



Tenant qualifications and application process

Please review the following guidelines to expedite the application process.

1. Each individual 18 years or older that will occupy the property will need to complete a TAR rental application or you can apply & pay online. The application fee is **\$50 per applicant**. The application fee must be paid with a certified check or a Money Order before the application will be reviewed.
The application fee is non-refundable.
2. Pets are case by case. If a pet is accepted there will be a minimum deposit of \$500 per pet. \$175 of that is non refundable upon move out.
3. A clear copy of a current Drivers License or Government issued ID will be required for all applicants 18 or over.
4. Please provide proof of income that matches the application. We require 4 current paycheck stubs that show the year-to-date income. We require a verifiable gross family income equal to 4 times the amount of rent (dependent on property.) If below guidelines the applicant may be considered pending there are **NO** other issues present. We may require an increase in the deposit if the income does not meet our guidelines. If you are self employed please submit your bank statements and tax returns for the prior two years.
5. We will run a credit, criminal, and eviction report. Any negative issues can result in a decline of the application, or an acceptance may be offered with an increased security deposit.
6. Please provide contact information to verify the previous two years of rental history.

Applications and all documents can be faxed to 832-585-8007, or Emailed to service@idealtexas.com

Residential Leasing & Management
2170 Buckthorne Place #325
Spring, TX 77380
832-585-8001
832-585-8007

Ideal Realty Inc.
2170 Buckthorne Place #325
The Woodlands, TX 77380

832-585-8006
832-585-8007 FAX

AGENTS Please Read Carefully!!!

Instructions for submitting a lease application.

Residential Leasing & Management Corp. (RLM) is the property manager of this property. RLM will be processing the application. In order to expedite this process, please submit the following:

- Online Application Link: <https://rlmc.twa.rentmanager.com/applynow> (for each individual 18 years or older.) *The applications will need valid contact information to verify employment and rental history.*
- Standard TAR Residential Lease application (for each individual 18 years or older.) *The applications will need valid contact information to verify employment and rental history.*
- Clear copy of applicant(s) driver's license or Government issued ID.
- Clear copies of 4 most recent paycheck stubs
- If self-employed- last 2 years tax returns, along with copies of last 3 months bank statements.
- If faxing or emailing an application, include a copy of **certified funds**/\$50 per applicant, made payable to Residential Management Accounting Corp. These funds should be brought to RLM's office:

2170 Buckthorne Pl., Suite 325
The Woodlands, TX 77380
832-585-8001, Ext. 301; 832-585-8007/Fax

service@idealtexas.com

please note that we must have the application fee in hand prior to running the application. It is recommended that the funds be brought into our office to expedite the approval process

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 not received within 48 hours after approval other applications will be considered.

If an application is approved there is an additional \$30 set up fee charged per lease.

ALL FUNDS SHOULD BE MADE PAYABLE TO RESIDENTIAL LEASING & MANAGEMENT ACCOUNTING CORP.

Please note that Security deposits, pet deposits, and move in rent must be on separate certified funds.

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.

Thank you!



Payments Required once approved.

1.) Security Deposit must be paid and we must receive a signed lease agreement within 48 Business hours after application is approved. If not received within the 48 hours other applications will be processed.

2.) Due 1 Business day before move in.

- One full months rent **See note below**
- \$30 - Lease set up fee
- \$50 - Lock box deposit fee. This is refundable when lockbox is returned (we provide a pre-paid envelop to mail back the keybox.)
- Pet Deposit if applicable - *must be seperated 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 months rent on May 9th, and your pro-rated rent will be due on June 1st.)***