



RESIDENTIAL LEASE

INSTRUCTIONS

APPLICATION FEES WILL BE PAID ONLINE AT WWW.MYSMARTMOVE.COM VIA INVITATION FROM THE LISTING AGENT. THE FEE FOR EACH APPLICANT OVER THE AGE OF 18 WILL BE \$40

Lease application and Additional Items Needed For Each Lease Applicant Age 18+

1. Copy of Valid Driver's License or Government Issued Picture ID
2. Copy of Social Security Card
3. Copy of your last 2 Months Bank Statements
4. Copy of your last 2 Paycheck Stubs
5. If available, referral Letter from your last landlord

Each Applicant Age 18+ will also undergo the following:

1. Credit Check
2. Background and Felony Check
3. Eviction Check

AGENT INSTRUCTIONS

Please include all of the above items with the Residential Lease Application (TAR 2003) and a signed copy of the Landlords Criteria.

If your clients application is accepted you will be required to provide us with your brokerage's W-9

LANDLORDS REQUIREMENTS

Landlord requires the following acceptance by prospective tenant prior to application:

- **Monthly rent:** Due on the first day of the month
- **Late Charges:** Time at which late charges are incurred is 11:59 on the 3rd day after the date on which rent is due
 - 1) Initial Late Charge of \$75
 - 2) Additional Late Charge of \$25/day thereafter.
- **Pets** are permitted with the following restrictions:
 - 1) No exotic or poisonous animals, illegal or endangered species allowed.
 - 2) No dogs under 12 months old are permitted.
 - 3) Some breeds will not be accepted and no aggressive breeds (or mixed aggressive breeds) are allowed on any property. Some examples of unacceptable breeds are as follows: Boxers, dogs that are known to dig, pit bulls, Doberman, German Shepherd, Rottweiler, Chow, Akita, some Huskies.

The owner/landlord will determine which animal(s) will be accepted and that decision is final. Maximum of 2 pets per household, max weight 25lbs each. You must provide proof of current rabies shots and that animal is on a vet issued flea treatment plan. We also require a recent photo of the animal(s) WITH YOUR APPLICATION. If a pet is permitted, Landlord requires the tenant to sign a pet agreement and requires:

- 1) **Pet deposit of \$500 in addition to the security deposit**
- 2) **A one-time, non-refundable payment of \$250/pet**

Pet violation charges (whether pet is permitted or not permitted) is an initial charge of \$250 and \$25 per day thereafter.

- **Security deposit** will equal one months rent.
- **Guest:** Number of guest permitted to reside on the property: 8
- **Vehicles:** Number of vehicles permitted on the property: 4 Parking is not permitted in the street.
- **Trip Charge** \$65
- **Key box:** Authorized during last 60 days of lease: Early withdrawal fee equals one months rent
- **Inventory and Condition Form** to be completed and delivered within 5 days of taking possession.
- **Yard** is to be maintained **weekly** by Paul Geffert with Proteus. The cost for weekly service is \$45 and is to be paid by the tenant.
- **Repairs:** Emergency phone number for repairs: 713-492-6384
- **Subletting is not permitted**
- **\$250 cleaning** fee will be deducted from the security deposit.

TENANT/APPLICATION SCREENING CRITERIA

Criminal History: Landlord will perform an authorized criminal history check on all applicants as part of the application process. Landlord's decision to lease the Property to you may be influenced by the information contained in the report. Any offenses involving the following are grounds for automatic rejection: drug or drug related, sex offenses, aggravated offenses, burglary, prostitution, robbery, terrorism, dangerous animals, stalking or harassment, murder, organized crime.

Previous Rental History: Previous landlord information must include complete dates of occupancy and names, addresses, and phone numbers for all landlords covering the previous 2 yrs. We must verify your previous rental history from unbiased sources (i.e. someone who is not a relative or family member). We accept base housing as rental history. Your failure to provide the requested information, providing inaccurate information, and/or information learned upon contacting previous landlords will influence Landlord's decision to lease the Property to you.

Income/ Employment: Applicant's income must be 3 times the monthly rental amount in verifiable gross income. Debt to income ratio will also be considered. Include most recent 2 months of pay stubs showing year to date totals. Housemates (anyone not legally married) must qualify separately and cannot combine income to qualify. Income must be verified through paystubs, employer contact, tax records and/or bank statements. All employer fees for employment verification must be paid by applicant. Applicants must provide contact information for their human resources or payroll department, the name of their direct supervisor and company main phone number. If your employer charges a fee for employment verification, you will be responsible for paying that fee at time of application. If you are self employed or starting a new job, you must provide the previous 2 years tax returns and 2 most current bank statements. Employment history must show at least 6 months with your current employer or continued employment in the same trade for the past 12 months. If you are starting a new job, you must provide a letter from employer verifying position and salary as well as proof of previous employment/income, i.e. paystubs, 2 most recent income tax statements, bank statement.

Military active duty applicants must provide a copy of their orders showing that their assignment, to the best of their knowledge, will allow you to complete the terms of the lease.

Credit History: Landlord will obtain a Credit Reporting Agency (CRA) report, commonly referred to as a credit report, in order to verify your credit history. Landlord's decision to lease the Property to you may be based upon information obtained from this report. An outstanding debt to a property management company or landlord, including judgment or collection activities, will result in denial of your application. Failure to Provide Accurate Information in Application: Your failure to provide accurate information in your application or providing information that is unverifiable will be considered by Landlord when making the decision to lease the Property to you. Providing false information on your application may result in your application being denied. If misrepresentations are discovered after the lease is signed, the lease agreement may be terminated.

Other: Tenant is responsible for all utilities unless stated otherwise in the lease. Tenant is responsible for ascertaining which utility company provides service to the property and having the service connected on or before move in date. If utilities are not put in tenant's name by move in date, tenant will be charged fee stated in Landlord Rules plus any usage costs if utilities have been left in management company name at the start date of lease. Signing this acknowledgment indicates that you have had the opportunity to review the landlord's tenant selection criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income, and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected.