



Guidelines for Submitting Lease Application

Please email all requested documents to **Sahar Mutammara** (Sahar@PrimePropertiesTX.com) and copy my Transaction Coordinator on all correspondence, **Nada Hammoud** (Nada@PrimePropertiesTX.com).
Text **281.413.8224** to confirm receipt.

****** Incomplete Applications will not be processed ******

Required Documents

- **Each person over the age 18, who will occupy the Property, must fill out an application.** Married couples: each spouse must submit a separate and complete application and pay their own application fee.
- A clear and legible copy of current **Driver's License** (or Government photo ID) as well copy of **Social Security Card** must be presented for each Applicant 18 years or older.
- Three years of Residential History as well as Contact Info for your Rental References (two separate addresses).
- Proof of Income: Landlord requires tenant to have **at least 3 times the rent as their monthly income**. The tenant applicant must provide **at least 2 months of recent pay stubs for each adult**. If self-employed, Landlord will require 2 months of bank statements and 2 years of tax returns.

****** Please allow 2 Business days to process the complete application ******

Acceptance and Move-in Procedures:

- **Once initial application is reviewed, and the landlord/lady decides to move forward, prospective tenant will be sent link via MySmartMove.com for background and credit check. Non-refundable Application Fee of \$41.99/applicant paid directly through link.**
- **After application is approved, the Applicant has 48 hours to sign the Lease and deliver the Security Deposit.**
- All funds must be in Certified funds (Money Order or Cashier's Check), payable to Landlord.
- First Month lease payable to Prime Properties in Certified funds.

****** No Property will be removed from the market until the Application has been approved, the Lease signed, and the Security Deposit has been received**
