

Application Process & Screening Criteria

Thank you for applying with Vista Management Group for your housing needs. Please read the following information carefully on the approval process if you have any questions please contact at info@vistamgtgroup.com

As a company we do business in accordance with the Federal Fair Housing Law and welcome Persons of all Race, Color, Religion, Sex, Handicap, Familial Status or National Origin.

Before You Begin Application:

- You are **REQUIRED** to view the property prior to applying.
- You are **REQUIRED** to give your 30 day notice to your current Landlord before applying.
- Please be prepared to pay the application fee of **\$75.00** for each adult 18 years or older
- **APPLICATION FEE IS NON-REFUNDABLE**
- **Pet Profile is Required-your application will not be processed without this! - [Click Here](#)**
- Agree to periodic inspections 3rd & 9th month of 12 month lease agreement
- Agree with authorization to place a lockbox on property /marketing
- Roommates must qualify individually
- Co-Signers are **Not** accepted
- Verify school districts and schools
- **Applications from a Company Name are not accepted by Vista Management Group. To verify income, personal tax returns OR paycheck stubs must be provided**

You Will Need the Below Information & Documents:

- Two previous addresses along with landlord contact information
- Employer and Previous Employer: Name, Contact, Start Date, Salary
- Income verification, 2 month Bank Statements or 2 months Pay stubs
- Renters Insurance Required
- Each Residential Lease Application submitted must include a Valid Driver's License, a State issued photo ID, or a Government issued ID such as a Passport, Visa, or PRC.
- Valid social security number
- Pet Record, supporting documents, & picture

Do not proceed with completing and submitting an application unless you have read and agree to these application and Screening Criteria instructions.

****IMPORTANT NOTE: All adults MUST submit separate applications before we will proceed with screening your application. We do not move forward until ALL adults that will reside in the home have completed a separate application. ****

Applications are accepted and processed on a first come first basis

1. **Identification Verification:** Valid driver's license, state issued photo ID, or government issued ID (Passport, Visa, PRC, etc.)

2. **Income & Employment** - Applicant(s) combined gross income must be AT LEAST 3X the monthly rent. Income must be verifiable from an unbiased source through recent paycheck stubs or bank statements. Self-employed income must be verifiable through tax returns AND recent bank statements. If Military, please provide your latest LES. Other income such as social security, disability, retirement, child support, etc. are also acceptable with supporting documentation and recent bank statements.

Applicant(s) must have stable, verifiable employment for at least the past 3 years. Applicants must be employed with their current employer for AT LEAST 6 months and must be a permanent employee (not temporary/ seasonal). Transfers or relocations must have correspondence showing an accepted job offer.

3. **Self Employed:** Must be verified through tax returns.
Verification fees that are required by the employer must be paid by the applicant.
Legally married couples may combine income

4. **Credit Verification & History Transunion Credit Report:** Credit is based on credit score, credit history, collections, and unsatisfied judgements. No prior evictions, no evictions from other property management companies, no outstanding utility collections.

5. TransUnion Scores	Security Deposit Due
850 – 650	1x deposit
649 – 600.....	1.25x deposit
599 – 550.....	2.00x deposit
549 – 0.....	Declined

Credit score under 549 will be declined due to bad credit

6. **Rental Verification & History:** Must provide 2-5 years of residential history. No broken leases.No prior evictions. No history of any damage to the property, or any outstanding

balances due to the previous property management company or landlord. No late payment or NSF's, Rental verification can not be verified by family. Applicant must have given appropriate move out notice to current landlord, Current rental history must be verified from an unbiased source

7. **Criminal, Sex Offense, and Terrorist Database Check** - Our company conducts thorough checks on all occupants over the age of 18 by examining Criminal, Sex Offense, and Terrorist databases. We strictly adhere to the policy of not renting to individuals who are required to register as sex offenders. Please note that if you have been convicted of a felony or a class A misdemeanor within the past 7 years, specifically involving the manufacture or distribution of controlled substances, violent crimes such as assault, murder, rape, arson, etc., intentional damage or destruction of property, or any sexually related offense, your application will be denied. Additionally, any felony convictions within the past 7 years related to theft by check or fraudulent check offenses, terrorism, prostitution, weapons, or cruelty to animals will result in the denial of your application. We prioritize the safety and well-being of our tenants and landlords, and these measures ensure a secure and peaceful living environment for all.

PET SCREENING is a **required** part of this application process: To help ensure all our residents understand the pet policies we use a third-party screening service that requires everyone to complete a profile. [Click Here](#)

Applicants must meet the following criteria:

A pet application must be submitted for all pets at [Link](#)

Pictures are required of all pets and must be submitted with application

Veterinarian documentation must verify pet requirements

All pets must be licensed & have current vaccinations by the application municipal authority.

Pets must be **older** than 1 year of age

Two pet limit per household is permitted

Dogs of the following breeds will be denied/rejected (Dogs entirely or partially of the following breeds will be rejected: Akita, American Bulldog, Bullmastiff, Mastiff, Chow, Doberman, German Shepherd, Husky, Presa Canario, Pit Bull, Siberian Husky, Staffordshire Terrier, Wolf Dog, Bull Terrier, Pit Bull Terrier, Rottweiler, Korean Jindo and any combination of these.

Any exceptions would be upon owner approval

No pets over 50 lbs will be accepted without owner approval

No ferrets, reptiles, or rodents of any kind are permitted as pets

Fish tanks and aquariums greater than 10 gallon capacity are not permitted

Unauthorized pets in rental property is a violation of the lease agreement

PET PRICING: \$400 Refundable Deposits with \$100 Non-Refundable Pet Acceptance Fee Per Pet at move-in

If you have a pet(s) there is an additional per pet application charge which is administered by a third-party pet screening tool.

Household pet is \$30 with credit card/debit payment or \$25 by ACH **per profile** (these fees are non-refundable).

*No fee applies for service animals.

*No fee applies for non pet Owners

Irrespective of prior consent, Vista Management Group retains the authority to request the removal of any pet from the property, if it is determined that the presence of the pet jeopardizes the safety or condition of the property, its occupants, or the surrounding community.

Application Processing:

Incomplete applications will not be accepted

Please allow 3- 5 business days for rental application processing

Upon approval the occupant must take possession of the property **14 days** from the date of approved application or **14 days** from the available move in date; the later of the two

Application Withdrawal: Upon submission of your security deposit, please be aware that there is a policy in place that prohibits the withdrawal of your application or the refund of your security deposit. In the event that you or any co-applicant decides to withdraw the application or inform us of a change in your rental decision, we kindly request that you take note of the following charges: an **Administrative Fee of \$250, as well as a daily rate calculated based on the proposed rent, starting from the date of application submission until the termination notice date.** These charges are intended to cover administrative costs and any potential loss of rental income during this period.

Errors & Omissions: We strive to ensure that all applicants receive dependable and precise information pertaining to the property they are applying for. However, it is important to acknowledge that unforeseen circumstances may arise, leading to inadvertent inaccuracies in the provided information. We strongly advise all prospective tenants to independently verify details such as school boundaries, pet policies, anticipated amenities, and any concerns related to homeowners' associations prior to entering into a lease agreement. It is crucial to note that

any information presented in the MLS advertisement should NOT be considered a written agreement or a guarantee of the aforementioned facts.

NO SMOKING: Smoking is not permitted inside the home or garage.

NOTICE REGARDING SCHOOL BOUNDARIES

- School boundaries are subject to change.
- Concerns should be investigated before submitting your application.

Upon approval:

Approved applicants will have 24 hours to submit security deposit payment, including any pet fee/deposits that apply to the applicants to secure the rental property. A non-refundable lease processing fee of **\$150.00** is to be paid once your application is approved and prior to move in.

MONTHLY TENANT BENEFITS PACKAGE FEE -\$65.00

The Vista Management Group Resident Benefits Package (RBP) delivers savings and convenient, professional services that make taking care of your home second nature. By applying, Applicant agrees to be enrolled and to pay the applicable cost of \$65.00/month, payable with rent.

Your RBP may include, subject to property mechanicals or other limitations:

- HVAC air filter delivery directly to your door approximately every 60 days
- Liability Insurance that meets all lease requirements from an A-rated carrier
- Move-in concierge service that includes a one call set up your utility services, cable, and internet services
- A resident rewards program that helps you earn rewards for paying your rent on time
- Credit building to help boost your credit score with timely rent payments
- \$1M Identity Protection for all adult leaseholders
- 24/7 online maintenance reporting
- Home buying assistance for when the time is right to buy your “forever” home
- Online portal that includes access to your account, documents, communication and payment options
- Vetted vendor network: we find the technicians who are reputable, licensed, and insured

Liability Insurance requirements and options:

The Landlord requires Tenant to obtain liability coverage of at least \$100,000 in property damage and legal liability from an A-rated carrier and to maintain such coverage throughout the entire term of the lease agreement. Tenant is required to furnish Landlord evidence of the required insurance prior to occupancy, at the time of each lease renewal period, and upon request.

To satisfy the insurance requirement, Tenant may either (1) be automatically enrolled into a policy that satisfies the coverage requirements as part of the Resident Benefits Package; or (2) obtain alternative liability coverage from an insurer of Tenant's choice. The option Tenant chooses will not affect whether Tenant's lease application is approved or the terms of Tenant's Lease.

Option 1: Do nothing. The Tenant will be automatically enrolled into an insurance policy as part of the Resident Benefits Package. No further action is required. Coverage will begin on the effective date of Tenant's lease and continue throughout the lease term. Please refer to the evidence of insurance that is supplied by Vista Management Group for additional coverage details.

Option 2: Buy a policy. If Tenant prefers, Tenant may find, purchase, and maintain another policy that satisfies the Landlord's requirements. The Resident Benefits Package monthly amount will be adjusted accordingly. Visit <http://insurance.residentforms.com/> and follow the instructions listed there to provide evidence of the required insurance coverage to your Landlord. The Resident Benefits Package monthly rate will be adjusted by the premium amount in the policy.

Please be sure that your policy meets the following criteria prior to submitting:

- **Policy is purchased from an A-rated carrier**
- **Policy meets or exceeds the required \$100,000 in property damage and personal liability**
- **Vista Management Group is listed as additional interest**
- **Vista Management Group address is listed as: PO Box 660121 Dallas, TX 75266**

It is Tenant's responsibility to pay premiums directly to your insurance provider. If the policy is terminated or lapses, Tenant will be subject to a **lease violation fee of \$25** and agrees to be subsequently enrolled into the policy referenced in Option 1 above.

NOTE: The total monthly cost of the Resident Benefits Package is all-inclusive, and no discounts will be given if any element of the package is unavailable due to a lack of HVAC or another limitation at a specific property. All services are subject to the terms and conditions of the Resident Benefits Package Lease Addendum.

Reasons for Denial:

- If your monthly income is less than three times the rental amount, your application may be denied.
- Failure to provide proper notice when vacating a property may result in your application being denied.
- If you have had three or more instances of late rent or mortgage payments within the past two years, your application may not be approved.
- Having two or more non-sufficient funds (NSF) checks within the last 12 months may result in your application being denied.
- If you have an unpaid collection filed against you by a Property Management Company or owe a balance to your current or previous landlord, your application may be denied.
- Receiving a notice to vacate due to non-payment of rent within the past 12 months may result in your application being denied.
- If an unlawful detainer action or eviction has been filed against you within the past five years, your application may not be approved.
- Filing for bankruptcy or foreclosure within the past 24 months may result in your application being denied.
- Any bankruptcy must have been discharged at least one year prior to the date of your application.
- Having repossessions or charge offs within the last two years may result in your application being denied.
- If you have unpaid quick cash loans within the last two years, your application may not be approved.
- Operating businesses from the property is not allowed. If you have a home-based business that you believe we may consider approving, please inform us.
- Allowing any individuals not listed on the lease to reside on the premises may result in your application being denied.

- If you have recently received a 3-day notice to vacate, your application may not be approved.
- If we are unable to verify your income or rental history, we may have to deny your application.
- If your previous landlord(s) would be unwilling to rent to you again due to concerns about your behavior or that of any family member, guest, or animal during your previous tenancy, your application may be denied.

If we are unable to authenticate your information within a span of 3 days, your application for tenancy will regrettably be declined.

Submitting an application means that the applicant has read and understood the above stated criteria.

Applicants should satisfy any concerns regarding crime statistics and sex offenders in any area where they might consider residing. This information is available free on the internet and can be found at the following website:

<https://www.sa.gov/Directory/Departments/SAPD/Transparency-Open-Data/Sex-Offenders>

San Antonio Area Crime Statistics:

<https://www.sa.gov/Directory/Departments/SAPD/Transparency-Open-Data/Open-Data-Library/NIBRS>

Please list in the application any request for the landlord to consider regarding repairs or treatments should the applicant and landlord enter into a lease.

Applicant represents that the statements made in this application are true and complete.

Vista Management Group is committed to equal housing and adhere to all the rules and regulations administered by the Federal Fair Housing Act & Fair Credit Reporting Act