



## Tenant qualifications and application process

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. We use a third party (**Findigs.com**) for our online applications. The application can be accessed from the link below.

<https://app.findigs.com/apply/unitid=eb656098-5897-4a81-a35f-b16a099c0aba>

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.

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

**\*\*The application fee is non-refundable. You must contact our office at 832-585-8001 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. \$175 of that is non refundable upon move out. **Please contact our office at 832-585-8001 to confirm pets before applying. An additional animal application application will need to be completed for all pets and support animals.**

<https://residentialleasingmgtcorp.petscreening.com>

When applying on Findigs.com there are options to directly link your payroll information and/or bank account (read only) to the Findigs platform. **This is the preferred method.**

Applications submitted using the direct link to payroll company, or bank account will be prioritized and processed quicker than manually uploading the required information. **Please note that uploading documents manually (not a direct link to payroll, or bank account) can add 48 business hours to process the application over the direct link options. \*\***

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



## **Owners tenant qualifications:**

### **To Apply:**

#### **To Apply:**

- **Minimum 670 credit score**
- **Combined household monthly income must be at least 3x the asking rent**
- **Most recent 3 months of pay stubs for all applicants used to qualify for the property**
- **Most recent 3 months of bank statements for all applicants used to qualify for the property**
- **Provide proof of any other sources of income if needed (example: two years of personal tax returns for self-employment)**
- **Fully Completed Rental Application for each adult (will not process or consider an incomplete application; Incorrect or misinformation will disqualify a prospective renter.)**
- **Credit/background report for each adult**
- **Copy of current government issued I.D. (driver license, passport, etc) for each applicant over 18.**

#### **What I look for when reviewing applicants:**

- **at least 3x monthly rent in savings (usually consistent throughout their past 3 months bank statements); My tenants has been averaging around 5-6x monthly rent in savings**
- **Complete verification of employments (will not accept if cannot fully verify; prefer to verify from company's website contact information)**
- **Debt-to-income not to exceed 55%**
- **Landlord references and past rental record (positive rental history, no past rental due, no eviction judgment on record, previous residences matching application, etc)**
- **Bank statements matching paystubs' deposits, showings past rental payments, savings, etc**
- **Legit documents (forged documents or lying in application will result in denial of application)**



### Once an application is approved

Once the application is approved, RLM 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.

If an application is approved there is an additional \$60 set up fee charged per lease.

### ALL FUNDS SHOULD BE MADE PAYABLE TO RMA Or RLM

**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 out on the Friday after move-in.

Additional Payments Required prior to move in

Due 1 Business day before move-in.

- One full months rent \*\*See note below\*\*
- \$60 - Lease set up fee
- \$50 - Lock box deposit fee. This is refundable when lockbox is returned
- Pet Deposit if applicable - **must be separated funds from the move-in rent**

**\*\*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.)\*\***