

## Lease Application Instructions

Please submit all lease applications to [seeder@mikeseder.com](mailto:seeder@mikeseder.com). All applications will be presented to our landlord(s) within 24 hours of receipt. To expedite your review and process, please make sure all documents below are included in submission:

1. Please provide a completed & signed TAR residential lease application for each occupant 18 or older. If your clients do not fill out the top portion of the application, please include the anticipated move-in date, monthly rent, and initial lease term requested in your email.
2. Please provide copies of ID's for each occupant 18 or older. (Driver's license, passport, ID card, etc.)
3. Please provide copies of paystubs from the last 3 months. If your client has a unique situation, we will accept alternate proof of income in the form of bank statements (please mark out confidential information as necessary) or a letter from their employer.
4. Please email all documentation in a PDF file format.

All documentation will be provided to landlord(s) for review. If the landlord is interested in your applications, we will then send the My Smart Move request to their email(s) listed on their application. They will need to use the link emailed to them from My Smart Move to create an account and pay the MySmartMove fee. All reports will be sent to the landlord(s) to review and make a final decision. To expedite the application process, please follow these instructions closely. Should you have any questions in reference to your application, please text 832-381-8424. Thanks for your interest and we look forward to working with you.