



APPLICATION INSTRUCTIONS AND REQUIREMENTS (Case-By-Case Scenario)

What We Look For:

1. Rental history – We verify that you are paying on time in your current rental.
2. Credit History (specific score not required)
 - a. Utility Collections (cell, electric, cable, etc.)
 - b. Judgments
 - c. Landlord Collections (broken leases or evictions)
 - d. Medical and Student loan collections will be case by case.
3. Criminal Background
4. Minimum Gross Income Required is 3X the Rent Amount.

CHECK LIST:

1. Application form – **Everyone** 18+ or over needs to complete a **SEPARATE** application.
2. ID and SS Card
3. Acceptable Proof of Income; For example:
 - a. 1 Month worth of Check Stubs (If Paid biweekly 2 check stubs, If Paid weekly 4 check stubs)
 - b. Last 3 bank statements if self-employed; Bank statements need to show deposits accumulated to 3X the rent per month or add all deposits and divide by 3. c. SSI Award Letter (if applicable)
 - d. Child support court letter – (We only consider court order child support.)
 - e. Notarized letters are NOT acceptable as proof of income.
4. Deposit Disclosure – Initialized, Dated and Signed.
 5. Application fee will be requested by the agent.
 - a. \$100 Per married couple (Common Law – Need to have proof of same residency

for the past 12 months minimum)

OR

b. \$50 Per single applicant over 18

**NO INCOMPLETE APPLICATIONS WILL BE PROCESSED. 5 BUSINESS DAYS Turn
Around.**

**Fax Application to 713-510-1984 or Scan and Email Back in PDF format to
natoya@houstoncenterrealty.com**

PET FEE IS \$250-\$500 **EACH** (Case by Case), PET FEE IS NOT REFUNDABLE HOME DEPOSIT IS
EQUAL TO THE RENT AMOUNT – DEPOSIT IS DUE UPON APPROVAL

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