

AGENT & TENANT CHECKLIST FOR LEASE

This form must be checked off and signed when submitting a **COMPLETE** lease application.

All paperwork **must** be submitted **with the application fee** BEFORE any applicant's information will be verified. Make sure the Tenant has initial and signed all required areas on the forms.

Property Address: _____

Real Estate Firm _____

Agent: _____ **Cell or Office contact number:** _____

- Application fee \$ _____ Cashier's Check: payable to Kelly Banks Services
- Deposit fee \$ _____ Cashier's Check: payable to: _____
- 1st Month's rent \$ _____ Cashier's Check: payable to: _____
- Application per adult person- Must be completed with all current contact numbers
- Lease Agreement & required addendums with all required signatures and initials
- Pet agreement with pet immunization records & photo of pet _____
- Pet Deposit fee \$ _____ Cashier's Check: payable to: _____
- Co- Signer _____
- A good photo copy of current Driver License or State photo ID- all persons over 18 y/o
- A copy of two most recent paystubs, or proof of consistent/seasoned, monthly income, if a new hire- employment offer letter, government- annual award letters, SSI/retirement income etc., two most recent bank statement balances- do not disclose full account number.
- Any additional documents requested by landlord
- Rental/ Lease application policy & Requirement form signed by all applicants
- W-9 & Broker to Broker agreement completed

***** IF THIS PACKAGE IS SUBMITTED INCOMPLETE, IT WILL DELAY YOUR TENANT APPLICATION PROCESSING TIME, OR THE APPLICANT MAY BE REJECTED*****

Acknowledgement:

Applicant _____ **Date** _____

Applicant _____ **Date** _____

Selling Agent _____ **Date** _____

Listing Broker _____ **Date** _____

KELLY BANKS SERVICES (KBS)

8922 Norham Dr. Houston, TX. 77083

O- 281.530.2551, F- 281.530.1586, C- 281.382.5179

Office hours 0900-1700, Weekends by appointments only

Rlkelly5@sbcglobal.net

RENTAL/ LEASE APPLICATION POLICY & REQUIREMENTS

Thank you for considering one of KBS rental properties to meet your real estate needs. Please carefully review our rental policy and requirements before completing a rental application and submitting any certified funds. This form and the KBS's Agent/Tenant Checklist form will answer most of your questions and prevent delaying the process of your rental application. If your applicant meets these requirements and **ALL necessary documents are provided together along with the application fee,** this will expedite the process for you and your Client.

Kelly Banks Services does not discriminate against any person based on race, color, religion, sex, national origin, handicap status, family status, or any other state or locally protected classifications.

PROPERTY AVAILABILITY STATUS- The property will remain on an ACTIVE status in MLS until a lease has been fully executed, approved and signed by all parties. **We DO NOT give up date status on incomplete applications.** Our turnaround time for a complete/thorough application package is 48hrs, up to 72hrs (for our out of town Landlord/Owners). We do not process applications on Saturday & Sunday.

APPLICATION FEES

To be considered for approval, all adults (18 y/o or older) must complete a rental application, together with the application. KBS requires a good photo copy of a valid -current driver's license, or current state/public ID. (Student, or work I.D. acceptable for non-drivers) Application fees are non-refundable. Application fees per individual \$55.00, Married couple \$70.00. **Application fees** MUST be in the form of CASHIER's Check, **payable to Kelly Banks Services.** No personal checks will be accepted. If your real estate agent has collected the funds from you, please request a receipt from the agent.

All applicants are subject to approval based on: information obtained from the rental application, and outside agencies for credit & criminal background checks. The listing broker

will reviewed the applicant rental package with the Owner/Landlord. The final decision will be up to the Owner/Landlord of the property. All information obtained is kept confidential.

In order to process your application in a timely manner, the following list of items will be required to qualify for a residential lease.

- **DELIVERY OF RENTAL PACKAGE**

Our office has a drop box for after hours. We **must have the original rental application & TREC, HAR or TAR forms.** The additional documents may consist of photo copies.

- **LEASE AGREEMENT GENERAL TERMS**

Tenant to sign and initial all required areas, lease can be for one to two years, tenant responsible for all utilities and lawn care, unless noted differently in MLS. Two car minimum parking spaces, guess allow up to 14 days, rent due no later than the 4th of each month, initial late fee \$25.00 and \$5.00 per day thereafter, Returned checks \$35.00, Deposit equal amount of one month's rent, pet violation initial fee \$250.00 and \$20.00 per day thereafter. Trip fee \$70.00, Repair fee \$70.00, Thirty day written termination notice required, prior to the end of the lease.

- **EMPLOYMENT**

Applicant must show stable consistent employment, provide proof of income. (Two most recent paystubs) 3X the monthly rent. 2-3 month bank statement balance, if self-employed most recent income tax statement, or proof of consistent/seasoned monthly income, if a new hire- employment offer letter, government- annual award letters, SSI/retirement income etc.

- **RESIDENT HISTORY**

Any applicant with an eviction, broken lease, or owing landlord money may result in a denial. One to two year recent verifiable rental history. Proof of home ownership will suffice for this requirement. If you have a foreclosure, short sale or bankruptcy on your credit report we will need a letter of explanation, in order to consider your qualifications, as well an additional deposit may be considered.

- **CREDIT HISTORY & CRIMINAL HISTORY REPORTS**

A complete credit & criminal history report from an outside agency will be ordered. We are required to run our own credit reports. Therefore, we require a valid social security number to be listed on the rental application. **We will not waive this process for your tenants.**

Credit reports cannot reflect any unpaid judgments, skips or collections accounts relating to rental history. A bankruptcy must reflect a discharged status.

Criminal history will be checked. Any applicant with a record of a violent crime (s) will be automatically denied. Any person convicted for crimes of sexual nature, designated as a sexual offender, or crimes against children will not be accepted.

○ **ANIMAL/PET REQUIREMENT**

Only apply to homes listed/advertised “pets on a case by case basis” Owners/Landlord will determine number of pets and type of acceptable pets ex: (cats, dogs, birds, or fish tanks) An additional pet agreement and deposit will be required. The deposit amount may vary, see MLS print out. A picture of the pet must be provided with the pet agreement and lease application. The pet’s immunization record must be attached or provided. The following animal types and breeds are prohibited and will not be accepted: Pitt Bull Terrier, Doberman Pincher, Rottweiler, and other breeds generally considered aggressive or deemed aggressive by state or local officials.

If any of the above requirements are not met, the information is falsified, or we are unable to verify the information, your application will be denied. Keep in mind the application processing fee is nonrefundable.

Acknowledgement:

Applicant _____ **Date** _____

Applicant _____ **Date** _____

Applicant _____ **Date** _____

Selling Agent _____ **Date** _____

Listing Broker _____ **Date** _____