

Leasing Application Instruction

1. Fill out lease application. One application for each +18 years old
2. Provide proof of all income
3. Clear valid ID and SSN card
4. Submit all above documents for review
5. If qualified, 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.
6. Landlord verifies rental history and employment status
7. If all requirements are satisfied, tenant makes first payment by cashier check or money order to Landlord: 1st month rent and security deposit, signed leasing agreement and provide renter insurance
8. For section 8 voucher:
 1. Before scheduling showing, text agent your “Affordability Worksheet at Tier”
 2. Do step 1 to 6 and provide the voucher package
 3. If all requirements are satisfied, tenant makes security deposit
 4. Landlord submit the package to Housing and wait for inspection
 5. If pass inspection, tenant must provide renter insurance, tenant’s monthly portion and ready to move in on the date of passing inspection – Leasing contract must sign 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 kaylabrock2016@yahoo.com or text/call 832-715-9616 if any question

Tenant’s Acknowledgement: _____