

11/2018

Don Johnson Company
16845 Blanco Rd Suite 101
San Antonio, Tx 78232
210-493-1766



**BERKSHIRE
HATHAWAY**

HomeServices

Don Johnson, REALTORS®

Screening Criteria

Thank you for applying with BHHS Don Johnson Company for your housing needs. We strive to give you the best properties and service. Please read the screening criteria to help you understand how Don Johnson Company conducts business. We are committed to equal housing and comply with 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.

A copy of the Berkshire Hathaway screening criteria is located in the website:

<https://bhhsimages.fnistools.com/Uploads/Teams/800332/ContentFiles/screeningcriteria-berkshirerevised11.2018.pdf>

Agents:

Please give a copy of the screening criteria to the applicants and have them print your name in the referral section of the online application in order to receive the commission for this rental.
Processing rental applications:

1. Apply online: www.realsa.com Click on Property Management.
2. Applications are reviewed in the order they are received. If multiple applications are received, the best qualified application will be reviewed first.
3. Processing applications can take up to 3-4 days depending on outside resources
4. All persons over 18 years of age must apply and pay the application fee.
5. The application fee will be paid at the time of application submission.
6. Once approved, the security deposit(s) and Pet Deposits/Fees, if applicable, will be due **within 24 hours**. If funds are not received on time, the property will be placed back on the market.
7. No cash will be accepted. Money orders and cashiers check only. Funds will have to be delivered at the office.
8. Lease Agreement will be prepared and will need to be signed within the same timeframe. If not signed, the property will be placed back on the market.
9. Upload All requested documents to avoid delay in reviewing and approving the application.
10. Read the screening criteria before applying to avoid unnecessary fees.
11. Roommates will pay separate security deposits in full, no exceptions.
12. Leases will begin no more than two weeks following application approval.
13. Don Johnson Company or any of the staff will not be disclosed. If the application is not accepted, a letter will be emailed to the applicant with information on how to obtain a FREE copy of your credit report.

14. NO SMOKING is permitted inside the home, front area and/or garage area.

*****Check School Boundaries**

Applicants may be Denied for the following causes:

1. Rental History- Poor Rental History
 - a. Applications will be denied if any applicant or co-applicant owes money to a previous landlord.
 - b. Applicants must give notice to vacate to current landlord prior to applying with BHHS Don Johnson
 - c. Only one family per single family dwelling allowed
 - d. Eviction, broken leases, unlawful drug use, poor housekeeping, unruly or destructive behavior, violence will not be acceptable
2. Income
 - a. Must have verifiable income. Family members or friends are not verifiable income
 - b. Income must equal 3 times the monthly rent
 - c. No Outstanding debt or Bankruptcies
3. Credit: Minimum credit score of 600
 - a. Applicants with lower credit scores may be considered on condition of submitting higher security deposits dependent on other factors
 - b. Late pays or derogatory remarks may be subject to denial
4. Criminal History:
 - a. Criminal convictions may be cause for denial
5. Co Signers- Are not accepted or considered for approval
6. Incomplete Applications- will not be processed, reviewed or approved without the necessary documents.
7. Bankruptcy filed within 24 months or have an abundance of collections may be denied.
8. Bankruptcy must have been discharged at least two years previous to the date of your application
9. Broken Leases are cause for denial

Income Verification Requirements & Documents:

1. Must earn 3 times more than the rent
2. Married/Partners can combine incomes
3. 2 Months of Paystubs, employer letter and/or tax records will be verifiable
4. Self employed will require financial statements or income tax or bank statements
5. Employment history of at least 6 months current employer or a transfer letter from the employer.
6. Verification fees from employers will be paid by the tenant
7. Renters insurance required on all properties

Valid photo IDs

- a. State issued Driver License or ID Card
- b. Current US Passport (book or card)
- c. Current US Visa
- d. Current Employment Authorization Card
- e. Current Permanent Resident Card (with current picture)

- **Note: ID documents must be clear, full color images**

Upload documents at time of application

Additional documents may be requested for approval

Property Management will email you when the application has been received

Call Property Management 210-493-1766 for status on application

*****Property will be held for a maximum of 10 business days from the approval date.**

Pet Policy:

The following Pets are not accepted and will be denied:

Pets over 50lbs are not allowed

\$200 Pet Deposit \$100 Pet Fee (non refundable)

Akita	Alaskan Malamute
American Staffordshire Terrier	American Bull terrier
Bull mastiff	Boxer
Chow Chow	Doberman pinscher
German Shepherd	Great Dane
Pit Bull	Rottweiler
Siberian Husky	Belgian Sheepdog

- Applicants are required to submit a photograph of each desired pet for approval.
- Tenants may be evicted for misrepresenting the breed of their dog or for the possession of poisonous, dangerous, or illegal animals or endangered species.
- Birds must be kept in cages, no exceptions
- Fish tanks/aquariums must be small than 30 gallons.
- All dogs must be spayed or neutered
- Service animals only with property documentation
- Renters insurance is required to include all pets
- No ferrets, reptiles or rodents of any kind permitted as pets
- Pet policies are strictly enforced and any breach will be grounds for termination of your lease agreement.
- Pet agreement and a non-refundable pet fee are required. Pet Deposits & fees are per pet.
- Renters insurance is required on all properties. Submit proof of insurance.

Errors and Omissions:

Descriptions are subject to errors and omissions. Therefore, tenants should verify schools, pets, features, etc. Listings do not constitute a guarantee of the facts stated. You should personally inspect the property before signing the lease agreement and check school districts and boundaries.

Important websites:

1. Sex Offenders <http://www.dps.texas.gov/>
2. Crime Stats: <http://www.sanantonio.gov/SAPD/File-Electronic-Report>