



Dear Applicant,

Thank you for choosing Success Realty Property Management. This packet contains all the requirements you will need to submit to apply for one of our properties.

- ☐ Lease Application for all occupants over 18 years of age
 - Filled out online at: www.successrealtyrentals.com
- ☐ \$70 Non-Refundable Application Fee all occupants over 18 years of age
 - Paid online at: www.successrealtyrentals.com
- ☐ Income Verification with [Payscore](https://www.payscore.com) (Third-Party Vendor Website)
- ☐ Identity Verification with RentVine – Success Realty Lease Application
 - Copy of each Applicant's Government Issued ID
- ☐ Credit/Criminal/Eviction Check with RentVine – Success Realty Lease Application
 - Email approval of credit check from all occupants over 18 years of age (sent in a separate email)
 - Each applicant must have their own email address.
 - No shared email addresses are allowed.
- ☐ Signed Tenant Selection Criteria from all occupants over 18 years of age
 - Any additional applicable documentation as listed in the criteria that pertains to your status
 - This is included in the lease application packet.
- ☐ Authorization to Release Information (TXR 2003) from all occupants over 18 years of age
 - This is included in the lease application packet.
- ☐ Information About Brokerage Services (TXR 2501) signed by each Applicant
 - This is included in the lease application packet.
- ☐ Please create an account at <https://rentervibe.com/successrealty> to input your three (3) past rental histories and your current employer for verification.
- ☐ All applicants are required to submit a pet profile through a Third-Party Pet Screening vendor as part of our rental application process. **There is an option of "NO-PETS" for applicants who do not have a pet.**
 - Success Realty Pet Screening.com Link: <https://www.successrealtyrentals.petscreening.com/>
- ☐ To keep communication flowing, Applicants must consent to receiving text messages.

If your payment is rejected, you will be contacted for alternate payment. Review all required documents to be certain that all areas are complete and that each form is properly initialed, signed and dated. **INCOMPLETE OR ILLEGIBLE APPLICATIONS CANNOT BE PROCESSED.**

Applications are processed Monday thru Friday 9 am to 4 PM MST. We will do our best to resolve an application within 48 to 72 business hours. We may have delays in processing if rental history is not obtained quickly or verifying additional information requires more time. Applications received over the weekend will be processed on the next business day.

Once an application is approved, applicant has 7 calendar days to start the lease and start paying rent. Security Deposit must be paid in full at the time of signing the lease. If approved applicant is unwilling or unable to start renting the property within 7 calendar days, then we will cancel the approval and move onto another applicant. All move-ins will be conducted during weekdays, Monday-Friday. You can send these items via email, fax or mail.

If you have any questions regarding any verification process, please contact the customer service number on the website. Success Realty does not operate the websites. We are contracting the services through Third-Party Vendors.

For any questions, contact our office directly at 915-252-7943 during business hours which are Monday - Thursday 9AM to 4PM MST or Friday 9AM to 12PM MST.

Thank you,

Angela Ochoa

AHWD, BPOR, C2EX, CNE, CSP, GRI, PMN, MRP, TRLP, TRLS, TRPM

Broker/Owner/REALTOR®/Property Manager

angela@successrealtyrentals.com ☆ www.successrealtyrentals.com ☆ Fax 915-247-3960



Tenant Selection Criteria

Success Realty Property Management is committed to Equal Housing Opportunity for all applicants. Please review the following criteria for rental and if you feel you qualify, please apply.

Applicants are strongly encouraged to view the Property in-person prior to submitting any application.

Success Realty Property Management and Landlord make no express or implied warranties as to the Property's condition.

APPLICATION APPROVAL REQUIREMENTS

1. Complete applications are reviewed in the order in which they are received. Applicants are judged on the same standards, one person or family at a time, on a "First Come-First Served" basis.
2. All people 18 years or older (or people otherwise legally emancipated) must apply with a **non-refundable \$70.00 application fee.**
 - a. Application Fee will be paid online with application
 - b. Married applicants must each submit a separate application with an application fee of \$70.00 each.
 - c. Roommates must apply and qualify individually. Roommates will require owner approval.
 - d. We DO NOT accept co-signers.
3. All applications must be filled out completely and signed by the applicant.
4. Applicants will complete an identity verification with RenterVibe – Success Realty Lease Application.
5. All funds must be tendered in the form of a Cashier's Check or Money Order with a notation on the check for the purpose of the payment (ie. "Security Deposit/Rent", "Address Rent") A separate Cashier's Check or Money Order is required for each of the following fees or payments:
 - a. Security Deposit
 - b. First Month's or Prorated Rent
6. You must be a permanent employee (not temporary or probationary).
7. If you are active-duty military, you must be on assignment that, to the best of your knowledge, will allow you to complete an initial 12-month lease. **A copy of your current military orders must be provided with the application.**

IDENTIFICATION

1. All applicants must provide a copy of their current photo identification along with their completed application. (Driver's license or other government issued photo identification is acceptable.)
2. An identity verification will be performed by RentVine with your application.

RENTAL REQUIREMENTS FOR NON US RESIDENTS

1. Applicants must meet all specified requirements in addition to providing two of the following:
 - a. Work/Student VISA
 - b. Student ID or Government Issued ID
2. All applicants must have a Social Security Card.

INCOME VERIFICATION

1. Applicants must have income of a minimum of three times the rent of **verifiable**, net monthly income. **Verifiable Income is IRS-Reported income.**
 - a. To verify Applicant income, Success Realty relies on a third-party verification service called **Payscore**. Relying on this service, which is fully encrypted and secure, may eliminate the need for you to upload pay stubs and/or bank statements. Please expect a request for verification of income via email and text message.
2. Married couples may use combined income.
3. Roommates (**anyone not legally married**) must qualify separately, and owner approval is needed.
4. Income must be verifiable through pay stubs, employer contacts, tax records, and/or bank statements.
5. **Applicants must submit one (1) month's recent pay stubs.**
6. **Military Applicants:** Please provide a copy of your current LES with your BAH allowance listed.
7. **Self-Employed Applicants:** Landlord requires 2 years' tax returns attested by a CPA, Attorney, or other tax professional. Your income must be verifiable with a copy of your past two (2) tax returns filed with the IRS and two (2) most current bank statements.
 - a. **Income will be calculated as follows:**
 - i. Adjusted Gross Income will be divided by 12 (months)
 - ii. Monthly Income will be divided by 3 for income qualifications
 - b. **Example: \$1000 Rent and \$40,000 Adjusted Gross Income**
 - i. $\$40,000/12 = \$3,333.33$
 - ii. $\$3,333/3 = \$1,111.11$
 - iii. Applicant will be approved for \$1000/month rental.
8. **Retired Applicants:** You can provide an award letter stating what you receive for retirement benefits as your income source.
9. **Child Support or Spousal Support:** Applicants must provide court orders and 12 months' history of on-time payments from the Court or government office that processes the support payments.

EMPLOYMENT VERIFICATION

1. Applicants must complete their employment verification at: RenterVibe (Third-Party website)
 - a. You will need to create an account at: <https://rentervibe.com/successrealty>
2. Applicants' employment history should reflect at least six months with your current employer in El Paso or a verification of transfer and six months with the same employer or demonstrate continued employment in the same field or trade within the previous 12 months. Recent college, university, or employment contract or employment letter.
3. Applicants who do not meet the above employment or equal income requirements must submit Savings Account statements that indicate a minimum balance equal to 12 months of rental payments.
4. Any "verification fees" required by the employer, must be paid by applicant.
5. Regarding employers, applicants are required to provide the contact information for the Human Resource Department, Direct Supervisor and the main business telephone number.
6. **Military Applicants:** You may provide a copy of your PCS Orders that station you in Fort Bliss or Biggs Army Airfield as your employment verification.

RENTAL HISTORY

1. Applicants are responsible for providing information including names, addresses, and telephone numbers of landlords with the dates of tenancy for the previous three (3) years.
2. Rental history must be verified from unbiased sources. If your only rental history is from a biased source (i.e., family member or relative) your application will not be approved.
3. We accept Base Housing as rental history.
4. Applicants must complete their rental History verification at: RenterVibe (Third-Party website)
 - a. You will need to create an account at: <https://rentervibe.com/successrealty>

CREDIT REQUIREMENTS

1. A credit check will be performed by RentVine with your application.
2. To determine satisfactory credit worthiness, we obtain a report from a credit reporting agency.
3. Credit card records showing occasional late payments of no more than thirty (30) to fifty-nine (59) days may be acceptable, provided you can justify the circumstances.
4. Payments past due sixty (60) days or more in the last twenty-four (24) months may be cause for denial of application.
5. We must deny approval if you have filed for bankruptcy or foreclosure within the last twenty-four (24) months.
6. Any bankruptcy must have been discharged at least one (1) year before the date of your application.
7. Unpaid, non-medical collections within the last twenty-four (24) months will result in denial of your application.
8. **Outstanding debt to any property management company or landlord will result in denial of your application, including any judgments or collection activities.**

CRIMINAL BACKGROUND CHECK

We conduct an authorized criminal background check on all appliances as a part of the application process. Additional offenses can be cause for automatic rejection. A criminal check will be performed by RentVine with your application.

If you have any questions regarding the credit check email process, please contact the customer service number of the website. Success Realty does not operate the website. We are contracting the service through a Third-Party Vendor.

RESIDENT BENEFIT PACKAGE

The Success Realty Resident Benefits Package (RBP) delivers savings and convenient, professional services that make taking care of your home second nature. Applicants agree to be enrolled and to pay the applicable cost relevant to Property. Your RBP may include:

1. Filter delivery: Changing filters is as easy as opening the front door. This service helps you save up to \$250 per year and reduces the hassles of repairs.
2. Utility concierge service: One call sets up utility, cable, and internet services - and makes sure you get the best price.

3. Resident rewards: Earn rewards and save on everyday expenses for the best rental experience you've ever had.
4. Home buying assistance: for when the time is right to buy your "forever" home
5. Online portal: Easy access to your account and documents.
6. Vetted vendor network: We may find technicians, but you can feel safe knowing they're reputable for every job.

RESIDENT PAYMENT HISTORY REPORTING TO CREDIT BUREAUS

Success Realty utilizes CredHub, a Data Analytics and Credit Bureau Reporting Company. CredHub provides property rent roll analytics information to Success Realty in addition to providing payment data to TransUnion and Equifax monthly. RentCred reports your rental payments to TransUnion and Equifax. Getting credit for your most substantial payment can increase your credit score 20 – 70 points saving you \$1000's of dollars down the road. All Success Realty Residents are enrolled in this program.

CredHub does the work, and the resident reaps the benefits: Success Realty will report your rental payment history monthly during the term of your lease. CredHub will in turn transmit this history to two of the major credit bureaus: TransUnion, Equifax (the "Credit Bureaus").

There will be a monthly charge of \$8/month for each adult. This will be billed on top of your monthly rent payment.

RENTAL CRITERIA FOR PETS

Policies on domestic pets vary from home to home. Certain owners do not permit pets, while other owners may permit pets. (Service animals, such as seeing-eye dogs, are not classified as pets and are exempt from certain requirements.) Please check the website or email the office to determine the pet policy for the home for which you are applying. If you have a pet(s) there is an additional per pet application charge which is administered by a third-party pet screening tool. **A picture of the pet specified in the pet agreement is required prior to approval.**

Standard Pet Policy:

1. A total of two (2) dogs are permitted. All pets must be licensed and with current vaccinations by the applicable municipal authority (ex: City of El Paso, El Paso County, City of Horizon, etc.)
2. A non-refundable pet fee of \$250.00 is required for each pet, upon execution of the lease.
3. **No cats, birds, ferrets, reptiles, or rodents of any kind are permitted as pets.** Fish tanks and aquariums greater than 50 gallon capacity are not permitted.
4. Pet policies are strictly enforced. Any breach will be grounds for termination of your lease.
5. Tenants will be evicted for misrepresenting their pets or for the possession of poisonous, dangerous, or illegal pets, or endangered species.
6. **All applicants are required to submit a pet profile through a Third-Party Pet Screening vendor as part of our rental application process.**
 - a. **There is an option of "NO-PETS" for applicants who do not have a pet.**
 - b. Rental applicants with household pets or service/companion/assistive animals are required to submit a pet/assistance application through our third-party pet screening vendor as part of our rental application process.

- c. PetScreening.com Link: <https://www.successrealtyrentals.petscreening.com/>

EXAMPLES FOR REASONS FOR DENIAL

1. If you failed to give proper notice when vacating a property.
2. If previous landlord(s) would be unwilling to rent to you again for reasons pertaining your behavior; your family member's, guest's or other invitees; your pets; or others allowed on the property during tenancy.
3. If you have unpaid collection filed against you by a property management company or previous landlord.
4. If you have had three (3) or more late payments of rent within a twelve (12) month period.
5. If an eviction has occurred within the past six (6) years.
6. If you have received a Current Notice to Vacate or Notice to Vacate or Pay Rent.
7. If you have had two (2) or more NSF Checks or NSF ACH transactions within the last twelve (12) month period.
8. If you have allowed person(s) not on the lease to reside on the premises in violation of the terms of your lease.
9. If you have a pet violation(s) within the last 12-month period.
10. Failure to meet any stated criteria.
 - a. Criminal History
 - b. Previous Rental History
 - c. Current Income
 - d. Credit History or
 - e. Failure to provide accurate or complete information on the application

Completed applications are processed in the order they are received in the office and will not be processed without all necessary paperwork, funds and/or documentation. If we are unable to verify your information within seventy-two (72) hours or three (3) business days or if you falsify any information on the application, we will deny the application. If misrepresentations are found after the lease agreement is signed, the lease agreement will be terminated.

Applications are processed Monday through Friday from 9:00 am to 4:00 PM. We will do our best to resolve an application within 48 to 72 business hours. We may have delays in processing if verifications are not obtained quickly or verifying additional information requires more time. Applications received over the weekend will be processed on the next business day.

Applicant or their real estate agent must have viewed the Property. No application will be approved until the Property has been seen by the Applicant or representative of the Applicant if Applicant is unavailable.

Once an application is approved, applicant has seven (7) calendar days to start the lease and start paying rent. Security Deposit must be paid in full at the time of signing the lease. If approved applicant is unwilling or unable to start renting the property within seven (7) calendar days, then we will cancel the approval and move onto another applicant. All move-ins will be conducted during weekdays, Monday-Friday.

Lease terms are for one (1) year minimum, any application submitted must clearly state desired term of contract. Homes are on the market on as-is condition unless stated otherwise. **Any request for repairs** must be presented for negotiation up front with lease application.

AUTHORIZATION

Applicant authorizes Landlord and Landlord's authorized agent, at any time before, during, or after any tenancy, to:

1. Obtain a copy of the Applicant's credit report
2. Obtain a criminal background check related to Applicant and any occupant; and
3. Verify any rental or employment history or verify any other information related to this application with persons knowledgeable of such information.

Notice of Landlord's Right to Continue to Show the Property: Unless Landlord and Applicant enter into a separate written agreement otherwise, the Property remains on the market until a lease is signed by all parties and Landlord may continue to show the Property to other prospective tenants and accept another offer.

Privacy Policy: Landlord's agent or property manager maintains a privacy policy that is available upon request.

Fees: Applicant submits a **non-refundable fee of \$70.00** to Success Realty for processing and reviewing this application.

ACKNOWLEDGEMENT & REPRESENTATION

1. Signing this application and rental criteria indicates that Applicant has had the opportunity to review Landlord's tenant selection criteria, which is available upon request. The tenant selection criteria may include factors such as criminal history, credit history, current income, and rental history.
2. Applicants understand that providing inaccurate or incomplete information is grounds for rejection of this application and forfeiture of any application fee and may be grounds to declare Applicant in breach of any lease the Applicant may sign.
3. Applicant represents that the statements in this application are true and complete.
4. Applicant is responsible for any costs associated with obtaining information.

_____ Applicant	_____ Date
_____ Applicant	_____ Date
_____ Applicant	_____ Date
_____ Applicant	_____ Date