

Please follow this instruction and the application process will go smoothly. **Please note that application is the first step before a landlord can start the process of screening.** We want this process to be as fast as possible.

- Provide complete application with everyone going to live on the property
- Each adult over 18 needs to submit a separate application
- Each applicant must submit a Valid Driver's License or Valid Passport or Valid State ID
- Each applicant must submit a Valid SSN copy
- Each applicant must submit proof of Active Income ( Pay stubs for the last 3 months including the most recent pay stub )
- Each applicant must prove that they can afford the rent ( Gross income is 3 times more than Rent. Gross Income is counted based on total monthly income on w2 bases minus any debt ( any loan, any mortgage, any other debt ) )
- Each applicant will pay approximately 50\$ for a background check on [www.mysmartmove.com](http://www.mysmartmove.com)
- Each applicant must fill out an application form with correct and verifiable employment history and rental history. Landlord is going to do this verification on his own as well on top of obtaining a report from [www.mysmartmove.com](http://www.mysmartmove.com)
- Each applicant must do verification of Pet screening: <https://houston4lease.petscreening.com> ( If you don't have a pet then it will cost you 0\$ but you must finish that and send us a full report )

**Steps:**

1. Complete the application with all accurate information and prepare all necessary documents needed with the application ( dl, id, passport, w2, ssn, etc ) ( Each applicant over age 18 must sign their own application form ) ( If you are not able to see a property in person, please correct the form radio box selection. you can cross mark "has" option with strikeout and checkmark the box "has not viewed"
2. Sign all other documents sent with an application ( mud disclosure, tenant screening form ) ( Each applicant over age 18 must sign their own mud disclosure and tenant screening form ) ( Make a copy of those forms for each applicant )
3. Complete the pet survey and attach it with an application ( mandatory, regardless you have a pet or not): <https://houston4lease.petscreening.com>
4. Landlord will look at the application and all forms submitted by an applicant. If the landlord likes the application, then he will request applicants to proceed with the next step of verification at [www.mysmartmove.com](http://www.mysmartmove.com)
5. Landlord will receive a background check from mysmartmove and make a decision if they want to get into a contract
6. A listing agent will initiate the contract writing process with terms and conditions for the lease.
7. Once both parties sign the contract then the applicant must deliver 2 cashier checks within 3 days to the listing agent brokerage ("Keller Williams Signature") \* 1-month rent written in the name of the owner "Gaurav Deshpande", \* 1-month deposit written in name of the listing agent's brokerage "Keller Williams Signature". Please note that the landlord is not binding to the contract until both checks are received at brokerage address "920 S Fry Rd – Katy, TX 77450" within 3 days. Do the necessary speed-certified post if you are out of the state or make it deliver in person to the brokerage.

If you are a realtor and representing a tenant, please also fill out necessary forms like co-op agreement and send it over with application.