



SUPERIOR
PROPERTY
M A N A G E M E N T

Application Instructions

Please review the following guidelines to expedite the application process.

Each individual 18 years or older that will occupy the property will need to complete an online application. The application can be accessed from the link below.

<https://spmhouston.com/tenant-services>

If there are more than one applicant please have one person fill out the application. When completing the application they will be asked if there are others applying with them and they will be able to add the name and information. The additional applications will then receive a link to be able to apply. Co-Signers do not reside at the property.

The application fee is **\$60 per applicant**.

****The application fee is non-refundable. You must contact our office at 281-754-1300 before applying to confirm the home is still available. The application fee is collected by a third party and once paid, it is not refundable for any reason.**

Pets are case by case in most properties, please review the pet section on the MLS listing. If a pet is accepted there will be a minimum deposit of \$500 per pet. \$250 is non refundable upon move out. **Please contact our office at 281-754-1300 to confirm pets before applying. An additional animal application application will need to be completed for all pets and support animals.**

<https://spmhouston.petscreening.com/>

An application is not considered completed until all the necessary documents are received, and the application fee is paid.

All application documents must be emailed to **Jane@spmhouston.com**
For application updates please e-mail **Jane@spmhouston.com**

<https://spmhouston.com/>



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Once an application is approved

Once the application is approved, SPM will provide you with the lease. **We will need the signed lease, and certified funds for the security deposit within 48 hours.** If both are not received within 48 hours after approval other applications will be considered abandoned and we will move on to the next applicant.

ALL FUNDS SHOULD BE MADE PAYABLE TO SUPERIOR PROPERTY MANAGEMENT OR VELASCO REALTY PARTNERS

Please note that Security deposits (including pet deposits) must be on a separate certified fund. Do not include it with the certified funds for the Move in Rent.

Agents- Please remember to submit your agreement between Brokers, and your Broker's w9 so your commission can be processed. All commissions are mailed within 30 days.

Additional Payments Required prior to move in

****If you are moving in on any day other than the 1st of a month then there will be a pro-rated rent due. The Pro-rated rent will be due on the 1st of the month following your move in. *(example: if you move in on May 10th you will pay a full month's rent on May 9th, and your pro-rated rent will be due on June 1st.)* ****

<https://spmhouston.com/>