# **Tenant Application Process**



## Complete TAR Residential Lease Application

Each occupant and co-applicant 18 or older must submit a separate application. Application must be fully completed.



### **Tenant Qualifications Form**

Applicant shall read and sign the tenant qualification form. Provide signed copy with application.



### Proof of Income

Each responsible applicant must submit previous two months verifiable income.



#### J Identification

Applicant will provide enlarged copy of Driver's License.



## Pay Online for Screening Process (non-refundable)

Ability to pay \$42 per applicant online and use mysmartmove.com system for screening process. Applicants will be sent an email invitation to complete after preliminary review and approval of above items.

DO NOT submit application without all completed documents. Application process does not begin until all documents are received.

Application processing time will depend on complete/accurate information and responsiveness of references.

Submit all documents to: William Plemons, Owner/Agent David Horton Realty wplemons@fastmail.com 409-927-6340