



Checklist for Submitting Application(s)

Only applications submitted with this checklist and all required documentation will be considered.

TAR Application on ALL applicants age 18 and over.

1. ALL information must be filled in, including all contact information for current and previous Landlords.

Authorization to Release Information

1. Must include signed for the Landlord to be able to send the request for background check and for the landlord to review the tenants credit report.

Proof of Income

1. Most recent 4 month paycheck stubs. (Bank Statements will work as well.)
2. If self-employed, MUST have copy of most recent filed tax return showing adjusted gross income, no exceptions.
3. If child support is to be considered as income, copy of filed divorce decree showing amounts must be provided or a statement from Child Support Office.

Copy of Driver's License for each applicant (Front and Back)

Letters to help landlord understand all applicants.

1. Background review Letter - why the applicants are renting - explanation for bad credit or just credit a reason for the landlord to choose the tenants over others.
2. Previous Landlord Letter/Statement (Optional)- A letter showing good standing
3. Pet Review Letter - Include how the applicant handles the pet while not at the home and the temperament of the pet. Include a picture.

DO NOT submit incomplete or partial applications.

Email all applications and supporting documents at one time in a PDF format.

Email all documents to Nick.Chambers@engelvoelkers.com / please text 713-677-9201 when your email is sent to let us know to look for it. You will receive an email response letting you know that we have confirmed your application.

Applications are reviewed by the landlord before background check and credit check is ordered. Please allow up to **five days** to review all applications. Once your application is approved you'll be notified that a link will be emailed to you to pay for the background check and credit check.