

BRIDGEMAN PROPERTIES

10999 IH-10 West Suite 175

San Antonio, TX 78230

(210) 301-2081

info@bridgemanproperties.comwww.bridgemanproperties.com**APPLICATION PROCESS / SCREENING CRITERIA**

Thank you for applying with Bridgeman Property Management, LLC, for your housing needs. To better serve you, we feel it is imperative that you are made aware of and fully understand our application process and screening criteria.

Bridgeman Property Management, LLC, is committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA) and the Fair Credit Reporting Act (FCRA). We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, age, sexual orientation, or gender identity. We also comply with all state and local fair housing laws.

A copy of Landlord's Residential Lease Agreement and Rules and Regulations are available on our website at www.bridgemanproperties.com for your review prior to submitting your application.

While we make every effort to describe our rental properties accurately, changes can and do take place. Tenants should verify schools, pets, features, etc. Listings do not constitute a guarantee of the facts stated.

PROPERTY CONDITION:

Applicants are strongly encouraged to view the Property prior to submitting any application. Landlord makes no express or implied warranties as to the Property's condition.

NOTICE REGARDING SCHOOL BOUNDARIES:

1. School boundaries are subject to change. Due to the increasing growth, the school districts may move attendance boundaries of their schools. The school information provided to you, by the Multiple Listing Service (MLS), is meant to reflect the current boundaries. In no way does it predict or guarantees attendance boundaries for any school.
2. We recommend that you take an active position in finding out which school districts and subdivisions are currently having boundary changes.

3. Concerns should be investigated prior to submitting your application. You can contact the school districts that represents your prospective property to learn what the current and future issues are regarding that district.

Applicants should satisfy their concerns regarding crime statistics or the presence of any sex offenders in the area, before applying.

This information is available free of charge on the internet at the following sites:

- Sex Offenders: www.txdps.state.tx.us
- San Antonio Area Crime Stats: <http://www.neighborhoodscout.com/tx/san-antonio/crime/>

DISABLED ACCESSIBILITY CONCERNS:

Must be submitted in writing to the property manager. We must obtain Owner approval to allow modification of the premises. All modifications are at the expense of the disabled person, and the disabled person must agree to restore the premises, at their own expense to the pre-modified condition (provided the modification would affect the use and enjoyment of the premises for future residents).

We require:

- Written proposals detailing the extent of the work to be done.
- Written assurances that the work is to be performed in a professional manner by a licensed/bonded contractor.
- Written approval from the landlord before modifications is made.
- Appropriate building permits and required licenses made available for the landlord's inspection.
- A restoration deposit may be required per Fair Housing guidelines.

NOTICE TO ALL APPLICANTS:

** Due to recent advertisement scams, we only honor market prices as listed on MLS. For a copy of these, please ask your agent. We apologize for any inconvenience this may cause.

** Applicant or an appointed representative named by letter must physically inspect the property prior to submitting the application for rental. The representative must be someone OTHER than the real estate agent.

** Bridgeman Property Management, LLC makes no express or implied warranties as to the Property's condition.

** Please list in the application any applicant request for landlord to consider regarding repairs or treatments should applicant and landlord enter into a lease.

** \$5.00 convenience fee will be charged for use of our online rent payment system, a \$10 processing fee will be added for any other methods of payment.

WHAT YOU NEED TO KNOW BEFORE YOU APPLY:

1. Bridgeman Property Management, LLC routinely conducts two periodic property visits or more as needed of the property with interior pictures and sends the reports to the owner. If this is going to be a problem for you do not apply for one of our properties.
2. The lease agreement gives Bridgeman Property Management, LLC authorization to place a key-box on the property and to market and show the property for rent during the last 30 days of the lease agreement. If this is going to be a problem for you do not apply for one of our properties.

PLEASE HAVE THE FOLLOWING ITEMS READY BEFORE APPLYING:

1. Last 2 addresses and Landlord Information
2. Employer and Previous Employer: Name, Contact, Start Date, Salary
3. Dependent Information
4. Emergency Contact Information

HAVE THE FOLLOWING DOCUMENTS READY TO UPLOAD WHEN APPLYING:

1. Government issued photo I.D.
2. Two (2) months of Pay Stubs or Income Verification
3. Picture of each pet that will occupy property (if applicable)
4. Current Vet Records (if applicable)

Failure to upload or email documents will delay the processing of your application.

If you have trouble uploading documents please email documents to:
application@bridgemanproperties.com



MUST READ!!!

Before going any further in applying for this home there is a \$65 NON-REFUNDABLE application fee per adult to complete this application. Everyone occupying the property that is eighteen (18) years of age or older must fill out an application and submit a \$65 non-refundable application fee.

We do not pre-screen Applications.

Applicants are required to pre-screen themselves with the following criteria and will need to meet the requirements below. If you feel you meet these minimum requirements, you are encouraged to apply.

APPLICATION APPROVAL REQUIREMENTS:

Approval is based on nine factors:

1. Identification
2. Income Verification
3. Employment Verification and History
4. Rental Verification and History
5. Credit History
6. Pet Criteria
7. Criminal Background Check
8. Terrorist Database Search

1. Identification:

- Each applicant is required to provide a copy of a legible Government issued photo I.D.
- A valid Government issued photo I.D
- Non-U.S. citizens' valid passport or government issued ID along with a visa that is valid for the length of your proposed lease agreement
- You will be prompted to upload Identification when applying

2. Income Verification:

Income should be at least three (3) times the monthly rent and verifiable from an unbiased source: i.e. - employer through pay stubs, tax returns, and/or bank statements. Self-employed income may also be verified with a CPA-prepared financial statement or tax returns. Your employment history should reflect at least 6 months with your current employer in the San Antonio area. We do accept transfers or relocations if you are working with the same employer. Applicant must pay any verification fees required by the employer. Applicants who do not meet the above employment or income requirements must submit Savings Account statements showing a minimum average balance equal to 8 months of rental payments, for the last 6 months.

3. Employment Verification and History:

We require verifiable employment history for at least the past three (3) years. You must be a permanent employee (not temporary or probationary). If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), bank statements showing a minimum average balance equal to 8 months of rental payments, for the last 6 months, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES. If you are active duty military, you must be on an assignment that, to the best of your knowledge, will allow you to complete an initial 12-month lease.

4. Rental Verification and History:

We require verifiable residence history for at least three (3) years whether you currently own or rent. Applicants are responsible for providing information including the names, addresses and phone numbers, of Landlords with the dates of residence for the previous 3-5 years. Rental history must be verified from unbiased sources. (Cannot be from family or relatives) Home ownership will be verified from a current credit report. We accept base housing as rental history. Renters may not have had previous evictions this will be automatic grounds for denial. Additional factors including negative payment history, past or current bad debts, liens, bankruptcies or judgments can disqualify an applicant.

Broken leases will be considered on a case-by-case basis and an additional security deposit may be required.

5. Credit History:

We will obtain a copy of your credit report. You cannot provide this to us, we will obtain this ourselves. Credit history should show that the resident has paid bills on time and does not have a history of debt “write-offs” or accounts that have gone into collection. Money owed to a previous landlord or utility company is cause for denial. Residency may also be denied due to poor credit history.

****WE DO NOT ACCEPT CO-SIGNERS.
(Financially Responsible Person Must Reside at Property)**

DEPOSITS and FEES:

- Security Deposit not to exceed 2 times the monthly rent (Actual amount may vary);
- \$250 Pet Acceptance Fee Per Pet, if applicable (does not apply to service animals);
- \$50 Lease Administration Fee; will be due prior to move in;
- Risk Mitigation Admin Fee if applicable, see below.

**All fees above are non-refundable

Applicants Required Admin Fees:

Average Credit Score (all Adults)....	Fee Due
850 - 650	\$0 + 1 x deposit
649 – 600.....	\$200 + 1.25 x deposit
599 – 550.....	\$300 + 1.50 x deposit
549 – 500.....	\$500 + 2 x deposit AND approval by management
499 – 300.....	Declined

DEALING WITH MULTIPLE APPLICANTS:

A Required Admin fee will be assessed based on the AVERAGE FICO score of all adults. Simply add the two credit scores together and divide by 2 to arrive at the determining number for the approval process.

Examples: Applicant 1 has a score of 600 Applicant 2 has a score of 550
Gross Score: 1150, Divide by Two = 575 combined score = \$300 + 1.50 x deposit.

Additional security deposit may be required for other reasons besides credit score.

CRIMINAL, SEX OFFENSE, AND TERRORIST DATABASE CHECK:

We will check these databases for all occupants over 18. We do not rent to any person required to register as a sex offender. Criminal backgrounds involving violent crimes, prostitution, and domestic violence and/or involving the possession of weapons or illegal substances are all grounds for denial of an application.

**An exception may be made for type and or age of offense, please provide details to the Property Manager.

RENTAL CRITERIA FOR PETS:

Pet policies vary from one homeowner to another. Some owners do not permit pets, while others restrict type and/or size of pets. No more than two pets per household are permitted without specific owner's approval.

Most Property Insurance Companies do not allow certain particular Breeds, either purebred or mixed. Therefore, dogs fully or partially of the following breeds will be rejected: Akita, American Bulldog, Bullmastiff, Mastiff, Chow, Doberman, German shepherd, Husky, Presa Canario, Pit Bull, Siberian Husky, Staffordshire Terrier, "Wolf Dog", Bull Terrier, Pit Bull Terrier, Rottweiler and any combination of these.

Tenants will be evicted for misrepresenting any of the above type of dogs, as well as for being in possession of any poisonous, dangerous, endangered species or otherwise illegal pet.

Pet policies are strictly enforced, and any breach will be grounds for termination of your lease agreement at tenant's expense. A \$250 Non-Refundable Pet Acceptance Fee is required for each pet.

Special consideration is given to "Service Animals" that assist a tenant with special medical needs. (Please provide proper MEDICAL documentation).

We require with your application, a picture of each pet that will be on the property. Please have pictures of pets' ready to upload when applying.

Additional Pet Restrictions:

- No Aquariums larger than 20 Gallons allowed.
- No ferrets, reptiles or rodents of any kind are permitted as pets.
- All birds must be confined in cages and not allowed to reside outside their cage.

REASONS FOR DENIAL OF APPLICATIONS:

- If your credit score is below 500.
- If your income is less than 3 times the rent amount.
- If you failed to give proper notice when vacating a property.
- If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to your behavior or that of any family member, guest (welcome or not), your pets, or any animal on the property during your tenancy.
- If you have had three or more late payments of rent within the last 12 months.
- If you have an unpaid collection filed against you by a Property Management Company.
- If an unlawful detainer action or eviction has occurred within the past five (5) years.
- If you have recently received 3-day notice to vacate.
- If you have had two (2) or more NSF checks within the last 12 months
- If you have filed for bankruptcy or foreclosure within the past 24 months we may deny your application.
- Any bankruptcy must have been discharged at least one year previous to the date
of your application.
- If you have allowed any person(s), not on the lease, to reside on the premises.
- If we are unable to verify your information, we must deny the application.

*If misrepresentations are found after the lease agreement is signed, the lease agreement will be terminated.

** Bridgeman Property Management, LLC WILL NOT disclose any part of the application process if your application is not accepted, except to say that you did NOT meet our criteria. However, we will send you a letter which will provide you information on how you can attain a FREE copy of your credit report.

Please keep in mind our decision is NOT based on the credit scores alone. Due to confidentiality, we are NOT allowed to disclose anything else so please don't ask.

- Smoking is not permitted inside the home or garage.
- No Businesses may be operated from the property.
- If you have a home-based Business that you think we might approve please let the Property Manager know.

START OF LEASE AGREEMENT:

Rental property will not be held vacant for more than two (2) weeks, unless approved by Bridgeman Property Management, LLC.

Residents moving in before the 25th of the month pay prorated rent for that month, for residents moving in on the 25th or after they will need to pay the prorated rent and next month's rent at move-in.

Vacant Homes - Bridgeman Property Management, LLC has a policy that all leases will begin within 14 days of application approval or Availability date whichever is later. We are unable to hold the home rent free without a lease agreement longer than that time. Rent will be charged beginning on the 15th day.

Occupied Homes - Bridgeman Property Management, LLC will typically advertise an availability date with the properties we manage based on the representation of the occupant. In some cases, those dates will need to change due to circumstances beyond our control. We ask the approved incoming tenant to be flexible in these cases. We understand the burden this can create and strive to advertise a solid date so incoming tenants can plan accordingly.

Upon Approval - Once you are approved you will be notified by phone and or email. Applicants have 24 hours to pay the Application Deposit in order to secure the home off the market on your behalf.

**If we do not receive your security deposit within 24 hours of approval, Bridgeman Property Management, LLC will withdraw your approval and process the next application received.

You and any co-applicant may not withdraw your application or the application deposit. If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling, a \$250.00 Administrative Fee, AND a daily rate of the proposed rent calculated from the date the application was submitted shall be forfeited to Bridgeman Property Management, LLC, and/or Landlord from the Application Deposit. The number of days will begin with the date of the application submittal and end on the date of the termination notice.

ACKNOWLEDGEMENT AND REPRESENTATION:

The following Application Agreement will be signed by all applicants prior to signing a lease contract. While some of the information required may not yet be applicable to your situation, there are some provisions that may become applicable prior to signing a lease contract. To continue with this online application, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms.

- 1) Signing this application (electronic or otherwise) indicates that applicant has had the opportunity to review landlord's 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) Applicant acknowledges that they have the opportunity to view the sample lease agreement and lease video that is posted on the BPM Rental Website at www.bridgemanproperties.com

- 3) Applicant understand that providing inaccurate, misleading 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.

- 4) Applicant represents that the statements made in this application are true and complete.

*The above terms and conditions are subject to change without notice. Nothing herein in any way constitutes an offer to lease or a promise or guaranty that an applicant will be offered a lease. Qualification for a lease is subject to each applicant completing an application for residency, meeting all applicable leasing requirements of landlord and executing all applicable lease documents.

Applicant Signature: _____

Applicant Signature: _____