



**Stephanie Jenkins, Realtor**

Broker Associate  
UTR – Texas Realtors

(832) 603-2338  
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## Application Checklist

Please use the following information to assist you in completing your application on this property.

- Complete Application: 1 application is required for each occupant 18 years and older, regardless as to their responsibility toward the rent for this property.
- Application Fee: Application fee of \$44, paid through [My Smart Move](#).
- Background Check: Upon review of your application, an email will be sent to you by [My Smart Move](#) requesting a background check. Prospective tenants are responsible for payment of the background and credit check. A background check from another source will not be accepted.
- Documentation: After receipt of the background check, prospective tenants will be asked to provide a copy of their driver's license, social security card, and their last 3 paycheck stubs. If self-employed, Landlord requires 3 months of bank statements and 2 years of tax returns. If other income is to be considered, Landlord requires 2 months of bank statements showing deposits and a letter from the court, social security, or financial professional. A minimum monthly income of 3 times the rent is required.

All information can be emailed to Stephanie Jenkins at [stephjenkins618@gmail.com](mailto:stephjenkins618@gmail.com).

## Rental Criteria

The following is considered accepted by the prospective tenant prior to application:

- Rental History: **Landlord will verify the previous rental history using the information provided on the Lease Application. No evictions will be accepted. A letter of explanation must be provided if there is a history of broken leases.**
- Employment Verification: **Consistent employment history must be provided. Landlord will verify with current employer.**
- Criminal Background: **Landlord will conduct a background check through [My Smart Move](#). Applicants may be denied if one of more applicants has a conviction for a violent crime, the manufacture or distribution of controlled substances, or a crime considered a serious threat to real property.**
- Pets: **Case-by-Case basis with a \$500 non-refundable fee (limit 2). Must include a picture of the pet(s) and up-to-date vaccination records with an Animal Agreement.**
- Smoking in the home is **NOT** allowed.
- Listing Brokerage: **UTR – Texas Realtors, License # 532902**

**17000 El Camino Real, #107, Houston, TX 77058**

**Licensed Supervisor: Bill Havey, License # 390387, (281) 282-0935**

**Listing Associate: Stephanie Jenkins, License # 594568, (832) 603-2338**

**[stephjenkins618@gmail.com](mailto:stephjenkins618@gmail.com)**

- Please review the Residential Lease. Upon application, the prospective tenant is considered to have accepted:
  - 5.A.(1) Monthly Rent: Due on the  first day of the month
  - 6.A. Late Charges: Time at which late charges are incurred: 11:59p.m. on the 5th day after the date on which rent is due.
    - (1) Initial Late Charge:  (a) \$ 200
    - (2) Additional Late Charges: \$ 20 per day thereafter until rent and late charges are paid in full
  - 9.B. Animals: If Tenant violates Paragraph 9 (regarding animals), Landlord may charge Tenant, as additional rent, an initial amount of \$ 500 and \$ 50 per day thereafter...
  - 10.A. Security Deposit: \$ 2,250
  - 11.A. Utilities: All utilities to be paid by Tenant except: N/A
  - 12.E. Guests: Number of days guests permitted on Property: 10
  - 13 Vehicles: Number of vehicles permitted on Property: 3
  - 14.C. Trip Charge: Landlord may charge Tenant a trip charge of \$ 50
  - 14.D. Key Box: Authorized during the last 30 days of lease. Early Withdrawal Fee: \$ 350
  - 15.C. Inventory and Condition Form: To be delivered within 7 days
  - 17.B. Yard: To be maintained by:  Tenant
  - 18.D.(2)(f) Repairs: Appliances or items that will be repaired by the Landlord: at Landlord's discretion  
Other: Tenants to change HVAC filters every 90 days.

- The following documents are included for your convenience and must be signed by the buyer:

**Information About Brokerage Services**  
**Broker Notice to Buyer/Tenant (HAR 410)**  
**Lease Application (TXR-2003)**  
**Lease Inventory and Condition Form (TXR-2006)**  
**Animal Agreement - if applicable (TXR-2004)**

- Additional Information:
  - An application is NOT complete without ALL of the documents and information included in the Checklist.
  - Once an application is submitted, the application fee is non-refundable, regardless of completion or final decision.
  - It is the applicant's responsibility to provide financial evidence as to the capability of paying living expenses, including the rent on this property.
  - All Tenants must provide proof of utilities in Tenant's name and renter's insurance, showing Landlord as an "additional interested party" prior to move in.

Thank you so much for your application for lease on this property.  
 If you have any questions, please do not hesitate to reach out to me.