



## Randolph Field Realty, Inc.

506 Main St., Schertz TX 78154  
(210) 658-4713 [www.randolphfield.com](http://www.randolphfield.com)

# GUIDELINES FOR RENTAL APPLICATIONS

*A lease application typically takes 24-48 hours for approval. However, if we have to wait on rental verification, employment verification or other items, this process can take longer. Please do not call our office to check on the status. We will notify you when you are approved or declined. In the event that you are declined, you will receive a letter in the mail with more information. If you have not heard from someone after 72 hours, you can send an email inquiry to [tenants@randolphfield.com](mailto:tenants@randolphfield.com) for an update on the status of your application.*

1. **APPLICANTS** – An application for rental approval must be completed by each individual who is 18 years of age or older and will be occupying the property, regardless if they are employed.
2. **APPLICATION FEES** – Each application must be accompanied by a \$60.00 non-refundable application fee. Acceptable forms of payment are cash, cashier's check or money order if paid in office. Online applicants must use credit card. No personal checks accepted.
3. **IDENTIFICATION** – A copy of current driver's license or other acceptable government-issued photo ID must be included with each application.
4. **INCOME** – Verifiable income, for each applicant, must be at least 3 times the rent amount. In the case of joint credit, income total must be at least 3 times the rent amount. Applicants must have at least a 6-month history of employment with current employer. Self-employed must provide a recent tax return to verify income. Child, family support or retirement income will be considered if verifiable proof.
5. **RENTAL HISTORY** – Applicant must have a good landlord reference for at least a 12-month period preceding application. Relatives are not considered for rental reference purposes. Homeowners are excluded from this requirement with verification of home ownership.
6. **CREDIT REPORTING** – Negative credit older than 24 months is not considered in our decision making process. However, we will consider accounts placed for collection, bankruptcy or civil judgments that have an outstanding balance, regardless of how old the account. We will not rent to anyone who has an outstanding balance with an apartment or property management company regardless of the age of the account or the situation.
7. **CRIMINAL BACKGROUND CHECK** – We will check the criminal background of all occupants age 18 and older. We do not rent to any person who is required to register as a sex offender. Criminal charges involving violent crimes, domestic violence, illegal substances and/or involving the possession of weapons are all grounds for denial of an application.
8. **PET POLICY** – Each individual owner decides if they would like pets in their property or not. The owner has the discretion to establish the type, size, weight and age of pets. They can also specify a required pet deposit above our company standard deposit. The standard pet deposit is \$300.00 (\$100.00 of this is non-refundable). Please confirm the pet policy prior to submitting your application.
9. **APPROVAL AND LEASE SIGNING** – If you are approved for the property, you will be notified via telephone or email and the lease will be electronically sent to you. You will have 48 hours to electronically sign the lease and return it. If the lease is not signed and returned within 48 hours, your application will be forfeited. We suggest you review the following website which will thoroughly explain your rights and responsibilities of signing a Texas Association of Realtors Lease: <https://www.youtube.com/watch?v=dDzwZKxCBau>
10. **SECURITY/PET DEPOSITS** – Once an application is approved, the security and pet deposit (if applicable) must be paid online within 48 hours. Failure to do so will result in the property going back on the rental market.

*Signing this acknowledgement indicates that you have reviewed the tenant selection criteria. 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.*

Applicant signature

Date

Applicant signature

Date

At office: 506 Main St., Schertz TX 78154 Email: [tenants@randolphfield.com](mailto:tenants@randolphfield.com) Fax: (210) 659-4544

HOW TO SUBMIT APPLICATIONS:

Preferred method: Apply online at [www.randolphfield.com](http://www.randolphfield.com)