



THE  
**MCCLUNG GROUP**  
— YOUR REALTORS FOR LIFE —

## Documents Required for Lease Applications

- Residential Lease Application (TXR—2003 version) for each applicant 18 years of age and older. A separate, valid email is required for each applicant.
- Authorization to release information regarding lease applicant for each applicant 18 years of age and older
- Last 2 pay stubs for applicant(s)
- Copy of Driver's License or ID card for all applicants 18 years of age or older
- Proof of income for other sources, ie: child support, social security
- If pets are considered, provide the type of pet, breed, weight, age, information regarding neuter/spay and declawed as well as proof of being current on shots
- Requested move in date
- Letter of explanation for any serious credit issues, bankruptcies, etc.

Once all the above is received, an email will be sent to each applicant with an invitation and payment request from [www.mysmartmove.com](http://www.mysmartmove.com) to run their full credit report and background check. All applications fees are paid online and should not be delivered to the listing agent.

The listing agent will prepare the lease agreement once terms are accepted by all parties.

The security deposit, pet deposit (if applicable)\* and tenant signed lease agreement are required within 48 hours of acceptance. All funds must be in the form of a cashier's check. Instructions on cashier's checks will be given along with the lease agreement to the tenant's agent upon acceptance.

*\*Pet deposit is \$500 per pet, \$150 non-refundable*