



LEASE APPLICATION PROCESS

GOOD TO KNOW

Applications are processed during typical business hours Monday - Friday. Applicants should submit applications and supporting documentation through their Realtor, if represented. Upon completion of preliminary review of your application by the Landlord, you will be sent a link to complete a credit and background check through a third-party service called RentCafe.

STEP 1 | GATHER APPLICATION INFORMATION

When completing your lease application, it is **best to provide all contact information for your current and prior landlords** and the contact information for someone in your employer's HR department responsible for employment verifications. **Not including this information on your application may delay the approval process.**

It is best to have the following information available when completing your lease application:

- Your current landlord's contact information (phone, fax, and email address)
- Previous landlord's contact information if you have resided at your current address for less than ten years.
- The contact information of your employer. This person must be able to verify your employment dates and pay.

STEP 2 | COMPLETE THE APPLICATION AND GATHER SUPPORTING DOCUMENTS

1. Complete the Texas Association of Realtors application form **in its entirety**. **Each occupant and co-applicant 18 years or older must create an account and submit a separate application.**
2. Gather digital copies of the required supporting documents:
 - Current photo ID card
 - 8 weeks/2 months of pay stubs
 - Pet photo (if applicable)
 - Two years of tax returns and two months of bank statements detailing recent income, ***if self employed***
3. Gather digital copies of the suggested supporting documents:
 - Credit report (from existing records or free provider such as Credit Karma)
An existing credit report is not required but preliminary approval can be issued before the application fee is charged to the applicant if this information is voluntarily provided for review. ***Self-reported credit is strongly recommended for applicants who have lower credit scores that may not be acceptable to Landlords to avoid incurring application fees unnecessarily.***

- Letter of Introduction to Landlord
 - Two to three months of bank statements
4. Submit your application. **If working with a Realtor, send your application and supporting documents to your agent directly** to submit. Agents and unrepresented applicants can submit application packages as follows:
- Email documents to ashlyn@sellinghoustonteam.com
 - Subject line: Lease Application – PROPERTY ADDRESS

STEP 3 | SCREENING AND DUE DILIGENCE

Once your application has been accepted for screening, it will be presented to the landlord for a preliminary review. If the landlord indicates they'd like to proceed with your application, your file will be assigned a screening agent.

Be on the lookout for communication from the screener, as they will contact you if more information is needed or if they have difficulties connecting with current or prior landlords or employers. Consider letting your current and prior landlords and employer know that they will be contacted to provide verifications of information.

In addition to verifying employment and rental history, the Screening Agent will send a link via a third-party service called Rent Cafe where you will verify your identity and pay the application fee online. **Be sure your credit has been unlocked prior to the Rent Cafe official credit report and national background screening.**

All of the screening information will be used in the Landlord's decision about whether or not to approve your application. The Listing Realtor will contact you or your Realtor to provide information about application approval and, if approved, a copy of the lease for review and signatures. If your application is denied, you, or your Realtor (if applicable) will be notified promptly.

ADDITIONAL INFORMATION

If your application is accepted, you will need to be prepared to provide the following payments:

Deposit (typically equal to one month's rent)

Due at Lease Signing

Pet Deposit (amount varies case-by-case)

Due at Lease Signing

First FULL month's rent

Due at key exchange (full month's rent is due regardless of whether lease starts on the first of the month or mid-month)

Pro-rated rent (applicable if lease starts mid-month)

Due on the first of the month following the month in which the lease begins