

Leasing Application Instruction

1. Fill out lease application. One application for each 18+ yr old
Make sure the number of occupants are correct. If any undisclosed occupants, the additional rent or fine shall be added.
2. Provide proof of all combine incomes
3. Clear valid ID and SSC for all occupants
4. Submit all above documents for review
5. If step 1 to 4 are satisfied, next step is to run the tenant background check. Tenant will receive the notice of background check from SmartMove via Email. Follow the instruction and make payment directly to SmartMove. \$42 per adult, **non-refundable**.
Background report criteria: No criminal, No Eviction, no current default collection or bad debt, 580+ credit score
6. Landlord verify rental history and employment status if applied
7. If Step 1 to 6 are satisfied, next step is to sign the lease agreement. Require to have **security deposit, 1st month rent (except section 8 tenant) and renter insurance (except section 8 tenant)**
8. For section 8 tenant:
 - a. Before scheduling the showing: text agent **ONE** page of your “Affordability Worksheet Tier”. Example: zip code 77429 Tier A page
 - b. If the housing approval number is satisfied, do step 1 to 8 and provide the voucher package including 3 set of documents: **Portability voucher, Affordability worksheet and Tenancy Approval (which have case manager’s name)**
 - Submit the package to Housing and wait for inspection (Vary from 2 to 5 wks)
 - Noted: Tenant can’t move in before passing inspection
 - c. If pass inspection, tenant must have **renter insurance, tenant’s monthly rent portion, signing leasing contract and move-in on this date**.
9. Agent: Provide w9 before receiving commission. Agent for section 8 tenant will receive the commission on or after the date of passing inspection
10. Sent all document to KCQRealty@gmail.com or call 832-855-1414 if any question

Tenant’s Acknowledgement: _____