



5150 Broadway St, Ste 505
San Antonio, Texas 78209
Office. 210-390-9000

Thank you for applying with Re-Homing Texas LLC for your housing needs. To best serve you, we feel it is imperative that you are made aware of, and fully understand, our application policy and company procedures.

Please read this document carefully before applying for a property we manage. We are committed to equal housing, and we fully comply with the Federal Fair Housing Act and Fair Credit Reporting Act.

We do not discriminate against persons due to race, color, religion, sex, handicap, familial status, national origin, age, sexual orientation, or gender identity.

WE PROCESS APPLICATIONS IN THE ORDER THEY ARE RECEIVED ONCE THEY ARE COMPLETE.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

OFFICE HOURS: 9am-4pm Monday-Thursday, 9am-noon Friday
www.rehomingtexas.com

**BEFORE YOU BEGIN
PLEASE PREPARE FEES AND REQUIRED DOCUMENTS:**

FEES	DOCUMENTS
Nonrefundable \$70 Application Fee for all occupants 18 years or older <i>Your information will be updated annually at time of renewal</i>	Current government-issued Photo ID
Non-Refundable Administration Fee \$200 This fee pays for the move-in survey & Inventory Condition app, which protects your security deposit and pays for document preparation. <i>Due upon approval.</i>	Proof of Income - Paystubs <i>or</i> - bank account records <i>or</i> - letter of employment <i>or</i> - CPA Financial Statement (<i>if self-employed</i>)
Animal Application Fee, if applicable \$25 for first pet, \$15 for each additional pet. <i>This information must be updated annually at the cost of \$10 per household</i>	<i>If applicable:</i> Veterinarian records for each animal, including breed, age, neutered/spayed, updated vaccines, and 2 photos of each pet (front and side facing)

WHEN YOU ARE APPROVED

You must complete the application for the security deposit program if you choose to participate.
Administration Fees must be paid using the link provided in your approval email.

- 1) Security Deposit Program
- 2) Administration Fee of \$200
- 3) Animal application fee if applicable

IF YOU HAVE AN ANIMAL LIVING WITH YOU, PLEASE READ THE ANIMAL SCREENING CRITERIA BEFORE CONTINUING.

Please ask about the pet restrictions for the property for which you are applying. While our firm is pet friendly, the ultimate decision of number and kinds of animals allowed rests with the owner of the property. Inquiries should include the property address, animal type, breed type, age and quantity. Note, due to insurance regulations, certain dog breeds are not accepted. **We strongly recommend that you inquire about pets before submitting your application as application fees are nonrefundable.** The link below is your pet screening link to add a pet. Copy and paste link into your browser.

<https://rehomingtexas.com/pets/>

COMPLETED APPLICATIONS ARE PROCESSED IN THE ORDER THEY ARE RECEIVED ON A FIRST-COME, FIRST-SERVE BASIS ONE PERSON OR FAMILY AT A TIME AND WILL NOT BE PROCESSED WITH OUT ALL NECESSARY PAPERWORK, FUNDS, SIGNATURES, PET SCREENING AND/OR DOCUMENTATION FOR ALL OCCUPANTS 18 YEARS OR OLDER TO RESIDE IN THE PROPERTY.

Submitting your application

1) Complete the pet screening for every animal to live in the home. Copy & paste link in browser.	https://ReHomingTexas.com/pets/
2) EVERY PERSON 18 years or older MUST COMPLETE THE APPLICATION	- All applicants must submit a \$70 applications fee and separate application for each individual, including partners - Roommates must qualify individually - Co-Signers must be willing to sign the lease as a tenant and have a credit score of 700 or above.
3) All applications must be signed by the applicant and filled out completely	- Incomplete or incorrect contact information will delay the processing of your application.
4) EVERY Applicant must pay the non-refundable \$70 application fee	- Pay via credit or debit card - Fee covers the cost of credit report, background check, employment verification, landlord verifications, etc
5) In order to qualify, financially responsible party/parties must make three (3) times the monthly rent	- Verification required - Must be a permanent employee (not temporary or probationary) - Active-duty military must be on assignment that, to the best of your knowledge, will allow you to complete an initial 12-month lease

Application Approval Requirements for Leaseholders

The Financially responsible party/ parties

All occupants must meet our Rental History and Criminal Background Check requirements.

Income Verification

1. Applicants must have a verifiable gross monthly income of at least three times the monthly rent from an unbiased source.
2. Married couples or immediate family members may combine incomes.
3. Housemates (not legally married) must qualify separately.
4. Acceptable income verification includes pay stubs, employer contracts, or bank statements. Any verification fees required by the employer must be paid by the applicant.
5. Applicants must provide contact information for their employer's Human Resources Department, department head, or direct supervisor, along with the main business phone number.
6. Self-employed individuals must provide verifiable income through a CPA-prepared financial statement, recent tax returns, or bank statements.
7. Proof of continued employment can be demonstrated in one of three ways:
 - At least six months with the current employer in the San Antonio area.
 - A verified transfer with at least six months at the same employer.
 - Continued employment in the same field or trade within the previous 12 months.
8. Recent graduates (college, university, or trade school) may provide a certified transcript, diploma, and an employment contract or letter. Active-duty military personnel must provide orders confirming assignment for at least 12 months.
9. Applicants who do not meet employment or income requirements must submit savings account statements showing a minimum balance equal to six months of rent.
10. Social Security numbers are required for legal employment in the U.S. ([See SSA guidelines](#)).

Co-Signer Requirements

- Must earn at least four times the monthly rent.
- Must have a credit score of 700 or higher.

Rental History

All occupants must meet these requirements.

1. Applicants must provide contact details for previous landlords from the last 2–5 years, including names, addresses, and phone numbers.
2. Rental history must be verified by unbiased sources (not family or relatives) and must be free of evictions, judgments, and unpaid rents. Providing false landlord information will result in denial.
3. If the applicant owned a home instead of renting in the last 2–5 years, mortgage payment history will be considered. Mortgage references or proof of ownership/sale must be provided.
4. Base housing is accepted as rental history.

Credit Requirements

1. A credit report will be obtained to determine credit worthiness.
2. Payments 60+ days past due in the last 24 months may lead to denial. Payments 30–59 days late may be acceptable with justification.
3. Applicants with credit issues may still be approved with a risk mitigation fee.
4. Bankruptcies within the past 24 months may result in denial. Any bankruptcy must have been discharged at least one year prior to applying.
5. Unpaid, non-medical collections from the last two years may lead to denial.
6. Outstanding debt to a landlord or property management company, including judgments or collections, will result in denial.

Security Deposit Options

1. **Option 1:** Traditional security deposit equal to two times the monthly rent.
2. **Option 2:** Security deposit coverage through a security deposit program, determined by credit and rent amount. Re-Homing Texas offers deposit-free living for qualified renters, allowing tenants to move in without paying a traditional security deposit.

Risk Mitigation Fee

If an applicant's credit score falls below 600 or has limited rental history, a **non-refundable Risk Mitigation Fee** may be required as a condition of lease approval. This fee is assessed to offset potential financial risks and is **not a security deposit**.

- The Risk Mitigation Fee is **due at lease signing** and is **non-refundable** under any circumstances.
- This fee does **not** apply toward rent, security deposits, or any other lease-related charges.
- The amount of the Risk Mitigation Fee will be determined based on the applicant's credit profile and risk assessment.
- Payment of this fee does not guarantee lease approval; applicants must still meet all other leasing requirements.

By signing this lease, the tenant acknowledges and agrees to the terms of this Risk Mitigation Fee.

Credit scores:

540-574: one time risk mitigation fee \$1,000.00

575-599: one time risk mitigation fee \$700.00

600-and up: No Fee

Criminal Background Checks

All occupants must meet these requirements.

1. Background checks will be conducted for all applicants 18+. Re-Homing Texas does not rent to individuals required to register as sex offenders.
2. Criminal history, sex offense, and terrorist database checks are performed. Applications will be denied for felony convictions within the last 10 years related to:
 - Manufacture or distribution of controlled substances.
 - Crimes involving bodily harm (e.g., murder, rape, arson).
 - Intentional property damage or destruction.
 - Any sexually related offense.
3. Applicants may appeal a denial by submitting additional information within 14 days. Exceptions may be made based on offense type or age.

Animal Policy

Re-Homing Texas allows a variety of animals. However, some properties may have restrictions.

- **Animal applications** are required for each animal, with a risk level assessment.
- Fees: \$25 for the first animal, \$15 for each additional animal.
- Monthly animal fees apply based on type, breed, and risk level.

Restricted Dog Breeds:

Akita, American Bulldog, Bullmastiff, Chow, Doberman, German Shepherd, Husky, Cane Corso, Presa Canario, Pit Bull, Siberian Husky, Staffordshire Terrier, Wolf Dog, Bull Terrier, Pit Bull Terrier, Rottweiler.

Animal Fees (Paid Monthly with Rent):

- **Puppies/Kittens (12 months or younger):** \$70 per animal.
- **Restricted Dog Breeds:** \$70 per animal.
- **Animals (12 months or older)** \$60 per animal
- **Birds (per cage):** Small breeds \$25, Large breeds \$40.
- **Caged Animals (hamsters, guinea pigs, reptiles, etc.):** \$40 per pet. *(No snakes allowed.)*
- **Fish Tanks (over 10 gallons, max 40 gallons):** \$10 per 10 gallons.
- **Farm/Exotic Animals:** Considered on a case-by-case basis.

****PHOTOS OF ALL ANIMALS ARE REQUIRED**** Upload with Application or email to info@rehomingtexas.com

Re-Homing Texas reserves the right to remove any pet that may pose a threat to property, residents, or the community.

Resident Benefit Package

Re-Homing Texas Resident Benefit Package is designed to provide convenience and professional services to our residents. By applying, Resident(s) agree to be automatically enrolled in the program and will agree to pay an additional **\$35 per month**, payable with rent.

This program offers valuable benefits to enhance your rental experience, including:

- **HVAC filter delivery every 90 days**, helping you save up to **15% on monthly heating and cooling costs**.
- **Utility concierge services** to ensure you get the best value on your utility plans.
- **24/7 online maintenance reporting**, making it easy to request timely repairs.
- **Resident Portal:** The tenant online portal allows residents to review pertinent documents, rent, and other fee(s) payments and report maintenance concerns. Re-Homing Texas LLC reserves the right to restrict payment access to the Tenant, at the landlord's sole discretion, should a pattern of delinquency arise or persist.

- **A vetted network of licensed and insured technicians**, ensuring all repairs are handled by reputable professionals.
- **ID protection** ID Protection: By executing this agreement, you agree to Allstate Terms of Service and Privacy Policy regarding the identity theft protection service provided as part of your tenant's kit.
- **Build your credit score.** Re-Homing Texas LLC will report the Tenant's positive payment history to credit bureaus through a third-party service, **CredHub**. The Landlord or Re-Homing Texas LLC is not responsible for any errors, omissions, or misreporting by the third-party service. The Tenant understands that any disputes regarding credit reporting must be addressed directly with the third-party service provider. Delinquent or late payments will be reported.
- **Community Perks providedR through CredHub**

FEE Breakdown <i>*Subject to change</i> <i>*additional fees may be stated in the lease or its addenda</i>	<u>Required for all Tenants</u> • Monthly Animal fee-If applicable based on paw score • \$35-\$50 Monthly – Resident Benefit Package • \$85 Renewal Fee – Due on the first day of the lease renewal • \$200 Admin Fee – Due at time of approval for a property • \$25 Animal Application Fee- If applicable due at the time of approval <u>FEES BASED ON TENANT ACTIONS/CHOICES</u> • \$250 Satellite Dish Installation Deposit • \$20-\$50 per Lease Violation/HOA Violation • Actual Cost of HOA or City assessed fees • Late Fee – 12% of the rent • \$125 Notice to Vacate Delivery Fee • \$30 Certified Letter Fee • \$100 Move Out Property Review Fee (paid on last month) • \$150 Failure to Maintain Utilities Fee • \$200 Make Ready Coordination Fee
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NOTICES AND COMMON QUESTIONS

Can we hold a property for you?	We can hold a property for a maximum of 14 days from approval of application or when property becomes vacant whichever is later. Rent will be charged beginning on the 16th day after your application is approved.
Disabled Accessibility	If you have disabled accessibility concerns, please submit them in writing to the property manager. We must get the Owner's approval to allow the existing premises to be modified. All modifications are at the expense of the requesting party. We Require: 1. Written proposals detailing the extent of the work to be done 2. Written assurances that the work is to be performed in a professional manner by an approved licensed/bonded contractor. 3. Written approval from the Landlord before modifications are made. 4. Appropriate building permits and required licenses made available for the landlord's inspection. 5 A restoration deposit may be required per Fair Housing Guidelines
Reasons for Denial	1. If you failed to give proper notice when vacating a property or have an unpaid debt or collection filed against you by a property management company. 2. If previous landlord(s) would be unwilling to rent to you for reasons pertaining to the actions of yourself, pets, or others allowed on the property during tenancy. 3. If you have had three or more late payments of rent within a 12-month period. 4. If you have unpaid collections filed against you by a Property Management Company. 5. If an unlawful retainer action or eviction has occurred within the past six (6) years. 6. If you have received a current 30-day notice to vacate. 7. If you have had two (2) or more NSF checks within a 12-month period. 8. If you have allowed a person(s) not on the lease to reside on the premises. 9. If we are unable to verify your information, we must deny application. If misrepresentation of the information provided is found after the lease agreement is signed, the lease agreement will be terminated.

Errors & Omissions	While we make every effort to describe our rental properties accurately, changes can and do take place. Therefore, our descriptions are subject to errors and omissions. Tenants should verify schools, pets, features, etc. Listings do not constitute a guarantee of the facts stated. You should personally inspect the property before signing the lease agreement!
Disclosure of Agency	RE-Homing Texas, LLC agents are acting as agents for the landlord and do not represent prospective tenants. Residential qualifying criteria are subject to change at the Landlord's discretion and without notice. Our goal is to provide our owners the best possible tenants for their properties. Occupancy will be based on overall condition of credit, employment, residential and criminal history. We reserve the right to refuse to rent to anyone that we feel does not meet our qualifications. Once you are approved you will be notified by email. Once the security deposit or policy has been received, we will send you a lease to sign electronically.

Periodic Property Reviews	Re-Homing Texas LLC conducts a periodic property review at the 6th-8th month of the lease. We take pictures of the interior and exterior of the home during that photo review. This information is kept on record and shared with the owner. We also do exterior drive by reports, access is not needed for exterior drive by reports. Photos are taken of the exterior to document yards, trash cans, any deferred maintenance, and to help reduce HOA violations. If this standard annual property review is going to cause you a problem – we recommend that you stop now and do not apply for one of our homes.
SMOKING	NO SMOKING is permitted inside the home or garage or within 6 feet of the home (such as on patios/ front porches).
Sight Unseen	We encourage everyone to personally visit the property before submitting an application. If you are unable to personally visit the property before lease signing, you will need to sign a sight Unseen addendum and name your appointed representative who saw the property. Re-Homing Texas cannot be an appointed representative.
School Districts	If you are concerned about school districts for the property you are applying for, please verify with the school district before submitting your application. Schools may be capped, and boundaries can change.

**Six Months
Lease
Option**

Should an applicant request a 6-month lease option, Re-Homing Texas charges an additional 20% on the top of the rent that is advertised, and the lease must be approved by the owner.

Advertised rent = \$1200 per month. Add in 20% for a 6-month lease \$240 per month. Total rent for 6-month lease option = \$1440.

NOTICE TO ALL APPLICANTS

*****Due to recent advertisement scams which have been brought to our attention, we only honor market prices listed on MLS and Re-Homing Texas website. Contact us for a copy of this if needed. We apologize for any inconvenience this may cause.***

All tenants are strongly encouraged to purchase and provide proof of renter's insurance to Re-Homing Texas.

We use Citizens Home Solutions for a concierge service and your information is submitted to them. This is no cost to the tenant, and they will assist in you in setting up the utilities. You can simply decline when they contact you if you choose not to utilize the free service.

*****IF YOU ARE APPLYING FOR AN OCCUPIED PROPERTY*****

The current tenants have given notice to vacate prior to your move-in day. However, be advised that their lease takes precedence, and they cannot be forced to vacate except by lawful eviction.

Applicants should satisfy any concerns regarding crime statistics and sex offenders in any area where they might consider residing. This information is available free of charge on the internet at the following sites:

- Sex Offenders <http://www.txdps.state.tx.us>
- San Antonio Area Crime Stats <http://www.ci.sat.tx.us/sapd/indexcrime.asp>

Non-Disparagement / Representation

APPLICANT and Re-Homing Texas mutually agree, that as additional consideration, specifically the mutuality of this clause, each is prohibited from making disparaging remarks/statements or publications regarding the other to any third party, internet, web-based, cloud based, or review type publication site, effective the date of this agreement. This provision relates to remarks/statements/publications/opinions/evaluations, or any other thought process reduced to writing regarding: (1) this agreement; (2) any parties' performance under this agreement; (3) the rental application to which this provision is an addendum to; (4) any duty or obligation or action of or by the property manager that relates to or touches upon the management of this property.

If any dispute arises regarding whether any remark, statement, or publication is disparaging, the parties agree that for purposes of this provision, expressly including the enforcement of this provision detailed below, that any remark, statement, or publication shall be irrefutably deemed disparaging if: (1) the other party requests, in writing, that the writing/publishing party remove the remark and/or publication; and (2) the remark and/or publication is not removed within 72 hours of said requests. APPLICANT, and Re-Homing Texas mutually agree that damages for failure to comply with this provision shall be liquidated at \$250 per day for each remark/statement/representation that is disparaging or is not removed within 72 hours of request to remove said remark/statement/representation.

APPLICANT, and Re-Homing Texas further agree that enforcement of this provision is appropriate through a temporary restraining order and/or injunctions and permanent injunctions, notwithstanding any rights under the First Amendment to the United States Constitutions or other codified statute, regulation, or code and that any party who prevails on enforcement of this provision, whether for monetary damages or injunctive relief is entitled to recover attorney fees against the other.

The parties to this agreement agree that this provision shall survive the termination, expiration, cancellation or non-acceptance of the rental application and this agreement in enforceable at any time should any party publish a remark/statement/publication or other writing which is subject to this provision.

Re-Homing Texas maintains a zero-tolerance policy for any form of verbal abuse, including yelling, profanity, or mistreatment of our staff and employees. Such behavior may result in the denial of a rental application.

Attorney Fees – Notwithstanding the rental application, each party who is involved in any litigation and/or arbitration proceeding in any action relating to or touching upon the rental application or the obligations/duties therein shall bear its own costs and/or attorney fees. Court costs, arbitration costs, expert witness fees expenses/costs/ depositions costs or any other cost expenses related to the filing of, and/ or prosecution/ defense of a lawsuit shall not be recoverable by any party to any dispute.



Have the Following Documents Ready to Upload When Applying:

- **Government issued photo I.D.**
- **Proof of Income - pay stubs, bank statements, etc.**
- **3 References**
- **Completed Pet Profile for each animal to reside at the property (if applicable)**

**Failure to upload or email these documents will delay the processing of your application
If you have trouble uploading documents, please email documents to: christine@rehomingtexas.com*

APPLICATION FEE:

Fee is captured and remains pending for 2-3 business days or until your application is selected for processing. If your application is not processed, you will receive your funds back within 5-10 business days. If your application is processed and denied the application fee is **NON- REFUNDABLE**.

ADMINISTRATIVE FEE:

At time of approval, tenant is required to pay **\$200 online, link provided in approval email**, as an administrative fee. This fee covers the costs of the move in photo documentation report, which protects the tenant's security deposit, and the tenant's document preparation fee. This is a non-negotiable, required, one-time fee due at time of acceptance before the lease will be written.

Acknowledgement and Representation:

- 1) Signing this application (electronic or otherwise) indicates that applicant has had the opportunity to review landlords tenant selection criteria, which is listed above and available upon request. The Tenant selection criteria may include factors such as criminal history, credit history, current income and rental history.**
- 2) Applicants understand 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 made in this application are true and complete.**

Applicant Signature: _____



Residents,

We are happy to announce that your property manager has partnered with CredHub to start rental credit reporting. Most people spend 26 -50% of their income on rent, so shouldn't you get credit?

What Does This Mean for You?

You will be automatically signed up for credit reporting. We offer this as an amenity to help give all residents the ability to receive credit for their most substantial monthly payment, your rent. Credit scores can increase from 20 - 50 points with this benefit!

Other Benefits Include:

-  Positively increases buying power (homes, cars, personal loans)
-  Higher credit score yields lower interest rates on credit cards
-  Rental history may be backdated upon request up to 24 months

How Do You Get Signed Up

All residents will be automatically enrolled into the credit reporting program within 30-60 days.

Things to Note About Your Payment Obligation + Late Rent

When lease payment obligations are met, credit information will be reported to the credit bureaus and will help build a positive credit history. If rental payment obligations are not met, as per your lease contract agreement, the late payment will be reported to CredHub and thereafter to the credit bureaus. This can impact your credit and can affect your credit score adversely.

Please contact your management team or Credhub for any questions:



833.888.2733

credhub.com

Applicant Signature: _____

FAQ for Residents

Why should I want my property manager to report my rent to the credit bureaus?

For most residents, rent is the largest monthly payment. Every resident should be getting credit for paying rent on time and be rewarded by having that payment improve their credit score. Rent is one of the fastest ways to increase a credit score, with an average increase above 40 points and some as high as 100 points depending on where an individual is in the FICO scoring matrix. This translates into additional financial freedom for the resident. A higher credit score can result in lower interest rates for a loan (e.g. car, home), additional qualifications for credit cards, higher limits on credit cards, and lower insurance rates. A higher credit score can even help get a job, as it is viewed as an element of risk to an employer.

Why hasn't my credit score changed when I check it online?

CredHub submits to the bureaus at the beginning of each month the previous month's rental payments. The bureaus process the file, which can take up to ten days. Credit score websites such as Credit Karma and FreeCreditScore.com are delayed several weeks in obtaining new information. A credit report drawn directly from the credit bureaus will reflect new payment information within a few days. On average, residents see their scores impacted in the first three to six months.

I have never had a late payment, so why has my credit score dropped?

Since this is the first-time credit bureaus have seen payment history for rent, it is viewed as new debt. Like buying a new house or car, the credit score may see a slight drop initially however, it will level out and increase as more on-time payments are made.

What happens if my payment history is submitted incorrectly?

CredHub handles all questions and disputes with your residents. We have an all access website at www.credhub.com, can be reached by phone at 1-833-888-2733, or by email at support@credhub.com. If a correction may be needed on information that was inadvertently submitted to the credit bureaus, we will handle resolution for the resident.

If questions are not answered here, please call us at 1-833-888-2733



833.888.2733

credhub.com

Applicant Signature: _____