

Forza Real Estate Group

TENANT CRITERIA AND APPLICATION INSTRUCTIONS

IMPORTANT

Forza Real Estate Group, Keller Williams Premier, adheres to all rules and regulations associated with the Fair Housing Act, American Disabilities Act and all local, state, and federal regulations.

This form must be signed and submitted with GOOD PHOTOCOPIES OF APPLICANTS DRIVERS LICENSE OR LEGAL ID OR PASSPORT **before Forza staff will show the property.**

If your personal Realtor showed you the property, this form must be signed and submitted with the completed application **before ANY application processing will begin.**

Anyone occupying the property that is eighteen (18) years of age or older must fill out an application and submit a \$43 nonrefundable application fee per person.

Application fee is collected by MySmartMove.com and is only payable after the paper screening has been verified as true and correct by our office. This means we verify you on paper before we move to the step of pulling any credit & criminal reports.

Please review the Tenant Selection Criteria and ensure you meet ALL criteria before submitting an application. There will be no refunds of application fees.

TENANT SELECTION CRITERIA

1. Income: Gross monthly income of at least 3 ½ times the monthly rent amount (No section 8 programs or vouchers).
2. Employment: Verifiable employment history for at least the past two (2) years in the form of W-2's, bank statements, paycheck stubs, etc. that provide proof of applicant's ability to pay the rent. If you are self-employed, we can accept signed tax returns [2 years minimum]. If military, we need a current copy of your LES.
3. Residency: Verifiable residence history for at least the past three (3) years whether you currently own or rent.
4. Credit History: We obtain a copy of your credit report. You cannot provide this to us, we will obtain this ourselves. Minimum credit score of 600 is required for most properties.
5. Occupancy: Total number of occupants eighteen (18) years of age or older may not exceed two (2) persons per bedroom.
6. Criminal and Sex Offense Database History: We will check for inclusion in these databases.
7. Pets: Pet policies vary from home to home so please contact us to determine the pet policy for this home. Dog types that may have violent tendencies as well as some exotic animals may not be accepted at pet-friendly homes. Call us prior to applying to discuss any questions you may have about your pet
8. Applicants WILL be denied for the following or similar reasons: False, inaccurate, or incomplete applications, evictions or judgments related to rental residency, tax liens, unpaid child support, and/or current bankruptcy proceedings.
9. Applicants WILL be denied for the following reasons: Felony convictions and out of prison or jail less than 7 years, multiple felonies, physical or violent crimes, domestic violence, convictions related to illegal drug manufacturing and/or distribution as well as sex offenses; and/or appearance on any sexual offense or terrorist database
10. Applicants MAY be denied or required to pay additional deposit or rent for the following or similar reasons: Credit scores under 600 or no credit score, excessive credit collection balances, slow pays, etc.

If you meet these criteria and wish to apply, please review the fee information and application Instructions.

PRIOR TO APPLYING

- All properties are being rented AS IS. No changes will be made to the property after applying unless approved by Landlord in writing.
- Tenants are responsible for obtaining mailbox keys, pool passes, etc. if not available.
- Applicants must independently verify property information and room dimensions, school zones, HOA Deed Restrictions, community amenities, and flood zone information.
- Tenants are required to have Renters Insurance prior to keys being handed over.

APPLICATION PROCESS

1. Obtain Residential Lease Application (TAR Form TXR – 2003) from your agent (or request from Forza staff) to begin the application process.
2. MAKE SURE ALL BLANKS ARE FILLED IN - RENTAL AMOUNT, SECURITY DEPOSIT, PROPERTY ADDRESS AND MOVE IN DATE (WE DO NOT ACCEPT A.S.A.P.-USE AN ACTUAL DATE) Ensure the information in the application is accurate. Incomplete or inaccurate information will likely result in your application being delayed, denied, or not processed.
3. All necessary documents and information for ALL occupants eighteen (18) years of age or older must be received before the application packet will be processed (ID copies, W-2s, bank statements, paycheck stubs, signed tax returns, military LES, offer letters, etc.).
4. Completed application packets will be processed in the order in which they are received complete, including any additional information requested by processor following initial submission.
5. Application processing includes telephone and written verification of two (2) years' residence and employment history.
 - **PLEASE NOTE: the contact information an applicant provides MAY NOT be the contact information used for Rental History and Employment Verification! Processor will call and email PUBLISHED corporate contacts and property owners including domain, LLC, and corporate ownerships. When information provided by applicant does not match published information, the application will be returned.**
6. We can normally verify and present an application for an acceptance decision within 48-72 business hours of receipt PROVIDING ALL VERIFICATIONS CAN BE COMPLETED and application fees are paid.
7. Each applicant will be notified in writing via email of their application acceptance or denial if their application was processed.
8. Once an application has been accepted, the Applicant has 24 hours to deliver the executed lease agreement/ deposit to the corresponding office.
 - The deposit must be in the form of a landlord accepted electronic transfer (Zelle/Paypal/Venmo), cashier's check or money order made payable to applicable landlord/management co. We will not accept CASH for any reason.
 - During this time, we will not remove the property from the market; however, we will not process any further applications and mark pending when security deposit is received, then rented (sold/off market) when the rent is received. We will email you the move-in procedures after the deposit/ lease documents have been returned.
9. For application technical support or questions: email info@forzarealestate.com or call (713) 304-7964. For all other questions, call (713) 304-7964 OR (832) 744-7191

ACKNOWLEDGEMENT

I have read and fully understand the above tenant application, selection criteria, and requirements.

_____	_____	_____	_____
Applicant Signature	Date	Applicant Signature	Date
_____	_____	_____	_____
Applicant Signature	Date	Applicant Signature	Date

Property Applying for:

Thank you