

THE MARK CONDOMINIUM ASSOCIATION, INC.

3505 SAGE ROAD

HOUSTON, TX 77056

713-888-0198

713-871-8803 fax

RENTAL APPLICATION APPROVAL CHECKLIST

Unit # _____

To request approval:

- 1. Rental application.**
- 2. Copies of two of the following forms of I.D. – Social Security Card, Driver’s License, Passport.**
- 3. Rental application on all other adults occupying the unit for more than two weeks in a calendar year. (Where applicable.)**
- 4. Copies of two of the following forms of I.D. on all other adults occupying the unit for more than two weeks in a calendar year. – Social Security Card, Driver’s License, Passport. (Where applicable.)**
- 5. \$500.00 move-in fee.**
- 6. Copy of signed one year lease with the following special provisions noted:**
 - a. “No Smoking”**
 - b. “Pets approved on a case by case basis”**
 - c. “Any owner who receives three complaints from the HOA or Owners of other Units about a tenant in a calendar year shall have grounds to evict said tenant.”**
- 7. Pet registration form. (Where applicable.)**
- 8. \$100.00 pet registration fee. (Where applicable.)**

Before Move-in.

- 9. Orientation with Patience Mbaba, Executive Assistant.**
- 10. Reserve elevator for move-in. (No Sundays or Holidays).**
- 11. Provide moving company insurance information.**