

## Ponce Property Management

### APPLICATION PROCESS AND SCREENING CRITERIA

Ponce Property Management (PPMT) do not discriminate against persons because of Race, Color, Religion, Sex, Handicap, Familial Status, National Origin or Age. PPMT is committed to Equal Housing Opportunity and we fully comply with the Federal Fair Housing Act. We also comply with all state and local fair housing laws. We offer application forms to everyone who requests one. All persons over the age of 18 who will occupy any of our properties must fully complete an application. Please review our Application Process & Screening Criteria and if you feel you qualify, please apply. At the time that the application is delivered, you must submit the application fee (\$60 for each occupant over the age of 18), copies of driver's licenses for all applicants and signed acknowledgement of the Application Process and Screening Criteria.

**All application fees must be submitted online at time of application. Your deposit is due within 48 hours of online application approval.**

\*Please note, we may run multiple applications at one time. We reserve the right to select the best candidate, not necessarily the first application submitted\* If you have any questions, please email [ppmt4u@gmail.com](mailto:ppmt4u@gmail.com) or call **(210) 836-5154. Application Approval Requirements for Leaseholders\***

\*The financially responsible party(ies)

### INCOME VERIFICATION

**APPLICANTS MUST EARN A MINIMUM OF THREE TIMES THE RENT IN VERIFIABLE, GROSS MONTHLY INCOME.**

- Married couples or immediate family may combine incomes.
- Your income must be verifiable through pay stubs, employer contact, tax records and/or bank statements.
- If you are self-employed, your income must be verifiable through a CPA prepared financial statement or most recent tax returns or bank statements

- Your employment history should reflect at least six months with your current employer and 12 months with a previous employer.

## **RENTAL HISTORY**

You are responsible for providing us with information, including the name, address and phone numbers of Landlords with the dates of tenancy for the previous 2-5 years. If rental history is from a biased source (family or relatives) the application could require additional verifications. *Home ownership* Mortgage payment history will be considered. If you owned rather than rented your home during the previous 2-5 years, you will need to furnish Mortgage Company references and/ or proof of ownership or transfer. Base housing will be considered as rental history

## **Criminal Background**

We conduct an authorized criminal background check on all applicants as a part of the application process.

We do not rent to any person required to register as a sexual offender. Other reasons for denial could include convictions of the following:

Arson/ Destruction of Property Organized Crime Illegal Resident Status  
Drug Related Convictions

Indecency With a Child Aggravated Assault Felony Conviction Burglary

Murder

Sex Crimes Theft By Check Prostitution

## **POSSIBLE REASONS FOR DENIAL**

- Failed to give proper notice when vacating a property;
- Have previous landlord(s) who would be unwilling to rent to you again for reasons pertaining to your behavior, or the behavior of your family members, guests, invitees, or pets; or others allowed on the property during tenancy;
- Have an unpaid collection filed against you by a Property Management Company or previous Landlord;
- Have had two or more late payments of rent within a 12 month period;
- Have an eviction that has occurred within the past six years; Have received a current 3 day notice to vacate;

- Have had two or more NSF checks or NSF ACH transactions within the last 12 month period; ▪ Have allowed persons not on the lease to reside on the premises in violation of the terms of your lease;
- Have a credit score that is below 620
- Are a smoker applying for a property where an owner desires “No Smoking”
- Have failed to meet any other stated criteria including Criminal History, Previous Rental History or Credit History
- Have failed to provide accurate or complete information on application

## **NEIGHBORHOOD CRIMINAL HISTORY REVIEW**

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 [www.txdps.state.tx.us](http://www.txdps.state.tx.us)

San Antonio Area Crime Stats [www.sanantonio.gov/sapd/neighborhood.asp](http://www.sanantonio.gov/sapd/neighborhood.asp)

Approval Notification

Once you have been approved, you will be notified via phone call or email.

The lease must be signed and deposit paid within 48 hours of approval notification. Failure to sign the lease within the specified time will result in the home being placed back on the rental market.

If the application is approved, but the Applicant fails to enter into the contemplated lease after such approval, a Leasing Fee of \$250.00 and \$75.00 Administrative Fee will be deducted from the deposit. The remaining portion of the deposit will be refunded in the form in which it was paid less the payment processing fee. (These fees are for but not limited to preparing the property for the new resident).

## **HOLDING OF THE PROPERTY**

We can hold a property for a maximum of 21 days from approval of application or when a property becomes vacant whichever is later. Rent will be charged beginning on the 22nd day. Once you receive notice from PPMT that your application has been approved, your deposit payment will be deposited into an Escrow Account. A payment returned for cancellation of funds for your deposit and/or application fee will result in legal action unless certified funds are received within 48 hours of notice from PPMT to applicant. Should those funds not be honored, the property will be placed back on the market.

## STATEMENT OF UNDERSTANDING

Please note that you are submitting this rental application for a home in its current / AS IS condition. If you have any requests regarding the home including painting, cleaning, etc, please list on the application. We will review these requests prior to processing your application and contact you with a determination as to whether these requests can be accommodated. Our response will be delivered within 72 business hours from the time of receipt.

**Based on the response time of your rental and employment references, we can generally have a decision for you within a few business days.**