

ENGEL & VÖLKERS®

Application Requirements

THIS FORM MUST BE EMAILED TO THE LISTING BROKER WHEN AN APPLICANT APPLIES ONLINE

12848 Westleigh Drive, Houston, TX 77077

(Street Address)

All occupants over 18 **must** complete an application using the TXR Residential Lease Application Attached. **WE DO NOT RELEASE CREDIT REPORTS TO ANY PARTY OTHER THAN THE CLIENT, AND THIS MUST BE DONE IN PERSON WITH THE PROPER ID.**

Applicants are to be considered taking the property **“as is”** unless a repair request /improvement is requested BELOW on this form. This **does not** include mechanical issues that might be discovered after move-in, such as a/c, stove, etc.

Once an application is approved, your clients will have **24 hours** to bring the security deposit to our office to hold the property. **All funds must be certified as a money order or Cashier's check.** We hold a property for up to 30 days.

Move-in dates are **FINAL**. Please ensure your clients have all the funds due and can move in on the date they designate. The deposit becomes non-refundable if an applicant changes their mind or fails to fulfill the lease contract. **Move-in dates within seven days of application will be charged a \$75.00 expediting fee.**

Keys are issued from our office Monday – Friday from 9:30 a.m. to 1:00 p.m. or 2:00 to 5:00 p.m. We do not give out keys on weekends. Your clients' move-in date must be during our business hours, and **an appointment is required.** Engel & Völkers Houston will have a copy of the lease, disclosures, and a welcome packet with leasing information ready. The move-in process takes approximately 30 minutes.

Office Address

Engel & Völkers Houston
309 Gray Street, Suite 108
Houston, Texas 77002

Street parking is available.

The Agreement between Brokers and W-9 must be submitted before funding. Checks are cut on Friday after the listing broker receives and reviews all documents and funds. **A commission is only paid to agents who physically show the property to the tenant.**

Applicant

Date

Applicant Representative

Date

Applicant

Date