



# RE/MAX

## The Woodlands & Spring

# Vicki Fullerton

RE/MAX The Woodlands & Spring

6620 Woodlands Pkwy,

The Woodlands, TX 77382

Tel: 281-367-7770

Cel: 281-703-3748

email: [vicki@wt.net](mailto:vicki@wt.net)

## Lease Instructions

1. Please have your clients fill a Residential Lease Application. In case you do not have this document we have attached to the document section in HAR. **Everyone over the age of 18 MUST submit an application. The landlord requests NO smokers, NO history of eviction, and a minimum credit requirement of 650. They are very strict on these requirements. They accept pets on a case by case basis if you have doubts about a pet being accepted please submit the application so the landlord can make a decision considering ALL the information.**

Once they have filled **please scan and send application to [vicki@wt.net](mailto:vicki@wt.net)**. Please send proof of income (3 most recent paystubs or a job offer letter if they are relocating because of a job offer) along with application.

2. Landlord will review the applications. Once they have reviewed they will let us know if they wish to proceed and we will contact you to the phone number or email address you provided to let you know its time to submit application fees in order to run background and credit check.

### 3. **Application fees:**

**\$50 dollars PER application** can be payed either **electronically via Zelle to [flora.yiu@gmail.com](mailto:flora.yiu@gmail.com)**

or

**via Cashier's Check made payable to JGFY GRANTER RENTAL ONE LLC.**

If paying via Cashier's Check please drop off at RE/MAX The Woodlands & Spring located at:  
6620 Woodlands Pkwy, The Woodlands TX 77382.

Office hours are 9:00-5:00.

When dropping off please mention the lease address and the agent VICKI FULLERTON. Please be advised paying via Cashier's Check may slow down the process as the Landlord will not run the background checks until they receive funds.

4. Once they have payed application fees advise your clients to be on the lookout for an email (to the email they provided in application) from MySmartMove. Each applicant MUST go in to their email and approve the background checks. If they do not do this the landlord will not be able to come to a decision. The faster they approve the faster the process. Since this is done by a third party it can take up to 24 hours after your client has approved for the landlord to receive the report.

5. If the Landlord finds the background checks satisfactory we will reach out to the phone or email you provided and send you another set of instructions so that we can begin drafting lease agreement.

Please don't hesitate contacting us directly with any questions you might have

Vicki Fullerton 281.703.3748 or Natasha Poitinger 281.854.7159

Thank you for showing our listing, and we look forward to working with you.