



Seven Pines Apartments
8027 S Zarzamora Street, San Antonio Texas 78224

Rental Criteria and Privacy Policy:

Thank you in your interest in leasing a dwelling at Seven Pines Apartments. We are an equal housing opportunity provider. We do not discriminate based on race, color, religion, sex, national origin, disability or familial status, or because of one's presence in any other protected class. We comply with local, state and federal Fair Housing and anti-discrimination laws. All visitors must present a valid driver's license or other photo identification in order to view the community. Other acceptable forms of identification are: Valid state issued ID card, valid Military ID card, a valid Passport or a US Immigration and Naturalization Services issued VISA. A copy of all applicant's photo IDs will be made and retained at time of move-in. All applications for apartment homes 1) will be accepted on a first come-first served basis 2) are subject to the availability of the apartment type requested 3) will be approved by complying with the rental criteria listed below 4) require the receipt of the application fee, pet fees (if applicable) and deposits. Rental applications are to be completed entirely. **Any omissions or falsifications may result in rejection of an application or termination.**

Our rental application process consists of two steps. The first step is to verify your rental, employment and credit history. The second is criminal background check. Applicants that are not approved will be notified in writing pursuant to the Fair Credit Reporting Act.

APPLICATION AND NOTIFICATION

Each application will be reviewed after all required documents are submitted. All applicants must comply with the following prior to occupancy:

- A \$45.00 Non-Refundable application fee is required per person of legal age (18 years or legally emancipated). A separate application must be fully completed, dated, and signed by each applicant and all co-applicants.
- All applicants are required to execute the lease agreement and each applicant is individually responsible for the total amount of the rent. An application does not constitute a lease agreement or offer to lease. No lease shall exist unless and until Landlord and Applicant execute a lease agreement and Applicant pays all required funds.
- All proposed apartment occupants must be listed on the application. A maximum of 2 persons plus newborn under 12 months of age per bedroom are allowed to reside in the apartment.
- The total of the entire Applicant(s') gross monthly income must be at least 2.5 times that of the monthly rental payment. If this criterion is not met, one or more guarantors may be necessary. To qualify as a guarantor, the individual must have a gross monthly income of **at least 2.5 times** the monthly rent and must meet ALL other qualifying criteria. Each guarantor must complete and sign our lease guaranty agreement. Guarantors may be held responsible for all your lease obligations, including the entire rent and other costs such as utilities, damages, even if you have roommates. Both your employment and your monthly income must be verifiable to our satisfaction.

The grounds for which a rental application may be denied include:

- Failure to provide accurate or complete information on an application form
- Submission of an incomplete application
- Insufficient current income or lack of proof (acceptable proof of incomes):
 - Three consecutive months of the most recent paystubs for each applicant
 - Most recent tax return or W-2
 - Job offer with compensation, start date and contact information written with company letterhead
 - Consecutive or most recent three months of bank statements
 - Additional legal sources of verifiable income may be accepted. Examples: Child support or alimony directed by court, pensions, trust funds, GI benefits, disability, social security, or other legal verifiable income.
- Convictions for crimes committed by any applicant or by other occupants who plan to live in unit for:



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- Crimes which have made an applicant subject to a lifetime registration requirement under a state sex offender registration program or criminal conduct that indicates a demonstrable risk to resident safety and/or property, including murder, rape, sexual assault, molestation, assault battery, arson, terrorism, burglary and theft
- To the extent it does not endanger persons or property of others in our community, we will consider the nature, severity and recency of criminal conduct found in your criminal history, and we will take into consideration what you have done since your conviction(s)
- Poor credit history, in our discretion, of any applicant
- Poor rental history, in our discretion, of any applicant resulting from such things as:
 - Non-Payment of rent or frequent late payment of rent or evictions
 - Broken leases, lease violations, or lack of proper notice to vacate given
 - Alcohol or Drug abuse
 - Harming persons
 - Poor housekeeping
 - Damaging the rental property or the property of others or interfering with business operations

PET POLICY – ANIMAL RESTRICTIONS:

PetScreening.com is a requirement for all residents as part of the application process. Regardless of pet status, each resident must have a profile. There is a \$150 refundable deposit/pet, and a required pet fee dependent on the FIDO score assigned. Pet rent is also dependent on the FIDO score. Please ask the leasing office for more details regarding pet-related policies, requirements, and fees. Higher liability insurance may be required for pet coverage.

- A **maximum of 2 animals** are permitted per apartment home.
- Breed restrictions or dominant breeds that exceed 60 pounds at maturity are not accepted. This includes but not limited to:
Pitbulls, Rottweilers, Dobermans, Chow chows, Staffordshire Terriers, Etc.
- Any aggressive pet, even if not listed above, including livestock, poisonous, or exotic pets is not allowed on property. No guest pets are allowed. Residents are required to clean up after pets. Poop stations are provided for your convenience. All residents may use the dog park amenity.
- If we allow your requested animal, you must sign a separate animal addendum which may require additional deposits, rents, fees or other charges.

RENTER'S INSURANCE

Liability insurance in the amount of \$100,000 per occurrence is required. Proof of coverage must be submitted at the time of move in and upon each anniversary of your original lease agreement. Your insurance must list **Seven Pines Apartments** as additional insured.

VEHICLE RESTRICTIONS: No more than 2 vehicles per apartment are allowed to park on the premises. These vehicles must be insured, functional, have a current and valid registration and be registered with the apartment office. Any additional vehicles will not be registered and must park off premises. Unregistered vehicles may be subject to towing at the owner's expense.



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PRIVACY POLICY FOR PERSONAL INFORMATION OF RENTAL APPLICANT AND RESIDENT:

We are dedicated to protecting the privacy of your personal information, including your Social Security Number and other identifying or sensitive personal information. Our policy and procedures are designed to help ensure that your information is kept secure, and we work to follow all federal and state laws regarding the protection of your personal information. While no one can guarantee against identity theft or the misuse of personal information, protecting the information you provide us is a high priority to our company and staff. If you ever have concerns about this issue, please feel free to share them with us. How personal information is collected. You will be asked to furnish some of your personal information when you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically. How and when information is used. We use this information only for our business purposes involved in leasing a dwelling to you. Examples of these uses include, but are not limited to, verifying statements made on your rental application (such as your rental, credit and employment history), reviewing your lease for renewal and enforcing your lease obligations (such as to obtain payment for money you may owe us in the future).

We allow only authorized persons to have access to your personal information, and we keep documents and electronic records containing this information in secure areas and systems. How the information is disposed of. After we no longer need or are required to keep your personal information, we will store or destroy it in a manner designed to prevent unauthorized persons from accessing it. Our disposal methods will include shredding, destruction or obliteration of paper documents and destruction of electronic files. Locator services. If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees or agents—even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their own privacy policies.

ACKNOWLEDGEMENTS

I acknowledge that I had an opportunity to review the foregoing resident selections criteria, which includes reasons why my application may be denied, such as criminal history, credit history, current income, and rental history. I understand that if I do not meet the selection criteria, or if I provide inaccurate or incomplete information, the housing provider may reject my application, and my application fee will not be refunded.

Please sign and date only if you have read and fully understand all of our Resident Qualifying Criteria and Privacy Policies.

_____	_____	_____	_____
Applicant's Signature	Date	Management Representative	Date