



INSTRUCTIONS

In order to expedite this process, all of the following must be submitted at the time of consideration:

- **STANDARD TAR RESIDENTIAL LEASE** application (for each individual 18 years or older). **Fully filled out or application will not be considered. REFER TO PAGE 2 FOR INSTRUCTIONS***
- **APPLICATION FEE** of **\$60** when you submit the application(s) and all attachments required requesting an invoice where your client will be able to pay online.
- **IDENTIFICATION:**
 - Clear **COLOR** copy of applicant(s) driver's license, state issued ID or U.S. Passport.
 - Clear **COLOR** copy of Social Security Card
- **VERIFICATION OF INCOME**
 - Clear copies of 4 most recent paycheck stubs (2 months' worth)
 - *If self-employed- last 2 years tax returns, along with copies of last 3 months bank statements required.
 - If recently employed (Less than 18 months) must submit Offer Letter along with 2 years of recent tax return and 2 Month of recent Pay stubs.
- **PETS:** Must provide photo of any pets and a copy of current vet records.

All of the following must be in a **single e-mail in PDF format per applicant, MUST include certified funds or submit payment through online portal of \$60 per applicant**, made payable to **Jolene International LLC**. E-mail agent to arrange delivery of application fee.

LEASE APPLICATION SCREENING

Jolene International is the listing broker of this property. Jolene International will be processing the application



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781.656.5363



Houston, TX 77077



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APPLICATION FEE

FUNDS are to be in certified funds: cashier check or money order. made payable to **Jolene International LLC**. Can pay online, office will email invoice.

RESIDENTIAL LEASE APPLICATION (TAR) MUST BE COMPLETED THOROUGHLY* if the following are not met your client's application will be **REJECTED**.

1. **Address** of property must be filled out on **every** page (at the Top) of application.
2. Fill out: **Move-In Date, Monthly Rent, and Security Deposit**.
3. **Social Security Number** and copy of **Social Security Card** must be provided for background check (color copy).
4. **All occupants** must be listed on every application.
5. The applications will need valid contact information, for **current and previous residency and employment**, phone number and email of landlords/property managements and employers for verification are need as we do run a strict and thorough verification in order for owner(s) and decision is dependent on verification. If no previous employment, **MUST** provide explanation (N/A or leaf blank is not acceptable).
6. **PETS**: Must provide a photo
7. Pg. 4 **Authorization To Release Information Related to A Residential Lease Applicant** (Information found on HAR) : Must be filled out our Brokerage information completely for Landlord's Representative.

If there are missing information, your client must make edits and you are required to **resubmit (single e-mail in PDF format per applicant) all documents to our office.**

ONCE AGAIN

*All prospective tenants 18 years old or older (including spouse if married) must provide a signed and **completed application**. A **background check, rent and employment histories** will be run on each individual adult applicant. A clear, **COLOR** copy of a government picture ID and Social Security Card and a non-refundable application fee of **\$60** (money order, or cashier's check) must accompany **each application**. A copy of **Social Security Card** is required for credit verification.*

*All information in the rental application(s) regarding **employment, criminal, credit, and landlord history** must be verified **before a decision on the application can be made**. A decision on an application may be delayed due to delays in the verification process. This could result in the home being offered to another applicant who submitted their application later but the information was readily verifiable, which concluded in being able to make a decision of approval or disapproval and offer of home prior to another earlier dated rental application.*

If our agent or office handles your transaction your commission will be reduced.