

# INSTRUCTIONS FOR SUBMITTING A LEASE APPLICATION

Thank you so much for showing **914-A Heights Blvd**, Houston, TX 770508. If you decide to place an offer on the property, please use the following guidelines.

## **Lease Applications must include:**

1. **TAR-2003, Residential Lease Application.** Print legibly, especially email addresses. Complete all fields in the application, **except for social security number.**
2. **Copy of TDL.**
3. **Fill in ALL blanks on the application; if not applicable, enter N/A**

**NOTE:** Once the Landlord reviews the application, he will send link to prospective tenants from an on-line screening company (**MySmartMove.com**) inviting tenants to go on the site, enter their own social security numbers, pay the \$45 fee to authorize background check and credit report. Please provide best email addresses for all tenant applicants.

## **BROKER INFORMATION:**

Listing Broker: Keller Williams Realty Memorial

License No: 9000862

Address: 1220 Augusta Drive, #300, Houston, TX 77057

Listing Agent: Martha Raymond, 713-498-4540

Fax: 713-467-6226

Email: [Martha@martharaymond.com](mailto:Martha@martharaymond.com)

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## **Once tenants are approved by landlord, the actual lease must include:**

1. **TXR-2001, Residential Lease.**
2. **TXR-2008, Lead Paint Addendum** (in MLS Docs)
3. **TXR-2002, Agreement Between Brokers.** (no renewal fees)
4. **TXR-2015, Rental Flood Disclosure** (in MLS Docs)
5. **TXR-2013, Bed Bug Addendum** (in MLS Docs)
4. **TXR-2004, Pet Agreement** (if needed)
5. **TXR-2501, Information about Brokerage Services,**
6. **W-9 Tax I D Certificate from your broker.**

## **Details for completing lease, per listing agreement:**

1. **Landlord/Owner of Property: Marie Rhemann Guerrero.**
2. **Rent due: 1<sup>st</sup> day of month**
3. **Late Charges are incurred if rent is not received by 5th day of the month.**
4. **Initial Late charge: \$50; each additional day: \$25.**
5. **Returned check fee: \$50.**
6. **Pets allowed on a case by case basis, preferably under 20#.**
7. **Pet Deposit: \$550 total, \$400-refundable & \$150-non refundable. Pet violation charge: \$500, + \$50/day.**
8. **Trip charge: \$75.**
9. **Utilities paid by landlord: water, sewer & trash.**
10. **Guests allowed up to 14 days.**
11. **Parking: 1 vehicle allowed.**
12. **Tenant will complete Inventory form and return to Landlord within 10 days.**
13. **No subletting allowed.**
14. **Emergency phone number for repairs: 832-851-6145.**
15. **Place of Payment: listing agent will fill in.**