

## LEASE INSTRUCTIONS



PLEASE SUBMIT ALL APPLICATIONS TO:

Pamela Carson Dorrance : [pamelacarsondorrance@gmail.com](mailto:pamelacarsondorrance@gmail.com)

Pamela's Cell : 713-302-7133

All completed applications 18+ years will be presented to the landlord after processing. To expedite your review APPLICATION PKG MUST HAVE:

1/ Completed TAR/TREC applications signed by prospective tenant with address of property, listing agent's name and \$100 application fee all listed on page 3 (Fees) and page 4, and email/phone number of both current landlord and employer must be on application. Minimum of 1 year employment history and 2 year rental history.

2/ 3 months proof of income in PDF format only. If using bank statements, end balance per month must be 3 x rent also in PDF

3/ Application fees 18+ of \$100 NON REFUNDABLE per applicant must be Zelled to listing agent at 713-302-7133 prior to processing applications

4/ Copies of TDL PDF

5/ 2 pet max, case by case owner to approve, no dangerous dog breeds per HOA, \$500 pet fee/pet deposit

EMAIL all the above to [pamelacarsondorrance@gmail.com](mailto:pamelacarsondorrance@gmail.com)

If you have any questions regarding these instructions, feel free to call

Pamela Carson Dorrance

713-302-7133

[pamelacarsondorrance@gmail.com](mailto:pamelacarsondorrance@gmail.com)

Look forward to hearing from you!