

# Englebrook Apartments

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## LEASE APPLICATION CRITERIA AND STATEMENT OF RENTAL POLICY

### Application Checklist

*Checklist of items to submit with completed application:*

- Application fees & deposit
- Proof of income (see ***Income/ Financial History***)
- Copy of driver's license

*If guarantor needed:*

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

*If you have a pet:*

- Copy of current rabies vaccination (see ***Pet Policy***)
- Proof of age and weight of animal (should be listed on vaccination record)

***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.***

### **Important Items to note:**

- We are a no smoking property (No smoking permitted anywhere indoors).**
- Our pet policy is strictly enforced.**
- No open evictions or landlord debts accepted.**

### **Application Fees/Deposits (Review "Disclosures" on page 3 of application)**

All applications require a \$50 application fee OR \$75 for a married couple, guarantor applications are \$25. Application will not be processed without the completed application, required additional forms (i.e. guarantor, proof of income, financial aid award info, etc.) and all application fees are paid. Application fees are non-refundable. 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.

### **Criminal History**

Felonies, Class A misdemeanors, 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.

Initial: \_\_\_\_\_

### **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. No bankruptcies.
3. 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.).
4. 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. For example, if you have applied to lease an apartment renting for \$500.00 per month, the average balance in your account for each of the last six months must be at least \$3,000 (500 x 6).
5. Financial aid: 25% of financial aid can be included as monthly income. Verification of award acceptance for 2 semesters is required. (Here is an example of how we figure 25% of financial to be used as a portion of monthly income: If for two semesters you were awarded \$10,000, we would divide \$10,000 by 12 months which equals \$833.33. We then multiply \$833.33 by 25% which equals \$208.33. So monthly income that could be included from financial aid is \$208.33.)

### **Apartment Availability**

All apartments are leased on a first come, first serve basis.

### **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 10<sup>th</sup> as an expiration date. Upon lease expiration should you decide to renew, the lease term will be for 12 months.*

### **Guarantor**

Applicants who are first-time renters, or who do not have sufficient 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 the check writing history is unfavorable, but rental history is favorable, the application may be accepted by the applicant making all payments in certified funds.

**If money is owed to another property, then application will be declined.**

Initial: \_\_\_\_\_

**Occupancy**

A maximum of two persons are permitted per bedroom.

**Application**

A separate rental application must be fully completed, dated, and signed by each applicant and all co-applicants. Spouses may complete one rental application. 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.

**Pet Policy**

Our pet policy is as follows:

- Pets must be over 1 year old AND less than 25 lbs. full grown, the only exception is a legally documented service animal.
- \$175 Non-refundable pet fee is required and \$175 pet deposit, for 1 pet and \$200/\$200 for 2 pets, monthly pet rent \$10.
- Maximum of 2 pets allowed per unit
- **Visiting pets are not allowed. Unauthorized pets are not allowed on property.**

**Before an applicant with pet will be approved for occupancy, they must present the following:**

- Current vaccinations from a vet
- Written verification of current weight & age of pet from vet (should be on vaccination records)

**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 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 Time Warner Cable.

**Fair Housing**

Arbor Properties complies with Federal and Local Fair Housing Laws. We do not discriminate based on color, sex, family status, sexual orientation, age, student status, disability, religion or national origin.

**I have read the rental criteria and understand the information within this form. I understand that all information contained within the rental application is subject to verification by the management.**

Signature and date: \_\_\_\_\_

## **Animal Identification Form**

**Englebrook pet policy:**

***No more than 2 animals per apartment. Animal must be over 1 year of age and under 25 lbs.***

***For 1 pet: Pet fee (non-refundable) \$175, pet deposit \$175***

***For 2 pets: Pet fee (non-refundable) \$200, pet deposit \$200***

***Monthly pet rent: \$10***

***A photo of the animal is required and current rabies vaccinations.***

***(To comply with Fair Housing Laws, we will need additional paperwork if you are seeking a Reasonable Accommodation Request for an assistance animal.)***

Type of animal & Name \_\_\_\_\_ Breed \_\_\_\_\_

Age \_\_\_\_\_ Approximate Weight \_\_\_\_\_ Color \_\_\_\_\_

Describe any special training or certifications \_\_\_\_\_

\_\_\_\_\_

Has the animal ever been reported to authorities (police, animal control) for any incident or for any reason? \_\_\_\_\_ If yes, please provide details \_\_\_\_\_

\_\_\_\_\_

**Animals may not be in the common areas of the community unless on a leash or an approved device, based upon the animal's certification.**

**The animal's owner is responsible for cleaning up grounds after the animal, and for any damage done by the animal.**

**Animals may not disturb the peaceful enjoyment of other tenants.**

**Visiting animals are not permitted.**

**I affirm that the animal follows all state and local laws concerning animals.**

I have read the rules and regulations concerning animals and agree to the terms.

- I will bring the above listed animal(s)  
OR  
 I will not bring any animals to live with me.

Applicant Signature & Date: \_\_\_\_\_

Office staff Signature & Date: \_\_\_\_\_