

## Hunterglen Properties Rental Application Process

1. Please submit a fully completed TAR Form 2003 Rental Application. If you do not have a Realtor, the form will be supplied to you. Please make sure **ALL QUESTIONS ARE ANSWERED. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**
2. A separate rental application and \$45 non-refundable application fee must be submitted for each person over the age of 18 living in the house.
3. Along with the completed application(s), please send a copy of each applicant's Social Security Card, Driver's License, and income verification for the last month (pay stubs, etc.)
4. The completed forms can be faxed to 713-589-8816 or emailed to [pat@mccarley.com](mailto:pat@mccarley.com) .
5. The application(s) will go through preliminary review before any fees are due. Once the review is completed, the application fees may be paid through Zelle or in person with a money order.
6. Once all items above are received we will process the application(s). Applications typically take a minimum of 24 hours to process, sometimes longer due to rental history verification.
7. The applicant(s) should expect the following:
  - a. Landlord Contact- both current and previous landlords **WILL** be contacted, please insure the numbers on the application are correct.
  - b. Employment Verification- please include a current number for the HR department or immediate supervisor.
  - c. Criminal background check.
  - d. Credit Check- approval is not solely based on a good credit history. Landlord may determine a double deposit is required with poor credit.
8. Minimum approval requirements are:
  - a. Minimum credit score of 660 or better.
  - b. No prior evictions.
  - c. No serious criminal violations.
  - d. Verifiable gross income of at least 3.25 x rent.
9. If one or more approval requirements are not met, approval may be given conditioned on an increased security deposit. Standard deposit is equal to one month's rent.
10. Applications from multiple Tenants are quite common, so time is of the essence. Incomplete submittals will not be held if another Tenant is applying and has submitted a complete application.
11. Once all information has been received by the Landlord, a decision will be made. In the event the Landlord is unable to contact the employer or landlord by the third attempt, the application will be denied and the application fee will not be refunded. It is the applicant's responsibility to insure we are able to contact the references provided.

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**Applicant Signature**

**Date**

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**Agent Signature**

**Date**