



RENTAL APPLICATION

- Step 1: Application
- Step 2: Background Checks
- Step 3: Complete PetScreening Questionnaire (even without a pet)
- Step 4: Security Deposit Payment
- Step 5: Execute Lease Paperwork
- Step 6: Receive Keys

Please submit the following items to initiate the application process:

1. Completed "Residential Lease Application" (TAR Form 2003)
2. Signed copy of attached "Rental Application Guidelines"
3. Copy of photo identification
4. Contact information including phone and email

Submit to:

Karen Shepherd
karens@thekeysite.com
210-496-1142 (phone)

Once all items are received, you will be contacted to review the information provided and to make payment arrangements for the application fee.



RENTAL APPLICATION GUIDELINES

ALL OCCUPANTS AGE 18 OR OLDER MUST COMPLETE AN APPLICATION FORM AND PAY THE \$75 APPLICATION FEE.

Credit Requirements:

- Must make three times the monthly rental amount
- Married couple may combine income, roommates must qualify separately
- Credit rating score of 700 or higher is preferred but must be at least 600 to qualify. Larger security deposits may be required for scores under 700. Any credit "freeze" must be removed before applying.

Roommates:

- At least one roommate must make three times the monthly rental amount
- Only one family will be allowed per single family dwelling unit

Work History:

- Must have been with current employer for at least six months
- If self-employed, must provide minimum of two years of tax returns
- No bankruptcy in the past year and must be discharged

Additional Applicant Information:

- Must have six months of verifiable rental history
- Must have given 30-day notice to current landlord
- Must have a valid Social Security Number
- No co-signers permitted
- Must occupy the home within 14 days of approval
- Must obtain renter's insurance
- Security deposit must be received before the lease will be issued. Must be certified funds - no cash or personal checks.
- Must have photo ID at time of application
- No businesses may be operated out of the rental property
- No registered sex offenders need apply
- No smoking allowed inside of homes
- Pets are only allowed on certain properties and Pet Screening is mandatory. Amount of security deposit will vary depending on the quantity and type of pet.



RENTAL APPLICATION GUIDELINES

If you do not meet the selection criteria or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.

Once you are approved, the lease must be signed within two days of receiving the lease paperwork. If the applicant changes his/her mind and fails to sign the lease, there will be a per day charge for failure to do so plus a \$100 document processing fee. The per day amount will be prorated based on the monthly rental amount for the home for which the applicant is applying.

STATEMENT OF UNDERSTANDING AND ACKNOWLEDGEMENT OF RECEIPT

By signing below, you acknowledge receipt of these Rental Application Guidelines which includes factors such as criminal history, rental history, credit history and current income.

_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date



RESIDENTS + PETS + ASSISTANCE ANIMALS



We encourage healthy and responsible pet interactions for all residents, and we strive to create a community that welcomes everyone and ensures a pet-responsible environment. We use a third-party pet application service that is simple and secure while storing your pet's information in one place.

This service makes it easy for Pet/Animal Owners to share their animal records with their Housing Provider, pet groomers, doggy daycares, dog walkers, pet sitters, vets, pet friendly hotels, and more.

PRICING

- \$20 for an individual Pet Profile
- \$15 for each additional Pet Profile
- No charge (\$0) for an Assistance Animal Accommodation Request
- No charge (\$0) for a No-Pet profile

All profiles are active for one year upon completion.

HOW TO MAKE A PROFILE

Note: Applicants without pets must complete the online affidavit, while Pet Owners should gather the following to start:

- Vaccination Records
- Microchip Information
- Photos of Your Pet

1. All applicants should visit:

<https://thekeysite.petscreening.com>

2. Review the policies and click the 'Start Here' button for No Pets, Household Pets, or Assistance Animals.
3. Enter your contact information, read and accept the Terms of Service, and click 'Create Profile'.
4. *No Pets*: Simply complete the affidavit questions.
Pet/Animal Owners: Select the type of animal then click Create a Pet Profile. If you are making an accommodation request for an Assistance Animal, the request box will be preselected.
5. On the next page, click on each section within the profile to enter details, upload photos and attach documents.
6. *For Pets*: Click the green Proceed to Payment button at the top right of the profile, enter payment details and submit. *For Animals*: Click the green Submit for Review button at the top right of the profile.
7. Your Pet Profile will be shared automatically with your housing provider.