

**LEASE APPLICATION CHECKLIST**

*Please include signed copy with lease application documents*

Email To: [Annie.Lee1@cbrealty.com](mailto:Annie.Lee1@cbrealty.com)

**Property Address:** \_\_\_\_\_

**Applicant(s):** \_\_\_\_\_  
\_\_\_\_\_

**Agent:** \_\_\_\_\_

**\*Requested Move-In Date:** \_\_\_\_\_ (actual date required)

***The following items must be included for application process to begin:***

**Lease application for each occupant 18 years and older**

**\*\*Please use TAR Lease Application form dated 07-08-2022.**

- **All sections must be complete, including emergency contact, animal Section, and past residences. Please print legibly if filling out by writing.**
- **Contact information for employer (who confirms your employment status) and previous landlords for verification purposes must be included**
- **Explain any “yes” responses to questions on Page 2 and “Has Applicant Ever” section on top of page 3 (attach separate sheet if necessary)**

**Copy of valid (not expired) Government issued photo ID for each applicant**

**Two Months of most recent paystubs and/or proof of other income sources**

**\*\* Self-employed applicants must provide 2 years of tax returns as proof of income**

**Animal photo/vaccination record. If the animal is a service animal, you must provide full registration documents.**

**Application fee—paid when listing agent sends MySmartMove link to applicants**

\*\*\*\*\*

**Application Qualifying Criteria:**

1. Prefer 600+ credit score
2. Gross income requirement is 2.5 times or more of monthly rent
3. No evictions in the past 5 years
4. Criminal history will affect approval
5. Rental History for the past 2 years
6. Non-smoker
7. Provide Letter of Explanation for any special circumstances

**Pets:** NO exotic animals and/or aggressive dog breeds are allowed on the property. Each pet must be approved by the landlord on a case-by-case basis. Please provide as much information as you can.

Processing may take 2-4 days and incomplete application packets will not be processed. **Credit and background checks** are processed when a complete application is submitted, and a link will be sent to each applicant over 18 years of age. Application fees are not refundable. Applications are most commonly delayed by the Employment Verification & Verification of Rental History, so please have your client provide accurate contact information. Adequate Proof of Income is also required. Inability to provide valid proof of income may delay processing.

In the event multiple applications are received, the listing broker will process the first applications and only process the backup application if the first applicant(s) do not fit the qualifications or backout of the process.

**Security Deposits and Lease Signing**

Once/if an application has been accepted, the listing broker will provide security deposit and lease signing instructions. **Security deposit and Pet Deposit** is due within 2 days of approved application. All tenants will sign the lease digitally. **First full month of rent** will be due upon lease signing. The listing agent will connect you with the landlord prior to your move-in date.

**Renter's Insurance:** Tenant(s) must obtain renter's insurance and provide a copy of policy as proof to the landlord before move-in date.

**NOTE: Keys will be released on the specified lease start date and must be scheduled ahead with the agent and the landlord.**

\_\_\_\_\_  
**Applicant Signature                      Date**

\_\_\_\_\_  
**Applicant Name (print)**

\_\_\_\_\_  
**Applicant Signature                      Date**

\_\_\_\_\_  
**Applicant Name (print)**

\_\_\_\_\_  
**Applicant Signature                      Date**

\_\_\_\_\_  
**Applicant Name (print)**

\_\_\_\_\_  
**Applicant Signature                      Date**

\_\_\_\_\_  
**Applicant Name (print)**

