



13333 Blanco Rd. Ste. 312
San Antonio, TX 78216
Office: 210.408.0900
Direct: 210.408.0903
Toll Free: 877.200.6777

www.LifetimeREServices.com

Rental Application Procedures

ATTN APPLICANT(S): This office will review COMPLETED applications Monday-Friday, 9:00 am-4:00 pm. Any applications submitted after 4:00 pm or on the weekend will NOT be reviewed until the following business day. Applications must be submitted online and processed on a first-come, first-served basis. If there are multiple applications the client reserves the right not Lifetime Real Estate Services to process the application(s) they deem to be the most qualified. Failure to submit a fully completed application will result in automatic decline.

A Completed Application Includes:

- 1) Applicant has viewed the interior of the property with a licensed Realtor® or video tour
- 2) Have reviewed the rental application criteria online before submitting
- 3) A completed Lifetime Real Estate Services application (online only)
- 3) Provide a copy of a valid driver's license or state-issued photo ID
- 4) Provided proof of income (i.e., most recent pay stub, LES, 3-month bank statements (deposits only), or tax return if self-employed). Lifetime Real Estate Services reserves the right to ask for additional income documentation.

All applicants/occupants, **18 years or older**, must complete a separate rental application and pay a separate application fee. The application fee is only processed with completed applications.

The guidelines are as follows:

- | | |
|-------------------------|---|
| Per Person: | <u>Valid Social Security Number</u> Completed Lifetime Real Estate Services online application Copy of a valid driver's license or state-issued photo ID Proof of income |
| Family: | Children 18 years of age and older still residing with parents must Complete an application and pay the application fee. If your circumstances are different, please call the office before submitting. |
| Active Military: | Must furnish a copy of their <u>current orders</u> |
| Roommates: | Each must submit an individual application and <u>qualify individually.</u> Co-signers are case-by-case and are the client's decision, not LRES. |
| Company: | LRES does not accept applications under a Company Name. |



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Applicants are informed of their approval/denial, or of their status, two business days after the start of the application process. **(DO NOT CALL - We will notify you via email once it is completed).**

Once the applicant is informed they have qualified to lease the intended property, the lease must be signed within **two business days**. The security deposit (**CERTIFIED FUNDS ONLY**) must be submitted at the time of the lease signing. The lease cannot be signed without the security deposit - **NO EXCEPTIONS. All certified funds must be made payable to *Lifetime Real Estate Services*.**

Questions and concerns differing from these guidelines **MUST** be addressed with the Property Manager **ONLY!**

Rental Application Criteria

All Applicants:

- Applicant(s) **MUST** have physically viewed the interior of the property with a Realtor® before applying.
- Applications must be done online through the Lifetime Real Estate Services website and are processed on a fully completed, first-come, first-served basis.
- All applications must be filled out, and documentation submitted before processing can begin.
 - Valid driver's license or state-issued photo ID
 - Proof of income (i.e., paystub, LES, three months bank statements (deposits only) or tax return; if self-employed)
- All applicants/occupants over 18 years or older must submit separate applications, pay separate fees, and have a valid Social Security number.
- Application fee is non-refundable once processing has begun.
- Security Deposit must be delivered within two business days of accepted application and made payable in certified funds to Lifetime Real Estate Services or other terms agreed upon.
- Applicants should satisfy any concerns regarding crime statistics & sex offenders in any area where they might consider residing. This information is available free of charge on the internet at the following sites.
 - www.txdps.state.tx.us
 - www.ci.sat.tx.us/sapd/indexcrime.asp

We will only hold incomplete applications for one (1) business day!

Any incomplete application in our office after one (1) business day will be considered invalid. Again, applications are processed first, completed in full, and served in the order they are received. They will not be processed without all the necessary paperwork, funds, and documentation.



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Verifying all applicant information:

- Applicants must earn three (3) times the rent in verifiable, gross monthly income (individuals, not company)
 - Legally married couples or family members residing in the residence can combine their income
 - Income must be verified through pay stubs, LES, three months of bank statements (deposits only), employer contact, or tax returns
 - Self-employed income must be verified through a prepared financial statement or most recent tax return(s)
- Employment history should reflect at least three (3) months with the current employer in or around the San Antonio area or a transfer verification from the same employer, and at least 12 months with a previous employer.
- Applicant is responsible for providing the office with the information of previous landlords or mortgage company(ies), including the name, address, phone number(s), and email, if applicable.
 - Rental/Mortgage history must be from unbiased sources
 - Applicant must have given the appropriate move-out notice to the current landlord
- A criminal background check will be conducted for EACH applicant. The findings of this report may result in the application being denied.
 - We do not rent to CONVICTED SEX OFFENDERS OR ANYONE REQUIRED TO REGISTER AS A SEX OFFENDER.
 - Criminal backgrounds involving violent crimes, prostitution, domestic violence, or the possession of weapons will be automatically declined!
- A credit check will be completed for each application.
 - Having an outstanding debt to a property management company or landlord will result in a denied application.

Pet Requirements

- Pets are a decision solely on the homeowner, not Lifetime Real Estate Services. As the applicant, you are responsible for contacting our office to inquire about the pet policy before applying online. Below is a list of restricted dog breeds based on homeowner's insurance underwriting requirements.
 - [Restricted Dog Breeds List](#)
 - [Service Animal Guidelines](#)



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PRIVACY NOTICE

We are dedicated to protecting the privacy of your information. Our Privacy Policy is to help assure you that your data is kept secure. We will comply with all federal and state laws regarding the protection of your personal information.

Personal information is gathered from the following sources:

- From consumer-reporting agencies to which Lifetime Real Estate Services, LLC subscribes
- From applications and other real estate-related forms completed by a customer
- Information from a customer about their transaction with Lifetime Real Estate Services, LLC
- Information from a customer about their transaction with non-affiliated third parties

Personal information is used to:

- Prospective Tenant: Conduct credit checks, background checks, and rental history searches. This information may be discussed with the party with whom Lifetime Real Estate Services, LLC manages the property.
- Clients Being Represented: A Real Estate Professional servicing the client may, on the client's behalf and at the client's instruction, convey personal information to service providers to whom the client is seeking services or requests.

Personal information is protected:

- Lifetime Real Estate Services, LLC complies with all federal and state laws when protecting personal information
- Written files are protected under lock and key
- Electronic files are protected under an access name and password
- We instruct all Real Estate Professionals not to permit other persons to access the personal information they obtain from clients being represented

Personal information is disposed of:

- Reasonable measures are used to dispose of any personal information
 - Shredding or burning documents
 - Erasing electronic files (making files unreadable/undecipherable)

Lifetime Real Estate Services, LLC asks any person who provides personal information to this company or one of its Professionals to identify the information at that time as "personal information." Customers who have questions about the Privacy Policy or the privacy of their information should contact Lifetime Real Estate Services, LLC.