

APPLICATION REQUIREMENTS

There is a \$43 application fee for each applicant 18 years of age or older that will be residing in the home. The applications are to be fully completed including rental amount, property address, contact information and move in date. A copy of the applicant's driver's license and proof of income must accompany all lease applications. Lease applications should be emailed to info@realtykingsproperties.com.

Credit & Background Check: Each tenant will be sent an invitation from www.mysmartmove.com to complete a credit and background check. Once the tenant accepts the invitation, they will pay the \$43 fee by credit card and complete the authorization process online.

Please Note:

All tenants must have an email address to complete the credit and background check online.

APPLICATION APPROVED:

If application is approved, Realty Kings Properties will type the lease agreement and forward to tenant's agent within 48 hours of approval. The security deposit must be delivered to **Realty Kings Properties** within 72 hours of acceptance. A **CASHIERS CHECK** or **MONEY ORDER** should be made payable to: Landlord's Name and the amount should be equal to the agreed upon security deposit. Make sure that the security deposit check **IS NOT** made payable to Realty Kings Properties.

Prior to move -in, the tenant must pay first month's rent (the first FULL month's rent, NOT the PRORATED rent, if applicable). First month's rent must be in the form of a **CASHIERS CHECK** or **MONEY ORDER**, payee is **REALTY KINGS PROPERTIES**.

Please let Tenant know that utilities must be applied for in the Tenant's name prior to possession. The Landlord will cancel utilities for the day of possession and would regret any inconvenience an interruption of service could cause Tenant should they fail to transfer utilities.

APPLICATION DENIED:

If application is denied, tenant will receive a denial notice from MySmartMove listing the reasons for the denial. Tenant will also receive an email from Realty Kings Properties explaining how to receive a free copy of their credit and background reports.

ITEMS NEEDED AT APPLICATION:

- Residential Lease Application
- Copy of Driver's License
- Proof of Income
 - 30 Days of Paystubs for All W-2 Positions
 - Most Recent Tax Return for Any 1099 Positions or Self-Employment
 - Social Security Awards Letter, if applicable



- Pension/Annuity Letter, if applicable
- Proof of Child Support Payments over last 12 months from AG Office, if applicable
- Physician letter for assistance animal(s), if applicable

If you have any questions regarding these documents, please contact our office at (713)987-7050. **We will not be able to process any incomplete applications.**

We would like to thank you for submitting your application and look forward to working with you.

Sincerely,

Realty Kings Properties

