

Application Instructions:

1. Information About Brokerage Services - I am an agent and not the broker. I represent the landlord in this transaction. Please sign that you received this information.

2. Broker's Notices to Buyers/Tenants. Please sign that you understand the notices.

3. **Lease Application** - Everyone over 18 years old who will live in the house has to have an application. I will fill out the property and brokerage info; you fill out your information completely, accurately, and legibly. Your failure to provide accurate information in your application or unverifiable information may influence Landlord's decision to lease the property to you.

4. Download the filled out and signed documents to me at mpona@team-poon.com. In the email:

- Include a copy of driver's license for each applicant,
- Include a copy of your Social Security card for each applicant.
- Include last 2 months pay stubs for each applicant.
- Include pictures of pets if you have any.

5. We will send a received response to you.

6. If your application is conditionally approved by landlord:

- The Landlord will verify your employment and income. Applicants must have a total monthly income of at least three times the monthly rent. The sufficiency and verifiability of your income may influence the Landlord's decision to lease the property.

- The Landlord will verify your previous rental history (2 years) using the information provided on your Lease Application. Failure to provide requested information, submission of inaccurate information, or unfavorable references from previous landlords, or insufficient rental history may impact the Landlord's

leasing decision. **Broken leases, rental judgments, and evictions will result in automatic denial.**

- The Landlord will run credit and background checks for all applicants aged 18 and over through a third-party screening service. The nonrefundable screening fee is charged per person and paid directly to the third-party service. Information obtained from these reports may influence the Landlord's leasing decision.

Bankruptcies and judgments from previous landlords are automatic denials. Credit scores of 600+ are preferred. Felonies within the past 10 years, multiple felonies, violent crimes, sex offenses, and drug-related offenses will result in automatic denial.

7. After approval, we will prepare the lease package for you to review and sign. You will also have to send in the security deposit, which will be due immediately in the form of cashier's check or money order made out to the landlord.

8. Move-in must be within 14 days of approval. The first full month's rent will be due prior to move in and in the form of cashier's check or money order made out to Realm Real Estate Professionals.

Feel free to text me, if necessary.

Have a great day!

Mike Poona
Realm Real Estate Professionals
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