**Agent Lease Instructions**

**APPROVAL REQUIREMENTS**

* Credit score at least 600.
* Income at least twice the rent amount.
* Good rental history. No evictions.
* No criminal records.
* No section 8.
* Bankruptcy must be dismissed or discharged.
* Applicant must have a valid email account.

**APPLICATION**

- All prospective tenants over 18 must fill out a complete lease application along with last two months paystubs and copy of SS and DL.

- If self-employed please provide last two years of income tax returns and bank statements.

- Prospective tenant will receive an email from [www.mysmartmove.com](http://www.mysmartmove.com) once application has been received and checked.

- $ 43 non-refundable application fee per person over 18.

**LEASE**

- Listing Agent will write lease.

- Lease must be electronically signed.

- Lease agreement will be sent to tenant’s agent to review and sign after deposit is paid.

- Agents, please email Broker’s W9 to eesquivel90@hotmail.com.

- Copy of executed lease will be sent when rent is paid.

- Listing agent will schedule a phone call with tenant before move in date to answer any questions about lease.

**RENT**

- Due on moved in date BEFORE 12 PM and then every first day of the month.

- Money orders, electronic payment, personal or cashier´s checks are acceptable.

**DEPOSIT**

- Due on the approving date or the next day by 12PM --- If not paid property will go back on market.

- Money orders, Cashier´s checks are acceptable.

**RENTER’S INSURANCE**

- Landlord requires renter’s insurance

- Before 1st month’s rent is paid, tenant must email us proof or renter’s insurance

- Renter’s insurance must remain active until move out.

**PET DEPOSIT**

- If any pets are on the lease agreement, please let me know and I will confirm the pet fee payment, which is due before move in date.

- Pet fee $250 refundable at the end of the lease term.