



1230 N. LBJ., San Marcos, TX 78666
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LEASE APPLICATION CRITERIA & STATEMENT OF RENTAL POLICY

All paperwork required to process an application; if application cannot be completed within 2-3 days, due to lack of paperwork, then deposit is forfeited. See page 3 of the 'TAA Rental Application' for important information about the application deposit.

Applicant Name: _____

Contact #: _____

Email Address: _____

Desired date of move in: _____ Apartment #: _____

Special notes or requests:

Application Checklist

Checklist of items to submit with completed application:

- _____ Application fees & deposit
- _____ Proof of income (do not need if using guarantor)
- _____ Copy of driver's license.
- _____ Make a Pet screening profile (even if there will not be any pets, this is required)

If guarantor needed:

- _____ Guarantor email address/fax number: _____
- _____ Guarantor proof of income (see **Guarantor**)
- _____ Copy of guarantor driver's license.

Important Items to note:

- We are a no smoking property (No smoking permitted anywhere indoors).
- PET SCREENING is a required part of the application process for all applicants.
- No open evictions or landlord debts accepted.
- All apartments are leased on a first come, first serve basis.
- A maximum of two persons are permitted per bedroom.
- Renter's insurance required

Application Fees/Deposits



All applications require a \$50 application fee. Application will not be processed without the completed application, required documents and all application fees are paid. Application fees are non-refundable. Application deposit of \$200 is required to hold an apartment. The average time for application approval is 2-3 days. Each applicant must provide government photo identification and allow it to be photocopied. Funds may be paid online with guest link, to be emailed by request.

Application

A separate rental application must be fully completed, dated, and signed by each applicant and all co-applicants. Applicants must be 18 years of age or older and a rental application must be completed by each applicant. Only persons under the age of 18 may be listed as an occupant; minors may only live in a unit with a parent or legal guardian.

Criminal History

Felonies, Class A misdemeanors, any kind of assault or similar pending charges, automatically disqualify an application. The management does not lease to any known felons; however, we cannot represent or warrant that there are no felons residing on property due to limited accessibility of obtaining such information. All residents and occupants must meet the criminal history criteria.

Utilities

Electric utilities must be connected in your name before you will be allowed to move in. You must present a copy of your paid receipt from the City of San Marcos (512-393-8383) in order to obtain keys on the day of your move in. We pay for water, wastewater and trash. Cable is not included in utilities paid by owner; property cable provider is Spectrum.

Pet Policy

Our pet policy is as follows:

- Pets must be over 1 year old AND less than 25 lbs. at full growth
- \$175 Non-refundable pet fee and \$175 pet deposit are required for 1 pet and \$200/\$200 for 2 pets, monthly pet rent \$10 (must be paid prior to move in).
- Maximum of 2 pets allowed per unit.
- **Visiting pets are not allowed. Unauthorized pets are not allowed on property.**

Guarantor

Applicants who are first-time renters, or who do not have enough income, may qualify by having the lease guaranteed by a guarantor. The guarantor must have a gross monthly income of at least 6 times the monthly rent and must meet all other qualifying criteria. The guarantor must complete and sign a lease guaranty agreement. The lease may only be guaranteed by a relative or employer.

Employment History

Applicant should have 2 year's verifiable employment history. This does not have to be just the current employment. Employment and monthly income must be verifiable.

Rental History

Applicant should have 2 year's verifiable rental history. If rental history is unfavorable, the application can be denied. **If money is owed to another property, then application will be declined.**



Income/Financial History

1. Monthly income must exceed 3 times the monthly rental rate. Proof of income (2 months current pay stubs) is required for approval.
2. If an employer cannot verify income, applicant must provide additional sources of verifiable income that meets the property requirements. (i.e. retirement, SSI, income tax return, etc.).
3. Bank statements are acceptable if the monthly average balance of the last six months equals the sum of the rent due for the first six months.
4. Financial aid: 25% of financial aid can be included as monthly income

Credit Information

The results of the credit report should be favorable, considering all other criteria.

Lease Terms

Standard lease terms are for 12 months, however if you are moving in at a time outside of July-Aug, then the lease may be shorter or longer than 12 months. If this is the case, then the lease will not run past August 10th as an expiration date. Upon lease expiration should you decide to renew, the lease term will be for 12 months.

What renter's insurance can cover:

1. Loss due to theft, vandalism, fire, water leaks,
2. Natural disasters,
3. Liability for injuries,
4. Negligent destruction of the tenant or landlord's property, and
5. Additional living expenses coverage (if your apartment were left temporarily uninhabitable, this coverage may help pay for unexpected costs such as hotel bills).

Where to get it:

Any insurance company can provide renter's insurance. A few examples are: Progressive, State Farm, and Lemonade.

Why is it required?

- To cover your personal belongings. Our property insurance does not cover your personal belongings.
- To cover your relocation costs in the event of a natural disaster or fire.
- Reduces the risk of liability in legal claims against the property.
- In short, it is good for everyone – for you and us.

What is pet rent, pet deposit and pet fee?

- Pet rent is a monthly fee, \$10 per pet, for having the pet in the unit. It is to offset cost of additional wear and tear, and pet stations.
- Pet deposit is a deposit in place to cover any damages the animal may cause in the apartment.
- Pet fee is a non-refundable fee for having a pet in the apartment.

PETSCREENING.COM