

## **Jacob David Properties Screening Criteria**

Jacob David Properties  
16815 Dancing Ava Unit 4  
Selma, TX 78154  
Phone: 210-300-0707

# **APPLICATION CHECKLIST**

- Address of property
- Anticipated move in date
- Contact information for the application(s) with email address
- Signed application process and screening criteria
- Copy of ID (driver's license, Military ID, etc.)
- Copy of last 2 months income or verifiable letter of employment.  
Self employed needs last years 1099
- Co-signer requirements – income 3 times rent by themselves, credit score greater than 700, no criminal, no evictions, no collections, no previous rental issues, no current bad debt.

**If you have any questions from this checklist, please contact Jacob Buchanan at 210-300-0707.**

**Thank You,**

**Jacob David Properties**

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# Application Process and Screening Criteria

Jacob David Properties is committed to equal housing opportunity and we fully comply with the federal fair housing act. We do not discriminate against any person based on race, color, religion, sex, handicap, familial status, national origin or age. We also comply with all state and local fair housing laws.

### Privacy Notice

Jacob David Properties is delighted that you have chosen to do business with us and we are obligated to honor the relationship with great care. The confidential information that may come into our possession during the course of your transaction with us will be kept confidential. We believe that your privacy should not be compromised and are committed to maintaining the confidentiality of that information.

You can be reassured that we are respecting your privacy and safeguarding your “nonpublic personal information”. Nonpublic personal information is information about you that we collect in connection with providing a financial product or service to you. Nonpublic personal information does not include information that is available for public sources, such as telephone directories or governmental records.

### Applications

All of our applications are processed through AppFolio property manager via Experian. All applications are reviewed in the order in which they are received. An application must be completed by every person over the age of 18 that is residing in the home. Once all adults apply, we will remove the listing from our website, until that happens applications are incomplete and other applicants can apply. Application fees are \$75 per applicant which is due with submission of your application. Application fees are NON-REFUNDABLE once submitted unless authorized by management. All applicants are required to provide a copy of a current photo ID. We accept, at the present time, only online payment via our website.

### Disclosure of Agency

Jacob David Properties agents are acting as agents for the landlord and do not represent prospective tenants. Although Jacob David Properties agents show “for lease” properties to prospective tenants, they are not acting as tenant representatives and are working as agents of the landlord.

Residential qualifying criteria are subject to change at the owner’s discretion and without notice.

### General rental Criteria

Jacob David Properties management requires the following to be approved for the rental of one of our properties.

- Good rental history
  - No broken leases or evictions (automatic denial)
  - No prior structural damage to any property that you have rented
- Verifiable income
  - Requirement of gross income being 3 times the amount of rent

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- Criminal background check
  - Requirement of no drug distribution charges, or sex offenses of any kind
- Credit history
  - No judgements or monies owed to any previous landlords and/or property management companies
  - If credit score is lower than 600, we go on a case by case basis but security deposit may be increased
  - No recent bad debt
- Submit valid identification cards

### Rental History

We require you provide us with information (name, address, telephone numbers) of landlords along with the dates of tenancy for the past 3 years. These must be verifiable. If you owned a home, we need to see that you lived there for the past 3 years and paid your mortgage.

### Income Verification

Jacob David Properties requires a minimum of 3 times the rent rate. It must be verifiable. Self-employed individuals must provide acceptable financial statements and/or tax records.

### Criminal background check

A criminal background check will be performed on each applicant. The inability to obtain a complete background, any felony or serious misdemeanor charge(s) and/or conviction(s) is grounds for disapproval of an application. **We will not rent to any convicted sex offender or anyone required to register as a sex offender.**

### Credit History

Credit must be over 600. On a case-by-case basis credit will be approved lower than 600 but will require an additional deposit.

### Pet criteria

Policies on pets vary from home to home. Certain owners do not permit pets while others may restrict the type of pet and/or size. We have a two-pet maximum per household with a \$300 refundable pet deposit per pet over 1 year old. **If your pet is LESS THAN ONE YEAR OLD, we have a \$1000 refundable pet deposit.** This needs to be accompanied by a photo of each pet. Pet policies are strictly enforced, and any breach of the contract may be grounds for termination of your lease agreement. Management company will schedule and get carpets professionally cleaned at end of lease at tenant's expense. Aggressive breeds are not permitted. Please refer to our "**Restricted dog breed list**" for a complete list. Verification of this is the responsibility of the applicant(s). If you have a pet, you will need to get it screened and approved by <https://jacobdavidproperties.petscreening.com/> This is an expense that is paid by the applicant.

### Service Animals

If you have a service animal, you will need to get it screened and approved by <https://jacobdavidproperties.petscreening.com/>

### Renters Insurance

Tenants must have renter's insurance for the entire lease. They must provide proof of insurance prior to obtaining keys to the property. Minimum coverage required is \$100,000 liability.

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### Water Bill

If you are renting a townhome in Tesoro Ridge (Properties on Melanzane Ave, Veneto Drive, Arancione Ave, Volpi Drive) or Hazy Bend you will be required to pay an **additional \$50** per month added on the rent to pay for your water. There is only one water meter for the complex, so the tenants will not be billed separately for water.

### Other restrictions and requirements

- Pools, trampolines, spas, and fire pits are restricted on the property.
- Satellite dishes are not allowed to be installed on the building except on the mini roof above the back door or on a pole in the backyard. They are not allowed in the front yard.
- HVAC (heating ventilation air conditioning) filter program is required to rent one of our properties and it is an additional \$20 per month. If you get 1-inch-thick filters you will get two filters dropped off on your front door every even month. If you receive 4-inch filters you get them every 6 months delivered in February and August.
- Lawns are required to mowed weekly.
- Pest control is at the tenant's expense.
- Refrigerators are required to be defrosted yearly by the tenant.

### Upon approval

The applicant(s) will be notified by phone and/or email.

- Applicant(s) will have 48 hours to sign lease.
- Security deposit is due to be paid within 48 hours of signing the lease unless other arrangements are made by the property manager.
- All funds must be paid in full before receiving keys to the property. This is to include the first month's rent, security deposit, pet deposit (if applicable), and any application fees.

If the application is approved, but applicant(s) fails to enter into the contemplated lease in the allotted time a minimum leasing fee of \$200, a \$100 administration fee, early termination fee, and a daily rate of the proposed rent calculated from the date the application was submitted shall be forfeited to Jacob David Properties and/or landlord from the application deposit. The property will be place back on the rental market and/or the next application will be considered.

By signing this agreement, you are indicating that you have the opportunity to review the resident qualifying criteria and understand it. If you do not meet the qualifying criteria, or if you provide inaccurate or incomplete information, your application may be rejected, and your application fee will not be refunded.

*Exceptions to any of the qualification criteria can be made on a case by case basis. Final approval authorization lies with property management and/or the owner of the property.*

_____	_____
<b>Applicant</b>	<b>Date</b>
_____	_____
<b>Applicant</b>	<b>Date</b>
_____	_____
<b>Property manager/Authorized Representative</b>	<b>Date</b>

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**Restricted Dog Breed List**

Due to the safety concerns and possible liability issues for owners, the following dog breeds are not allowed:

- Pit Bull Terriers
- Staffordshire Terriers
- Rottweilers
- German Shepherds
- Presa Canarios
- Chow Chows
- Doberman Pinchers
- Akitas
- Wolf-Hybrids
- Mastiffs
- Cane Corsos
- Great Danes
- Alaskan Malamutes
- Siberian Huskies
- American Bulldog
- Beaucerons
- Belgian Malinois
- Caucasian Mountain Dogs
- Rhodesian Ridgeback

Any of these dogs listed or a mix containing one of these breeds will not be allowed at any of our properties. Please Acknowledge receipt of this form by signing below:

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

Thank you,  
Property Management