

1836 Property Management

True as Texas

Rental Application Instructions

Revision 3.26.10

Agents—please initial this page and include it with your clients applications—thank you

Documents necessary for application

Agent/Applicant initials

Lease Application & Authorization to Release Information (4 pages)

These 2 forms must be filled out in their entirety including initials, signatures, social security numbers, DOB's, etc.

Agreement for Application Deposit and Hold on Property (2 pages)

This form includes details of the lease to follow and must be filled out, initialed and signed in it's entirety.

Application fee (separate from deposit—certified funds only)

Made out to Matt Leschber. Any occupant that is 18 yrs of age or older will need to fill out an application and pay the fee.

Funds for Deposit (separate from app. Fee—certified funds only)

Made out to 1836 Property Mgmt. The full deposit must be received at the time of application in order to process the application.

Identification (every adult applicant 18 yrs of age or older)

Each application must have some valid government issued form of ID. Please include a copy for each adult applicant.

Pay Stubs

Please include a copy of the most recent pay stub for each applicant or if self employed a copy of the prior years 1099.

Tenant Selection Criteria

Agent/Applicant initials

All applicants must have:

- verifiable employment histories and stable employment of at least 6 months. (same field/trade acceptable)
- acceptable credit ratings. Below acceptable scores could require additional deposits or end in denial of app. Discharged bankruptcies may be acceptable with documentation
- a clean criminal history. Violence and drug related convictions are grounds for automatic denial.
- sufficient income to rent ratio. Rent should equal no more than 30% of the applications gross monthly income.
- verifiable histories of residence and/or rental history, NO EVICTIONS or outstanding judgments.

*RENTERS INSURANCE IS REQUIRED TO RECEIVE KEYS.

*APPLICANTS WITH CREDIT SCORES BELOW 580 SHOULD EXPECT TO PAY AN ADDITIONAL DEPOSIT OF 50% OF ONE MONTHS RENT DOWN TO 500. BELOW 500 OR PRIOR FELONY'S DENIAL IS LIKELY. *ADDITIONAL PETS WILL ALSO REQUIRE EXTRA CONSENT AND ADDITIONAL DEPOSITS.