

Application Process - \$50 Application Fee per Applicant

1. Submit all required documentation to Oneyda Flores at oflores@kw.com

Required documents include the following:

- FULLY COMPLETED Residential Lease Application (TXR 2003) for each applicant; anyone 18 years of age or older that will reside at the property must apply. Incomplete applications will not be considered.
- Valid photo ID for each applicant.
- 30 days' pay stubs for regular employees.
- 2 years tax returns and 3 months bank statements for self-employed applicants.
- Signed Screening Criteria form (2nd page).
- If any animals are permitted by the landlord and will be kept at the property, send pictures of each animal.

2. We will conduct an initial review of all documents and address any initial questions prior to collecting the application fee.

3. Once we have finished the initial review, we will request payment of the application fees prior to ordering the paid background check. Do not submit the fees until requested. Application fee is \$50 per applicant. We prefer electronic payment if possible. (We'll provide more info) Cash, money order, or cashier's check can be used as well.

4. Once the application fee for all applicants is collected and has cleared, we will run the background screening and contact employers, current and prior landlords, etc.

*Please note that this process may be running concurrently for multiple applicants. A decision will be made once all information is complete and all queries to employers, landlords, etc. have been fully answered to our satisfaction which may take anywhere from 3 to 10 days to complete, process, and approve. The process can be shorter or longer based on factors that may cause delay.