

## **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, to include reasonable accommodation involving assistance animals.

### **GENERAL INFORMATION**

- All individuals, age 18 or older, residing in a property are required to complete a rental application and pay the non-refundable screening criteria fee.
- Applicants will be required to complete a profile for acknowledgement of not having or having pets on the property. Please visit <https://bridgemanproperties.petscreening.com/> to complete the profile that matches your needs.
- Due to recent advertisement scams, we only honor market prices as listed on MLS. For a copy of these, please ask your agent. We do not market any of our properties on Craigslist and are not responsible for any restitution for scams from any websites.
- Applicant or an appointed representative named by letter must physically visit the property prior to submitting the application for rental. The representative must be someone other than the real estate agent.
- Multiple applications may be accepted on a property and the best applicant selected.
- Each applicant will be required to qualify individually or per specific criteria areas. The denial of one applicant will result in the denial of the entire application.
- Positive identification with government-issued picture ID will be required.
- Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, eviction shall result.
- Smoking is not permitted in any of the properties we manage.
- Any individual who may constitute a direct threat to the health and/or safety of others, or property of others will be denied.

- A complete application is required; incomplete applications will not be processed.
- We require complete, accurate and truthful information: Inaccurate or falsified information will be grounds for denying an application.
- Information submitted in an application that cannot be verified from unbiased sources, as provided by the applicant, may result in denial of an application.
- Application processing time can take up to three (3) business days. Bridgeman Property Management LLC representative will contact applicant, if additional information is needed.
- All applicants must complete the rental application and the pet policy application.
- Bridgeman Property Management LLC and/or the Landlord makes no express or implied warranties as to the Property's condition. Please list in the application any applicant requests for landlord to consider regarding repairs or treatments.

### **NEED TO KNOW**

**(If you do not agree with any of the following procedures, we recommend you stop now and do not apply for one of our properties.)**

- Rental property will not be held vacant for more than two (2) weeks upon application approval.
- Requested move-in dates may be changed due to application processing and/or property preparation. A minimum of three (3) business days, after payment of security deposit and funds, is needed to prepare the property for move-in. We cannot do any immediate move-ins.
- 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.
- A Resident Amenity Package Fee of \$40.00 per month will be charged and must be included with the monthly rent. (Information on Resident Amenity Package can be found in BPM Tenant Handbook).
- A Move-Out Assessment fee of \$99.00 will be deducted from Security Deposit upon tenant move-out.
- Tenants may be responsible for service call fees on properties that are under a home warranty. Service call fees will be reimbursed to tenant unless maintenance is deemed a tenant charge. Please ask property manager if property has a home warranty.

**(Properties with Home Warranties may experience a delay in maintenance due to the coordination of outside vendors. Bridgeman Property Management, LLC does exhaust all efforts to have maintenance items addressed per the Texas Property Code.)**

- Bridgeman Property Management, LLC routinely conducts one or two periodic property visits per year. [Click here](#) for information on the property visits.
- 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.

- Trampolines, backyard playgrounds, above ground pools (hard or soft walls), hot tubs (hard or soft walls) or sheds are not permitted on the property and is considered a lease violation, unless already professionally installed by property.

**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](mailto:application@bridgemanproperties.com)

**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 eight 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 3 times the monthly rent (Actual amount may vary);
- \$25.00 Pet Acceptance Fee Per Pet\*\*, if applicable (Does not apply to service animals);
- Risk Mitigation Admin Fee\*\*, if applicable, see below.

**\*\*Non-refundable**

**Applicants Required Admin Fees:**

Average Credit Score (all Adults) ....	Fee Due
600 +.....	\$0 + 1 x deposit
550 – 599.....	\$200 + 1.5 x deposit
500 – 549.....	\$300 + 2 x deposit & approval by management
<b>Less than 499 .....</b>	<b>Declined</b>

**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 = \$200 + 1.5 x deposit.

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

**Errors & Omissions:**

Every effort has been made to provide applicants with reliable and accurate information regarding the home you are applying for – however, changes can and do take place to cause inaccurate information to be accidentally presented. We encourage all tenants to verify schools, allowable pets, expected features, or any HOA concerns prior to signing a lease agreement. Any information posted in the MLS advertisement does NOT constitute a written agreement or guarantee of the facts stated.

**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.**

**Pet Rent:**

Monthly: \$25.00 Pet Rent per approved animal.

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, foreclosure or broken lease within the past 24 months.
- 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 any information on your application.

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

\*\* Bridgeman Properties 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.

A copy of Landlord's Residential Lease Agreement and Rules and Regulations are available on our website at [www.bridgemanproperties.com](http://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.

## **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](http://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 tenant with disability, 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.

### **START OF LEASE AGREEMENT:**

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

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 Properties 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 Properties 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 to secure the home off the market on your behalf.

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

Failure to sign a lease within 48 hours of receiving will result in the cancellation of the application, forfeiture of the application fees, and a \$250 Termination Fee AND a daily rate of the proposed rent

calculated from the date the application was submitted shall be forfeited to the Landlord from the deposit funds. The number of days will begin with the date of the application submittal and end on the date of the termination notice.

### **Utilities Set-Up Service:**

We have partnered up with Citizen Home Solutions to take the hassle out of hooking up your utilities. Making connecting your utilities quicker and easier with just one phone call without you having to deal with long wait times or automated systems. It is FAST, EASY and a FREE service for our tenants. The service helps take the stress away from connecting your utilities. Connection Specialist will shop the best rates for providers in your area and make your choices easy and quick.

### **Non-Disparagement / Representations:**

OWNER, TENANT and PROPERTY MANAGER 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 lease agreement 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. OWNER, TENANT, and PROPERTY MANAGER mutually agree that damages for failure to comply with this provision shall be liquidated at three hundred dollars 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. OWNER, TENANT, and PROPERTY MANAGER 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 and/or Texas 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 or cancellation of the lease and this agreement is enforceable at any time should any party publish a remark/statement/publication or other writing which is subject to this provision.

### **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 can view the sample lease agreement and lease video that is posted on the Website at [www.bridgemanproperties.com](http://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.

Resident: \_\_\_\_\_

Date: \_\_\_\_\_

Resident: \_\_\_\_\_

Date: \_\_\_\_\_