



Rental Application Process, Guidelines and Tenant Selection Criteria

Thank you for your interest in renting a home through Randolph Field Realty, Inc.!

To ensure a smooth and transparent process, please review the following criteria and procedures before submitting your application.

⌚ Applications are typically processed within 24–48 hours. Delays may occur pending verification. If you have not received an update within 72 hours, please contact our office at (210) 658-4713 or email tenants@randolphfield.com. Due to privacy laws, we can only discuss application details directly with the applicant.

A complete application includes:

- ***Completed online app (QuickLeasePro)***
- ***Verifiable proof of income***
- ***Verifiable landlord information***
- ***Valid government issued photo ID***
- ***\$75 non-ref fee per applicant (18+)***

Completed Pet Screening Profile (required for all applicants—even if no pets). This may be completed after approval, but must be submitted promptly to avoid delays in finalizing your application.

⚠ ***Incomplete applications will not be processed. Applications are processed in the order they are completed, not submitted. We may process multiple applications simultaneously and select the most qualified applicant. Providing false, incomplete or misleading information will result in immediate denial and forfeiture of all application fees.***

Randolph Field Realty, Inc. complies fully with all Federal, State, and Local Fair Housing Laws. We do not discriminate based on: race, color, religion, sex, disability, familial status, national origin, or any other protected class.

Approval is based on:

- ***Identification verification***
- ***Credit history***
- ***Rental history***
- ***Income and employment verification***
- ***Criminal background screening***
- ***Animal criteria***

Websites

Randolph Field Realty, Inc.
Applications
Pet Screening

<https://www.randolphfield.com>
<https://randolphfield.quickleasepro.com>
<https://randolphfield.petscreening.com>



Rental Guidelines & Tenant Selection Criteria

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.

APPLICATION FEES – Applications are only accepted at <https://randolphfield.quickleasepro.com>. Submitting an application elsewhere is most likely a scam. Application fees are \$75.00 non-refundable.

IDENTIFICATION – A valid, unexpired driver's license or other acceptable government-issued photo ID must be included with each application.

INCOME & EMPLOYMENT – Verifiable income must be at least 3 times the rent amount (combined for joint applicants). A minimum of 6 months employment is required. Self-employed applicants must provide a recent tax return. Additional income (child support, retirement, etc.) may be considered with proper documentation.

RENTAL HISTORY – Applicant must have at least 12 months of verifiable rental history from a non-relative. Homeowners may provide proof of ownership. Applications may be denied for prior evictions, property damage, or outstanding landlord balances. If no rental history, a qualified Texas-based co-signer may be required.

CREDIT CRITERIA – Credit history from the past 24 months is heavily weighted. Older negative credit may be considered less. Accounts placed in collections, bankruptcies, or civil judgements with outstanding balances may negatively impact approval, regardless of age. We will not rent to anyone who has an outstanding house-related debt, open collections tied to housing or unresolved bankruptcies or civil judgements.

CRIMINAL BACKGROUND CHECK – We will check the criminal background of all occupants age 18 and older. Applications may be denied for: violent criminal history, domestic violence offenses, drug-related offenses, weapons charges or registered sex offender status (automatic denial).

ANIMAL (PET) POLICY – Pet approval is determined by the broker and/or property owner, including restrictions on type, size, and age. Deposits may vary and are based on your pet's Paw Score (see below). Please confirm the pet policy before applying. All pets and assistance animals (including service and emotional support animals) require a Pet Profile at <https://randolphfield.petscreening.com>

5 Paw Score 🐾🐾🐾🐾🐾

\$300 Deposit + \$100 Pet Fee

4 Paw Score 🐾🐾🐾🐾

\$300 Deposit + \$150 Pet Fee

3 Paw Score 🐾🐾🐾

\$400 Deposit + \$100 Pet Fee

2 Paw Score 🐾🐾

\$400 Deposit + \$150 Pet Fee

1 Paw Score 🐾🐾 (also subject to non-approval)

\$500 Deposit + \$200 Pet Fee

No deposits or fees are charged (per Fair Housing Laws) for Verified Assistance Animals.

RESIDENT BENEFITS PACKAGE (RBP) - All tenants are enrolled in a Resident Benefits Package which range from \$30-90 per month. The RBP is based on availability of services at the property and may include:

HVAC air filter delivery (where applicable)

Group Rate Internet (where available)

\$1M identity protection

Credit reporting for on-time rent payments

Resident rewards program

Utility Concierge service

Approval & Move-In Process

 **APPROVAL** - If you are approved for the property, you will be notified via telephone or email. **A \$100 non-refundable Lease Processing Fee is required after approval and prior to the preparation and delivery of lease documents.** This fee covers administrative costs associated with lease preparation, document processing and file setup. The fee must be paid before the lease is sent and is non-refundable, regardless of whether the applicant signs the lease, cancels or fails to take possession of the property.

 **LEASE SIGNING** - Lease must be signed within 48 hours. Failure to sign may result in forfeiture of the property.

 **DEPOSITS & FEES** – All deposits and fees are due within 48 hours of approval. Failure to submit required funds within the stated timeframe may result in cancellation of approval and the property being returned to the market.

 **PROPERTY CONDITION** - Applicants are strongly encouraged to view the property before signing. If not viewed, a Site Unseen Addendum is required. Property is accepted as-is unless otherwise stated.

Representation by a Realtor

If you are working with a Realtor who has shown you the property, a Buyer/Tenant Representation Agreement may apply.

 Important: Not all properties offer a commission to Tenant Realtors. If no commission is offered, you may be responsible for paying your Realtor directly. Please review your agreement carefully and consult your Realtor with any questions.

Fee Disclosure Summary

This summary is provided for transparency and does not include property-specific or optional fees that may apply. All fees will be disclosed prior to lease signing.

Fee Type	Amount	When Due	Notes
 Application Fee	\$75 per applicant	At application submission	Non-refundable
 Lease Processing Fee	\$100	After approval; before lease	Non-refundable
 Security Deposit	Varies	W/I 48 hours of approval	Refundable per lease terms
 Pet Screening	\$0-30 per pet	After approval	Paid directly to PetScreening
 Pet Deposit	\$300-500 per pet	With security deposit	Refundable if no damage
 Pet Fee	\$100-150 per pet	With deposit	Non-refundable
 Resident Benefit Package	Varies (monthly)	With rent	Required for all residents

By submitting an application, you acknowledge that you have reviewed the tenant selection criteria and have self-qualified. If you do not meet the selection criteria, or if you provide inaccurate, incomplete, or falsified information, your application may be denied and your application fee will not be refunded.