



## Application Requirements

There is a \$50 application processing fee per applicant that **must** be accompanied by each application. This can be sent by Zelle to Theresa.Casey@cyfairhouses.com or delivered to our office at 14150 Huffmeister Rd Ste 200-059 Cypress, TX 77429 Monday-Friday from 9am to 5pm.

Each occupant over the age of 18 **must** fill out an application and pay application fee of \$50.00, no exceptions.

Please make sure that all applications are printed legibly and include all contact numbers & email addresses. All blanks must be filled in especially rental amount, property address, move-in date, occupants and vehicle information.

Make sure to fully complete page 4 of the lease application with our information:

Cy-Fair Properties, Inc.  
14150 Huffmeister Rd Ste 200-059  
Cypress, TX 77429  
Phone: 281-955-2121  
Email: Theresa.Casey@cyfairhouses.com

A copy of the applicant's driver's license, social security card and proof of income (3 months pay stubs) or if self employed (2 years tax returns), must accompany all applications.

Applicants are to be considered as taking the property "as is" unless we receive repair requests **in writing at time lease application is received.**

Once an application is approved your clients have 24 hours to bring deposit in certified funds to our office to hold the property.

**ALL funds must be in certified funds made payable to Cy-Fair Properties, Inc.**

Move in dates are **FINAL**. Please make sure your clients will have all funds that are due and able to move in on the date they designate.

Keys are issued from our office Monday – Friday from 9 a.m. to 5 p.m. unless you make prior arrangements with listing agent.