

Rental Application Policy and Procedures

Thank you for applying to Niblock Co Inc Realtors for your housing needs. In order to best serve you, we feel it is imperative that you are made aware of, and fully understand our application policies and procedures.

Please read this document carefully before signing. It is the policy of this management company that applications must be complete and all fees paid prior to submission for consideration. All completed applications are processed on a daily basis (Mon-Fri). All approved applications for the same property are submitted for final decision.

A complete application will contain:

1. Signed Niblock Co Inc Realtors Rental Application Policy and Procedures Form
2. Signed Niblock Co Inc Realtors Rental Criteria Page
3. Signed Niblock Co Inc Realtors Privacy Notice
4. Completed Residential Lease Application (TAR Form 2003) (One for each individual 18 years and older)
5. \$50 Application fee for each Application submitted
6. Valid State Issued photo ID or other Government issued photo ID for each Application submitted

Upon Approval:

The applicant will be notified by phone, email or both,

1. The applicant has 24 hours to submit deposit and sign lease to secure the property and take it off the market.
2. If the Security Deposit has been submitted, applicant has 48 hours to sign lease to secure the property and take it off the market.

If lease is not signed within the allotted time Niblock Co Inc Realtors will withdraw approval and will process the next application received or consider any other approved applications.

Niblock Co Inc Realtors is an Equal Opportunity Housing Company and a member of the National Association of Realtors (NAR) and Texas Association of Realtors (TAR) and the San Antonio Board of Realtors (SABOR) Our staff members adhere to a strict Code of Ethics, and to the Federal Fair Housing Law.

Printed Name

Signature

Date

Submit Valid Photo ID Criminal Background Criteria

General Rental Criteria

Two Years of Good Rental History

No Forceable Detainers (evictions) unless you have verifiable documentation of landlord irresponsibility. However, a FD due to property damage by the resident will not be accepted under any circumstance.

No history of any damage to the residence, or an outstanding balance due to a previous landlord. If you have no prior rental history then you must have a qualified co-signer — the cosigner must be a resident of Texas, have a good credit history, and be willing to sign the lease.

Verifiable Gross Income

Minimum of three times the rent charged on the residence, Section 8 vouchers and certificates are accepted. The resident must meet the same criteria as those seeking non-subsidized housing.

Criminal Background Check

Residency may be denied due to criminal history (see Criminal Background Criteria)

Credit History

Credit history must show that the resident has paid bills on time and does not have a history of debt write-offs or accounts that have gone into collection. Residency may be denied due to poor credit history.

Maximum Occupancy

Please note that these are the maximum number of people who may occupy homes with the number of bedrooms noted:

- 2 Bedroom —4 Occupants
- 3 Bedroom —6 Occupants
- 4 Bedroom —8 Occupants
- 5 Bedroom —10 Occupants

(if applicable)

Disqualification From Residency for Lifetime

First or second degree murder
First through third degree assault
Kidnapping
First through fourth degree criminal sexual conduct
Arson
Harassment and stalking
An attempt to commit one of the above crimes
A conviction in another jurisdiction that would be a violation of the above crimes

Crimes That Disqualify for Residency For 10 Years After the Completion of Their Sentence

Third degree murder
Second degree manslaughter
Criminal vehicular homicide or injury
Simple of aggravated robbery
Any felony drug or narcotics convictions
False imprisonment
Carrying a weapon without a permit or any other weapons charge

Felony theft

Felony forgery

Felony burglary

Terrorist threats

Felony controlled substance

An attempt to commit one of the above crimes
A conviction in another jurisdiction that would be a violation of the above crimes

Crimes That Disqualify for Residency For 5 Years After the Completion of Their Sentence

Non-felony violation of harassment and/or stalking
Fourth degree assault
Any misdemeanor drug or narcotics conviction
An attempt to commit one of the above crimes
A conviction In another jurisdiction that would be a violation of the above crimes

Signing this acknowledgement indicates that you have had the opportunity to review the landlord's tenant selection criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income, end rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected.

Applicant Signature

Date

PRIVACY NOTICE

You have chosen to do business with Niblock Co Inc Realtors and we are obligated to honor the relationship with great care, beginning with the confidential information that may come into our possession during the course of your transaction with us. We believe that your privacy should not be compromised and are committed to maintaining the confidentiality of that information.

You can be assured that we are respecting your privacy and safeguarding your "nonpublic personal information". Nonpublic personal information is information about you that we collect in connection with providing a financial product or service to you. Nonpublic personal information does not include information that is available from Public sources, such as telephone directories or governmental records.

We collect personal information about you from the following sources:

- Information we receive from you on applications or other forms
- Information about your transactions with us
- Information about your transaction with nonaffiliated third parties
- Information we receive from a consumer-reporting agency

We respect the privacy of our customers, and we will not disclose nonpublic personal information about our customers or former customers to anyone, except as permitted by law.

We restrict access to nonpublic personal information about you to those employees who need that information to provide products to you.

We maintain physical, electronic, and procedural safeguards that comply with federal standards to guard your nonpublic personal information.

We will not disclose nonpublic personal information about our customers or former customers to nonaffiliated third parties, except permitted by law.

Niblock Co Inc Realtors recognizes and respects the privacy expectations of our customers. We want our customers to understand our commitment to privacy in our use of customer information. Customers who have any questions about the Privacy Policy or have any questions about the privacy of their customer information should call Niblock Co Inc Realtors

Printed Name

Signature

Date

