



## APPLICATION INSTRUCTIONS/POLICIES

Thank you for your interest in a Asset HERO

Property Management . Below, you will find the instructions and criteria required for applying for a property managed by Asset HERO. It is important that you read the information below prior to making application to understand what is required for renting the property. If you have further questions, contact Asset HERO at (979) 353-2567.

### General Application Requirements

- Separate applications: it is a requirement that each applicant fill out a separate application, and is 18 years of age or older.
- Complete applications: it is required that applicants complete the entire application. Failure to supply information can mean denial of the application.
- Signed applications: Asset HERO accepts only signed applications.
- Cosigners: if a cosigner is required, the person applying as a co-signor must complete a cosigner application. Ask a Asset HERO representative for this form if needed. It is not company policy to accept a cosigner unless there are extraordinary circumstances and Asset HERO obtains approval from the owner.
- Caregivers: if any tenant residing in the property requires a caregiver, the caregiver must also be 18 years or older, fill out an application, and sign a caregiver agreement prior to occupancy.
- Reasonable accommodations: if the applicant or any persons on the application require reasonable accommodations because of a handicap, the applicant must supply proof of the disability with the application. Applicants must submit a Asset HERO Request for Reasonable Accommodations with the application.
- Support animal: if any tenant or resident requires the assistance of a support animal, it must be disclosed on the application and the tenant must supply documentation proving the animal is a legitimate support animal.
- Application selection: Asset HERO processes applications after receipt. Selection is not a first-come, first-served process.
- Verifiable identification; when making application, applicants must furnish verifiable photo identification such as drivers' license, military ID, state ID, or passport. Identification from merchant stores is not acceptable.
- Application submission: deliver applications to: Asset HERO, 1227 South College Avenue, Bryan, TX 77803. If mailing an application, please call (979) 353-2567, for instructions. You can also submit an application online at Asset HERO-Properties.com.

### The Application/Processing Fee

- A \$50 application fee is required per application, without exception, and is non-refundable.
- No additional application fee for cosigners are required.
- This fee is to cover the costs incurred while processing the application.

### Basic Criteria

- The general criteria for all applications are good income, credit, and tenant history or ownership of all applicants, proving the ability to support the rental income and care for the property. Negative findings on



one or more of the three areas can cause denial of an application: false documentation is immediate grounds for denial of an application.

### **Income**

- All applicants are required to supply reasonable, reliable, and legal documentation on all income; all documentation on income is required in a timely manner.
- Examples of income are employee records, income tax records, social security documentation, monthly stipends, trust funds, and other sources that will reflect the ability to make monthly rental payments.
- Asset HERO must be able to verify all income sources, and reserves the right to disqualify applicants for failure to prove income, supply adequate documentation, or prove the ability to support rental payments.

### **Credit**

- Asset HERO obtains a credit report for all applicants, and does not accept copies of credit reports from applicants, no exceptions.
- Asset HERO accepts discharged bankruptcies, if the prospective tenant has re-established good credit.
- Negative credit reports can be grounds for denial of an application.

### **Rental History or Property Ownership**

- Asset HERO requires a minimum of two (2) years of rental history, and/or homeownership, unless a co-signer is accepted or mitigating circumstances are proven
- All references must be verifiable and family references are not accepted.
- Negative references can be grounds for denial of an application.

### **Acceptance / Denial**

- Asset HERO notifies applicants of acceptance or denial within 3-5 business days of application, unless Asset HERO cannot complete verifications. If more documentation is required, Asset HERO will notify the applicant.
- If accepted, applicants are required to follow requirements outlined on the Asset HERO Rental Application for completion of renting.
- All applicants applying together must qualify; denial of one applicant results in the denial of all applicants.
- Giving false information is automatic grounds for denial.

### **Responsibility of Applicant**

- It is the responsibility of the applicant to inquire from Asset HERO about any information on the application that they do not understand.
- If notified, it is the responsibility of the applicant to accept the offer to rent by submitting a holding deposit and/or security and signing a lease.

***If further questions, please call (979) 353-2567, for instructions.***