

**APPLICATION INSTRUCTIONS AND REQUIREMENTS  
(Case-By-Case Scenario)**

**APPLICATION REQUIREMENTS**

1. Rental history – We verify that you are paying on time in your current rental.
2. Credit Score – No minimum score required
3. Credit History
  - a. Utility Collections (cell, electric, cable, etc.) – (Case-by-case Scenario)
  - b. Judgments (Repossessions, etc) – (Case-by-case Scenario)
  - c. Landlord Collections – (Case-by-case Scenario)
  - d. Medical and Student loan collections will be not affect application
4. Criminal Background – (Case-by-case Scenario)
5. Minimum Gross Income Required is 3X the Rent Amount. (combined income if more than 1 adult on application)

**ONLINE APPLICATION**

- To apply have client go to [www.anchor-pm.com](http://www.anchor-pm.com)
- Everyone 18+ or over needs to complete a SEPARATE application.
- Co-applicants email must be added on the online application to avoid delays
- \$50 application fee per adults

**SNAPPT – INCOME VERIFICATION SOFTWARE -INCOME MUST BE UPLOADED WITHIN 24HRS**

- After complete application is received, client will receive an email with a link to our SNAPPT income verification software.
- Client can upload: Check stubs, bank statements, SSI Letters, Child support court letter.
- When download document from it's original source do NOT change the name file or many any other verification or software will state document has been edited and application will be AUTOMATICALLY DENIED

**DEPOSIT**

- Deposit is the equivalent to ones month's rent, due within 24 hours of approval

**PET FEE**

- Pet fee is not refundable \$500 Dogs/\$300 Cats – (Breed Restrictions: No Pit bull, Rottweiler, Great Dane, Doberman accepted.)
- Pet monthly fee of \$25 per month – 2 Pets Max with a weight limit of 50 lbs.
- Pet fee is waived if client has a service pet with the appropriate documentation: includes doctor letter and certification.

**NO RUSHED MOVE INS/PROCESS TIME FRAME**

- Our complete application process takes on average 5 business days from the date the complete application is submitted to lease signing and move in.
- Move in dates are only allowed on Fridays or 1<sup>st</sup> of the month.
- We process complete applications ONLY, a complete application is considered when:
  - We have received all applicants and co-applicant's application information
  - Income proof has been uploaded to SNAPPT for verification
  - Rental verification has been received

**For questions call/text 832-412-2221 or email [leasing@cityspotrealty.com](mailto:leasing@cityspotrealty.com)  
Monday – Friday 9:00 AM – 5:00 PM**