

LEASE APPLICATION PROCESS

GETTING STARTED

Our office uses a third-party service, Go4Rent, to collect and screen applications. Please note, applications are processed during typical business hours Monday - Friday. Applicants should submit applications and supporting documentation through the Go4Rent online portal only.

STEP 1 | CREATE AN ACCOUNT

During the account creation process, you may list the Realtor representing you if the Realtor has an active account. Adding your Realtor will keep them informed about the status of your application. When the application is accepted, rejected, approved, or denied, you and your Realtor will receive an email notification. **Each occupant and co-applicant 18 years or older must create an account and submit a separate application.**

1. Visit go4rent.com and choose "Log In/Sign Up" from the main menu bar at top.
2. At bottom of Login screen, click the link to "Sign Up"
3. Select your status: Renter
4. Add your Realtor (if applicable)
 1. Begin typing in your Realtor's name; if they are already registered with Go4Rent, select from the pop-up menu and their email address will automatically populate.
 2. If your Realtor is not already registered, simply insert their name and email address in the appropriate fields
5. Specify YOUR contact information and set up an account password.
6. Click "Agree and Create Account" button

I Am A:

- Renter** (Selected): I'm looking to rent, and for some assistance from a Realtor to help me find a place that fits.
- Realtor/Listing Agent**: I want to connect with Renters and Landlords and help them meet their needs.
- Landlord**: I have property I want to rent out, and I want to connect with a Realtor to get it listed.

Realtor Name: Find Realtor...

Realtor Email: jdoe@realty.com

First Name: john, Last Name: Smith

Email: jdoe@company.com

Password: [Redacted], Confirm Password: [Redacted]

Mobile Phone: 555-555-5555

Address: 1234 Fifth St, PO Box 100

City: Anywhere

State: CA, Zipcode: 91100

Buttons: Cancel, Create Account

STEP 2 | SEARCH FOR THE LISTING

1. From the Go4Rent home screen, search for the listing by using the listing's address, street name, or MLS number.

STEP 3 | CLICK "APPLY NOW" TO START YOUR LEASE APPLICATION

From the listing detail page on Go4Rent you will be able to complete the online lease application and upload required and recommended supporting documentation, and pay the application fee. When completing your lease application, it is **best to provide all contact information for your current and prior landlords** and the contact information for someone in your employer's HR department responsible for employment verifications. **Not including this information on your application may delay the approval process.** Please use a U.S. address as your current address.

It is best to have the following information available when completing your lease application:

- Your current landlord's contact information (phone, fax, and email address)
- Previous landlord's contact information if you have resided at your current address for less than ten years.
- The contact information of your employer. This person must be able to verify your employment dates and pay.

1. Complete the Texas Association of Realtors application form **in its entirety**. Each occupant and co-applicant 18 years or older must create an account and submit a separate application.
2. Upload required supporting documents:
 - Current photo ID card
 - 8 weeks/2 months of pay stubs
 - Pet photo (if applicable)
 - Two years of tax returns and two months of bank statements detailing recent income, if self employed
3. Upload suggested supporting documents:
 - Credit report (from existing records or free provider such as Credit Karma)
An existing credit report is not required but preliminary approval can be issued before the application fee is charged to the applicant if this information is voluntarily provided for review. *Self-reported credit is strongly recommended for applicants who have lower credit scores that may not be acceptable to Landlords to avoid incurring application fees unnecessarily.*
 - Letter of Introduction to Landlord
4. Pay the application fee. **You are not charged the application fee until the Listing Realtor/Landlord accepts the application for screening.**
5. Sign the lease application. **You may receive an email notification to verify your account before you are able to electronically sign the application.**

Your application will not be delivered to the Listing Realtor/Landlord until you pay the application fee and sign the application. Once you have completed these steps, an email notification and text message are sent to the listing Realtor and/or landlord notifying them of a new application. **You are not charged an application fee until the application is accepted.** When the listing Realtor accepts the application, you will receive an email updating you of your application status. The application fee will then be non-refundable and is used for its intended purposes.

STEP 4 | SCREENING AND DUE DILIGENCE

Once your application has been accepted for screening, Go4Rent will assign a representative to verify your employment and rental history. Be on the lookout for communication from the screener, as they will contact you if more information is needed or if they have difficulties connecting with current or prior landlords or employers. Consider letting your current and prior landlords and employer know that they will be contacted to provide verifications of information.

In addition to verifying employment and rental history, Go4Rent will request a copy of your official credit report and run a national background search. All of the screening information will be used in the Landlord's decision about whether or not to approve your application. The Listing Realtor will contact you or your Realtor to provide information about application approval and, if approved, a copy of the lease for review and signatures.

ADDITIONAL INFORMATION

If your application is accepted, you will need to be prepared to provide the following payments:

Deposit (typically equal to one month's rent)

Due at Lease Signing

Pet Deposit (amount varies case-by-case)

Due at Lease Signing

First FULL month's rent

Due at key exchange (full month's rent is due regardless of whether lease starts on the first of the month or mid-month)

Pro-rated rent (applicable if lease starts mid-month)

Due on the first of the month following the month in which the lease begins

For more information or to schedule a property showing, please contact:

Jennifer Vickers

Vickers Properties Group at KSP

713-240-9671 (voice or text)

jennifer@vickersproperties.com