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## Procedures for Presenting a Lease Application

Each applicant over the age of 18 **must** fill out an application, no exceptions.

Application Fee: \$60/Each Individual. For your convenience you may Apply Online via our website [www.txhomesrealty.com](http://www.txhomesrealty.com) Under the Tenant tab.

### **All Application Fees are Non-Refundable.**

Make sure **ALL** blanks are filled in and move in date. (**We do NOT accept A.S.A.P., use an actual date**). Please provide last two months of paycheck stubs and copy of drivers license. If self-employed, we need to see last three months of personal bank statements, not company/business.

Texas Homes Realty & Management requires at least 3 times monthly rental income.

Pet Deposit: \$500 for each animal under 40lbs and \$800 for each animal over 40lbs. We **DO NOT** accept aggressive breed dogs: American Bulldog, Akita, Beauceron, Caucasian Mountain Dog, Chow, Doberman Pinscher, German Sheppard, Great Dane, Hoofed/Saddled Animals, Pit Bull, Rottweiler, Stafford Terrier, Wolf Hybrids. If you have questions please call our office.

Please review our RENTAL CRITERIA before submitting an application.

Once application is approved, your client will have **24 hours** to submit to our office certified funds for the security deposit. Security Deposit funds may be paid online or paid by Cashier's Check payable to **TEXAS HOMES REALTY & MANAGEMENT**. First month's rent and animal deposit must be delivered to our office on the date of move in as a Cashier's Check made payable to **TEXAS HOMES REALTY**.

There is no need to type the lease; we will type it for you. (Please note you may find a Sample Lease on our website.) Please make sure the following forms are sent to our office before the client moves in: Agreement Between Brokers and W9.

Applicants are to be considered as taking property "as is" unless we receive repair request **IN WRITING at time lease application is received.**

Move in dates are FINAL. Please make sure your clients will have all funds that are due and able to move in on the date they designate.

**If showing/leasing one our properties, it is your responsibility to review these rules with your clients.**