



## Requirements to Lease

### Step 1:

- For every person who will be living in the home 18 years old or older must submit the following items:
  - Residential Lease Application
  - Copy of current Driver's License
  - Last 2 months pay stubs for proof of income or last year's tax returns
  - Full current credit report (free report may be obtained from [annualcreditreport.com](http://annualcreditreport.com))
  - Landlord's Tenant Qualification form signed by each applicant (see under attachments)
  - Date you wish to move in

You can submit this to Darren Tidwell in one of two ways:

1. Email all items to [dtidwell@kw.com](mailto:dtidwell@kw.com) (partial applications will not be considered until all items are submitted)
  2. Bring to Keller Williams Clear Lake office at 18050 Saturn Lane #100 between 9:00am and 5:30pm Monday – Saturday and give to the person at the receptionist desk and tell them to put in Darren Tidwell's file box.
- Once your application has been reviewed, you will be notified if you are approved to go to Step Two.

### Step 2:

- Background check. There is a \$40 fee for every person 18 years old and older to have this completed. You will be notified by the background company to pay this fee online.
- Once completed, you will be notified if you are approved for the lease and to go to Step 3.

### Step 3:

- A Lease Agreement will be given to you to sign
- You must provide two separate payments at the time of signing the lease agreement. They are:
  1. Check or cashier's check for first full month's rent made out to Keller Williams Clear Lake
  2. Check or cashier's check for the security deposit (equal to 1 full month's rent). This will be made out to the landlord. Please request landlord name ahead of time.
- You will be given the keys. Welcome to your new home!

If you have any questions, please call, text or email me.

Thank you,

Darren Tidwell  
281-844-4262  
[dtidwell@kw.com](mailto:dtidwell@kw.com)