



We do not discriminate against any person or persons based on race, color, religion, sex, handicap, familial status, national origin, or sexual orientation. We are fully committed to compliance with equal housing, federal, state, and local housing laws and codes. Applicant approval will be based on information compiled from income verification, rental history, credit history, and criminal background checks. All applicants are verified equally.

**ANTICIPATED MOVE IN DATE:** \_\_\_\_\_ **Property Address interested:** \_\_\_\_\_

**\$35.00 non-refundable application fee for each person 18 years of age or older, money order or cashier check only**  
**All applications must come with APPLICATION FEE AND DEPOSIT, if application is denied deposit will be refunded**

**APPLICATION FOR OCCUPANCY**

**PERSONAL HISTORY**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_ SS# \_\_\_\_\_  
 Driver's license #: \_\_\_\_\_ State \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Home Phone#: \_\_\_\_\_  
 Cellular Phone #: \_\_\_\_\_ How long have you had this phone number? \_\_\_\_\_  
 Work Phone Number \_\_\_\_\_ Current Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 EMAIL \_\_\_\_\_ (If email address is not provided application will not be processed).

**Fees:** Applicant has agreed to pay a non-refundable fee of \$35.00 in certified funds for processing and reviewing this application.

**\*IF APPLICATION IS APPROVED YOUR HOLDING FEE/DEPOSIT IS NON REFUNDABLE, FEE RECEIVED: \$ \_\_\_\_\_**

**\*Holding fee is non-refundable and will only be refunded to applicant if application is denied or property has unresolved title issues.**

**Holding fees are the same as deposit or option payment once lease/contract commences.**

**NAMES OF ALL OTHER PERSONS WHO WILL OCCUPY THE PROPERTY:** (Use additional pages if necessary).

Name: \_\_\_\_\_ Birthdate \_\_\_\_\_ Adult? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
 Name: \_\_\_\_\_ Birthdate \_\_\_\_\_ Adult? ? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
 Name: \_\_\_\_\_ Birthdate \_\_\_\_\_ Adult? ? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**LANDLORD HISTORY #1**

Landlord Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 How long have you lived there? \_\_\_\_\_ Monthly payments \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

**LANDLORD HISTORY #2**

Landlord Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 How long have you lived there? \_\_\_\_\_ Monthly payments \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

**EMPLOYMENT HISTORY**

Present Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Position \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Full time? \_\_\_\_\_ Part time? \_\_\_\_\_  
 Length of Employment \_\_\_\_\_ Monthly Gross Income \_\_\_\_\_  
 Other Source of Income \_\_\_\_\_ Monthly Gross Income \_\_\_\_\_

**VEHICLE INFORMATION: List all vehicles to be parked on the property**

Type	Year	Make	Model	License/State	Monthly Payment



**List all pets to be kept on property**

Pet's Name    Type/Breed    Color    Weight    Age    Male/Female    Spay/Neutered?    Rabies shots current?    Indoor/Outdoor/Both?

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**REFERENCES**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

**HAS APPLICANT EVER:**

been evicted? \_\_\_\_\_ Explanation \_\_\_\_\_

broken a rental/lease agreement? \_\_\_\_\_ Explanantion \_\_\_\_\_

been convicted of a crime? \_\_\_\_\_ What was the charge? \_\_\_\_\_

filed bankruptcy? \_\_\_\_\_ What year(s)? \_\_\_\_\_

had a foreclosure? \_\_\_\_\_ What year(s)? \_\_\_\_\_

had any credit problems, slow-pays or delinquencies? \_\_\_\_\_ Explanation \_\_\_\_\_

Are there any criminal matters pending against any occupant? \_\_\_\_\_ Explanation \_\_\_\_\_

**List any additional information you think will help us process your application** *(attach additional pages if necessary)*

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**NOTICE OF LANDLORD'S/SELLER'S RIGHT TO CONTINUE TO SHOW THE PROPERTY:** Unless Landlord/Seller or its management and Applicant enter into a separate written agreement, the property remains on the market until a lease/contract is signed by all parties and the Landlord/Seller may continue to show the property to prospective tenants/buyers.

I do hereby attest that the statement and facts given above by me are accurate, true and complete to the best of my knowledge. I authorize to allow the relevant parties to obtain a copy of my credit report; obtain a criminal background check; and verify any rental and employment history information related to this application. I understand I will not receive a copy of any reports obtained.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**Items to be turned in with application & Location: Please note if all items are not turned in, application may be denied.**

1. Copy of current ID and social security card.
2. \$45.00 non-refundable application fee (NO CASH or CHECKS accepted, must be in certified funds), Proof of income: Last 4 pay stubs
3. Proof of income: If self employed 2 years tax returns and 2 current bank statements
4. Proof of income: If including benefits, child support, etc. as your income: please provide the benefits letter, or award letter.
5. Holding fee must be in separate certified funds, (NO CASH or CHECKS accepted).
6. Landlord information must be full and complete.
7. Email address must be provided.
8. Application Selection Criteria must be signed and returned with application.
9. Office location: 141 Danube, Suite 203, San Antonio, TX 78213.



**AUTHORIZATION TO RELEASE INFORMATION RELATED TO A RESIDENTIAL OCCUPANCY APPLICATION**

I, \_\_\_\_\_ (applicant’s name), have submitted an application to rent/buy a property.

The management for the landlord/seller is (unless otherwise stated):  
Propiedades Management, PO Box 12617, San Antonio, TX 78212  
Phone: 210-3363838 Email: [propertymanager210@gmail.com](mailto:propertymanager210@gmail.com)

I give my permission:

- To my current and former employers to release any information about my employment history and income history to the above named landlord/seller and/or its management.
- To my current and former landlords to release any information about my rental history to the above named landlord/seller and/or its management.
- To my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to above named landlord/seller and/or its management.
- To my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above-named landlord/seller and/or its management.
- And to the above named landlord/seller to obtain a copy of my consumer report (credit report) from any consumer-reporting agency and to obtain background information about me and/or its management.

I agree to indemnify and hold harmless the person that whom this request is presented to and his/her agents and employees from and against all claims, damages, losses, and expenses, including reasonable attorney’s fees arising out of or by reason of complying with this request. This authorization shall survive the original application process and be valid during or subsequent to any lease/seller financing terms of a property through the above mentioned landlord/seller, its successors and/or assigns. A copy of this authorization may be accepted as an original. I

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**THIS SECTION TO COMPLETED BY LANDLORD: (landlord may be contacted to verify information)**

Lease start date: \_\_\_\_\_ Lease end date: \_\_\_\_\_

Amount of monthly rent: \$ \_\_\_\_\_

Has rent been paid on time? \_\_\_ Yes \_\_\_ No If no, how many times late? \_\_\_\_\_

Was proper notice given? \_\_\_ Yes \_\_\_ No, If no, please explain \_\_\_\_\_

Do tenant(s) have any pets? \_\_\_ Yes \_\_\_ No= Type & number of pet: \_\_\_\_\_

Did pet(s) cause any damage? \_\_\_ Yes \_\_\_ No, If yes, please explain \_\_\_\_\_

Have you ever taken legal action against the tenant? \_\_\_ Yes \_\_\_ No, If yes please explain: \_\_\_\_\_

Would you rent to the tenant(s) again? \_\_\_ Yes \_\_\_ No, If no please explain: \_\_\_\_\_

Additional remarks: \_\_\_\_\_

Landlord/Landlord’s rep signature \_\_\_\_\_ Date \_\_\_\_\_

Please email to: [propertymanager210@gmail.com](mailto:propertymanager210@gmail.com) . Thank you!