



Om Realty Group
Agent: Hiren Patani
License#: 716329
Cell #: 832.576.3666

Leasing Instructions

Application Checklist - All required documents **MUST** be submitted

- Completed TREC Lease Application for each person over the age of 18 even if they're not a lease holder.
- Property move-in date should be completed and should be no more than 20 days
- Copy of Photo ID (Each person over the age of 18 living in the property)
- Copy of SSN (Each person over the age of 18 living in the property)
- Proof of Income & Employer Letter
 - ◆ Paystubs for the last 2 months. (Each person who is working)
 - ◆ Bank statements for the last 2 months (Each person who is working)
 - ◆ 1099 applicants – Last 2 months of bank statements.
 - ◆ 1099 applicants – Last year of Income tax return
 - ◆ Self employed – Last 2 months of bank statements
 - ◆ Self employed – Last 2 years of Income tax returns.
 - ◆ Military – need a current copy of LES
- Application Fee \$90.00, per person over age 18.
- Landlord Letter or Rental History
- Anything else landlord needs to know or any discrepancies – explain it on a letter.

Please note: Send all the above requested documents as an attachment in **ONE Email only** in pdf format, Copy of ID and SSN in jpeg format.

Below are requirements in order to process application:

1. All occupants 18 years of age and older must fill out an application.
2. Applications will not be processed until the application fee is paid. The application fee is non-refundable.
3. Background check on each applicant will be pulled which includes credit and criminal history & previous tenant history. This process can take 1-3 business days.
4. If you are self-employed, one or more previous year's tax return and/or banking information will need to be submitted.
5. If you have a pet, an additional pet deposit is required for each pet varies by property and pet.

Our Leasing Process:

1. The following items will be verified and approved after application submission:
 1. Approved credit and criminal background checks
 2. Approved previous and current employment & income
 3. Approved tenant history

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Tenant/Selling Agent Initials

Date

Office Address: Om Realty Group, 800 Bonavetnure Way, #134, Sugar land, TX, 77479

Cell : 832.576.3666

Email: hirenpatani@gmail.com



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2. You will be notified of approval or denial. If you need copy of credit report, you can receive a free copy at no charge. Please send an email hirenpatani@gmail.com to the receive a copy.
3. After approval, lease agreement will be drafted, signed and explained in detail.
4. Once approved security deposit and first full month rent must be delivered via certified funds, i.e. Cashier's check/money order or wire transfer. Cash and/or personal/business check(s) will not be accepted for any reason. Landlord agent will provide details.
- 5. Prorated Rent:** If the tenant is moving in after the first of the month, the full security deposit and one month's full rent will be due prior to move in. The prorated amount will be paid on the first day of the following month.
6. Tenant is required to setup your utilities within 3 business days prior to move-in. A copy of the utility confirmation numbers are to be submitted via email.
7. Please note, the rental property stays on the market and will continue to be shown until all funds are paid and the lease has been executed.

ALL PERSONS WILL BE TREATED FAIRLY AND EQUALLY WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, FAMILIAL STATUS, DISABILITY, NATIONAL ORIGIN, OR SOURCE OF INCOME.

Send your completed application and other supporting documents to hirenpatani@gmail.com and text on Cell to 832.576.3666, letting know that application and payment is made.

Thank you for choosing **This Property** as your next home!!

Tenant/Selling Agent Signature	Date
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