



Rental Policies & Procedures

The following policies apply to all applicants seeking to rent through Red Stone Realty. Please read through thoroughly before submitting a rental application. If you feel you meet the guidelines for qualifying, we encourage you to apply.

Red Stone Realty adheres strictly to all requirements of the Fair Housing laws. We do not discriminate against any applicant for any reasons of race, color, religion, sex, national origin, age, familial status, or disability.

Applications are reviewed in the order in which they are received. **Applicants are judged on the same standards, one person or family at a time, on a "first-come first-served" basis.**

I. IDENTIFICATION REQUIREMENTS:

Each applicant must provide a copy of a valid government issued ID along with their completed application. (I.E. driver's license, state issued ID card, military ID, passport)

1. Each individual, 18 years or older, must submit an application with a **Non-refundable \$65.00 application fee.**
 - a. Married applicants must submit separate application and \$65.00 each.
 - b. Students (18-22 yrs old) who reside in the home and are enrolled in high school, college, university or trade school facility, must also submit a separate application and application fee.
 - c. Roommates must apply and qualify individually. Multiple single occupants will require specific owner approval.
 - d. Co-signors / guarantors must also qualify.
2. All applications must be filled out completely and signed by the applicant.
4. **All funds must be in the form of a separate Cashier's Check or Money Order for the Application Fee, Security Deposit, Pet Fee, Administration Fee, and/or First Month's Rent.**
 - **UPON APPROVAL, A ONETIME ADMINISTRATION FEE OF \$175.00 MUST BE PAID WHEN SIGNING LEASE AGREEMENTS.**
5. Applicants must be a permanent employee (not temporary or probationary). Active duty applicants must be on an assignment that, to the best of their knowledge, will allow them to complete an initial 12-month lease. A copy of current military orders must be provided with the application.

P.O. Box 27567 San Antonio, TX 78227
P: 210-889-1430 | F: 888-222-7533 | W: redstonerealtytx.com

Initials _____, _____, _____, _____

II. INCOME VERIFICATION:

1. Applicants must have a verifiable gross monthly income of three times the rent.
2. Married couples may use their combined income. (A marriage certificate is required if spouses have different last names.)
3. Housemates (anyone not legally married) must qualify separately.
4. Income must be verifiable through pay stubs, employer contact, tax records and/or bank statements. Any **"verification fees" required by the employer, must be paid by applicant.** Applicants are required to provide the contact information of their employer – either the Human Resource Department, name of their department head or direct supervisor and the main business telephone number.
5. Self-employed applicants must have income verified through a CPA prepared financial statement or a copy of current and previous tax returns filed with IRS and two most current bank statements.
6. Employment history should reflect at least 6 months with a current San Antonio employer or a verification of transfer and 6 months with the same employer or demonstrate continued employment in the same field or trade within the previous 12 months. Recent college, university, or trade school graduates may provide a copy of a certified transcript or diploma and a copy of the employment contract or employment letter.
7. Applicants who do not meet the above employment or income requirements must submit Savings Account statements that indicate a minimum balance equal to 12 months of rental payments.

III. RENTAL HISTORY:

1. Applicants must provide information including the names, addresses and telephone numbers of Landlords with the dates of tenancy for the previous 2-5 years.
2. Rental history must be verified from unbiased sources. Rental history from biased sources (i.e., relatives) will not be approved.
3. Base Housing is accepted rental history.

IV. CREDIT REQUIREMENTS:

1. Credit worthiness will be determined through credit reports from a credit-reporting agency.
2. Credit card records showing occasional late payments of no more than 30 to 59 days may be acceptable, provided you can justify the circumstances.
3. Payments past due 60 days or more in the last 24 months may be cause for denial.
4. Bankruptcy or foreclosure within the past 24 months may be cause for denial.
5. Bankruptcies must have been discharged at least one year prior to the date of application.
6. Unpaid, non-medical collections within the last 2 years will be cause for denial.
7. Outstanding debt to any property management company or landlord and/or any judgments or collection activities will also result in denial.

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V. CRIMINAL BACKGROUND CHECK:

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. The following highlight examples automatic denials:

Arson or Destruction of Property	Burglary	Dangerous Dog(s)
Indecency with a Child	Kidnapping	Felony Conviction
Lewd Behavior	Manslaughter	Rape
Murder	Molestation	Robbery
Organized Crime	Prostitution	Sex Crimes
Aggravated Assault	Stalking	Sale / Manufacturer of Drugs
Terrorism	Theft by Check	DUI / DWI
Illegal Resident Status		

VI. RENTAL CRITERIA FOR PETS:

Policies on domestic pets vary from home to home. Certain owners do not permit pets (either temporary/visiting or permanent), while other owners may permit only a specific type of pet. **Service animals, such as seeing-eye dogs, are not classified as pets and are exempt from certain requirements.**

A picture of the pet specified in the pet agreement is required prior to approval.

All pets must be licensed by the applicable municipal authority and pet owners must provide a veterinarian statement verifying compliance with current vaccination laws.

The following guidelines also apply:

1. No aggressive or mixed aggressive breed dogs including, but not limited to:
 - a) Stafford-shire Terriers (Pit-Bulls), Doberman Pincher, Rottweiler, Akita, Chow- Chow, Tosa Inu, Press Canario, Dogo Argentine, Ban Dog, Husky Alaskan Malamute, any of the Russian Shepherds, Kerry Blue Terriers or Dalmatians.
2. Pet policies are strictly enforced and lease breaches will be terminated.
3. Tenants will be evicted for misrepresenting the breed of their dog or for the possession of poisonous, dangerous, illegal pets, and/or endangered species.
4. **A minimum \$300 (non-refundable) pet fee per pet is required with a signed Pet Agreement.**
 - a) 45 lbs or less \$300.00 pet fee
 - b) 45 lbs or more \$500.00 pet fee
5. All birds must be confined in cages and not allowed to reside outside their cage.
6. No ferrets, reptiles or rodents of any kind are permitted as pets. Fish tanks and aquariums greater than 10-gallon capacity are not permitted.

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VII. ADDITIONAL REASONS FOR DENIAL:

1. Applicants failed to give proper notice when vacating another property.
2. If previous landlord(s) would be unwilling to rent to applicants again for reasons pertaining to applicant, family member's, and/or guest's behavior.
3. If applicants have had three or more late payments of rent within a 12-month period.
4. If an eviction has occurred within the past six (6) years.
5. If applicants received a current 3-day notice to vacate.
6. If applicants have had 2 or more NSF checks or NSF ACH transactions within the last 12 month period.
7. If applicants have allowed person(s) not on a previous lease to reside on the premises in violation of the terms of their lease.
8. A previous breached lease.
9. Failure to meet any stated criteria.

Applications are processed in the order they are received but will not be processed without all necessary paperwork, funds, and/or documentation. Applications are processed immediately upon receiving all completed items, and applicants are informed of their approval within 72 hours (3 business days) from the start of the application process. Once the applicant is informed they have qualified to lease the intended property, the lease must be signed within 24 hours. The security deposit and fees (both certified funds only) must be submitted at the time the lease is signed (NO EXCEPTIONS).

All funds must be certified and payable to the following:

Red Stone Realty
P.O. Box 27567
San Antonio, TX 78227

STATEMENT OF UNDERSTANDING AND ACKNOWLEDGEMENT OF RECEIPT

By signing below you acknowledge that you have received a copy of **Red Stone Realty's** Rental Policies & Procedures and understand these requirements.

X

Applicant

Date

X

Applicant

Date

X

Applicant

Date

X

Applicant

Date

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