



### APPLICATION INSTRUCTIONS

- Please read and complete all information sections in the application
- Please include details on previous landlords, employer contact information, social security number, dates of occupancy from previous residences.
- An application fee of \$50 must be paid per applicant. Payment to be made through Zelle and email to [john@promptrealtyandmortgage.com](mailto:john@promptrealtyandmortgage.com) or present certified check or money order to Prompt Realty and Mortgage, INC.
- Along with the application form, please upload 2 forms of ID (DL, SSN Card or Identification Card) and 2-months most recent paycheck stubs.
- We process applications and answer questions regarding applications Monday to Friday 9am to 5pm.
- You will get a response regarding any missing data and regarding your meeting our minimum credit criteria within 1-2 business days after completing your application.
- Typically, if you provide all of the required data for your landlord and employment information, we will have your application fully processed within 3 – 5 business days, depending on how quickly your employer and landlord get back to us the required verifications.

If you have any questions, contact us immediately at [transactions@promptrealtyandmortgage.com](mailto:transactions@promptrealtyandmortgage.com).

Send complete application documents to [transactions@promptrealtyandmortgage.com](mailto:transactions@promptrealtyandmortgage.com) and CC [assistant@promptrealtyandmortgage.com](mailto:assistant@promptrealtyandmortgage.com)

DIR: (234) 567 9909 | O: (832) 735 5555 | F: (832) 201 0515  
W: [www.promptrealtyandmortgage.com](http://www.promptrealtyandmortgage.com)  
920 FM 1092, Murphy Rd, Stafford, TX 77477