

Applying for Rental.

1. Go to <https://bhhs.managebuilding.com/resident/public/home>
 - a. In the upper right corner click "Apply Now"
2. Once in the Application, fill in all the information.
 - a. Right below the section to add Driver's License type in the address of the property you are interested in. **Remember to type in the Unit#, If Applicable.**
 - b. **IMPORTANT**
 - i. Click the blue hyperlinks in the application for the following and fill in the appropriate information.
 1. **Rental History**
 2. **Employment History** if you have more than on employer.
 3. **Additional Occupants** if there is someone under the age of 18. *(Application Required)*
 4. **Pets** if you have pet (s).
 5. **Real Estate Agent** if you are working with one.
3. Once all completed click "Save and Enter Payment"
 - a. Fill in appropriate payment information.
 - i. You will immediately be billed \$50.00 for an application fee (application fees are non-refundable)
4. Email will be sent to you to complete the screening process
5. BHHS Property Management will reach out to you with future instructions.
6. This process takes about 24-48 hours during weekdays. No applications will be processed on the weekends.

NOTE: Once you have completed this process, future correspondence will go through

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Property Management
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