\_
2. Amount of monthly rent: \$ \_\_\_\_\_ Length of residency: \_\_\_\_\_
3. Has rent been paid on time? \_\_\_ YES \_\_\_ NO. If NO, how many times late? \_\_\_\_\_
4. Was proper notice given? \_\_\_ YES \_\_\_ NO
5. Was unit left in good condition? \_\_\_ YES \_\_\_ NO
6. Any documented complaints? \_\_\_ YES \_\_\_ NO, If YES please explain: \_\_\_\_\_  
\_\_\_\_\_
7. Would you rent to the tenant(s) again? \_\_\_ YES \_\_\_ NO
8. Additional remarks: \_\_\_\_\_  
\_\_\_\_\_

**Landlord/Landlord's rep signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please email to: managementoffice420@gmail.com or fax back to: 210-247-9608. Thank you!



# APPLIANCE, AIR FILTER & WATER METER ACKNOWLEDGMENT FORM

I \_\_\_\_\_ understand the  
(print your name)

house of which I am applying, located at:

\_\_\_\_\_

does **NOT** come with appliances, including refrigerator, stove, washer & dryer.

The type of stove to be used is:       Gas               Electric

The outlet for your washer is:       Standard       220               None

The outlet for your dryer is:       Gas               220               None

**PLEASE NOTE:** OUTLETS CANNOT BE CHANGED OR ADDED

I UNDERSTAND I AM RESPONSIBLE FOR CHANGING THE AIR FILTER <u>EVERY</u> MONTH WHILE I AM RENTING THE HOUSE, IF THE HOUSE HAS AN AC UNIT.
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**ALSO,** I have been shown the location of the water meter shutoff for the house.

\_\_\_\_\_ Date \_\_\_\_\_  
(Applicant signature)