

Landlord Requirements Regarding Rental Applications:

1. Each adult on the lease who will occupy the property must complete and sign a separate Application.
2. Before your application can be processed, the following items must be provided:
 - a. **For each adult applicant, a fully completed, legible application must be submitted, signed and dated, including a valid, current email address for each applicant.**
 - b. **A copy of your driver's license, passport or other legal photo identification.**
 - c. **Verification of monthly income of at least two (2) times the listed monthly rent. (Two recent paycheck stubs required.) All income must be verifiable. If self-employed, you must provide your previous year's tax return.**
 - d. **In lieu of item "c" above, a TREC *Residential Lease Guaranty* form may be submitted.**
 - e. **A signed and dated copy of the attached "Tenant Selection Criteria & Requirements" form.**
3. You must have given notice to your current Landlord and given them instructions to provide a reference when they are contacted.
4. Once all the info above has been received, you will be sent a link (via email) from Trans Union's **MySmartMove.com** who will provide you instructions on how to complete the application process. An app fee not to exceed \$45 will be paid directly to them on their Web site via your own credit card.
5. By returning the signed application form and responding to the email from **MySmartMove.com**, you are giving the Landlord, their Managing Agent and TransUnion, permission to check your credit history and verify the info on your app. Also, you will be giving permission to contact any person listed regarding the app. They will not disclose or discuss your personal information with any outside party.
6. It could take anywhere from 4-48 hours to process your application. Some apps may take longer depending on the availability of the Landlord to review the info and the availability of your credit information and references.
7. Once your application is approved:
 - a. The Landlord's Listing Broker/Managing Agent will prepare a Lease Agreement for your review and approval. This agreement will be drafted using the appropriate form promulgated by the Texas Real Estate Commission...or one drafted by the Landlord's attorney.
 - b. **You must pay the Security Deposit as set forth by the Landlord in the MLS or that is listed in the *Special Provisions* section of the Lease Agreement. Or, the deposit stipulated in a Landlord's Addendum to the Lease Agreement. This deposit MUST be paid in the form of cash, cashier's check or money order.** After your move-in, you are welcome to use personal checks to pay your rent. However, it is recommended that you use your bank's *Bill Pay* service.
 - c. Please understand that the property will remain on the market (MLS) and available for someone else to lease until your lease is executed and the Security Deposit is paid.

