

Thank you for your interest in our rental listing!

The 3 steps you ***MUST*** complete are explained below. Please note that we ***WILL NOT*** begin to review your application until ***ALL*** steps are completed.

Please read the bullet points below ***BEFORE*** proceeding to Step 1

- * Please look at the attachment below, "Tenant Selection Criteria & Requirements". This will explain the requirements you must meet.
- * Each applicant 18 years or older ***MUST*** submit a separate and complete application, which includes unemployed dependent adults
- * Please read the instructions carefully and fill in ***ALL FIELDS*** on the application; ***INCOMPLETE APPLICATIONS WILL BE SENT BACK*** for further completion and may ***delay the timing for your approval.***

STEP 1 – PLEASE SUBMIT PROOF OF INCOME & PICTURE ID

- * Picture ID – Driver's license/ Military ID
- * Proof of Income:
 - If you are paid every ***week, 1 months'*** worth of pay stubs/proof of income.
 - If you are paid on a ***bi-weekly basis***, you will need ***2 months'*** worth of pay stubs/proof of income.
 - If you are on a ***1099 or self-employed***, provide bank statements for the ***past 3 months***. You may blur out any information/ transaction you wish to keep private, ***and your latest tax returns.***
 - If you are military personnel: provide a copy of the orders that moved you here, along with the previous month's LES.

STEP 2 - COMPLETION OF THE RESIDENTIAL LEASE APPLICATION

- * Attached below is the "Residential Lease Application" in a PDF format; it's 4 pages long.
- * You may print, fill out, and return the application via email OR download the PDF, fill out electronically, and return via email. If you have any questions regarding a section of the application, please do not hesitate to call our office phone (listed below)

STEP 3 - CREDIT SCORE SCREENING / BACKGROUND CHECK

I M P O R T A N T

- We use a third-party company named TransUnion SmartMove.
- One credit report for a **MARRIED COUPLE** is acceptable unless it does not meet the 600-credit-score requirement; then a second credit report will be **REQUIRED**.
- TransUnion SmartMove will charge you a \$48.00 non-refundable fee to complete the credit report.

* Please text our office number (915)244-5681, the address you are applying for, along with your email address, so we can send you the credit and background check request directly to your email.

* Once we let you know, the request has been sent. Please check your inbox/ spam folder for an email directly from TransUnion SmartMove to complete the screening.

As, always please feel free to call/text our office number (915)244-5681 if you have any questions or concerns.

Tenant Selection Criteria

These criteria are being provided in reference to the Property located at the following address: _____(Street Address)
 _____(City,State,Zip).

Pursuant to Property Code Section 92.3515, these Tenant Selection Criteria are being provided to you. The following constitute grounds upon which Landlord will be basing the decision to lease the Property to you. Based on the information you provide, Landlord may deny your application or may take other adverse actions against you (including, but not limited to, requiring a co-signer on the lease, requiring an additional deposit, or raising rent to a higher amount than for another applicant). If your application is denied or another adverse action is taken based upon information obtained from your credit report or credit score, you will be notified.

1. **Criminal History:** Landlord will perform a criminal history check on you to verify the information provided by you on the Lease Application. Landlord's decision to lease the Property to you may be influenced by the information contained in the report.
2. **Previous Rental History:** Landlord will verify your previous rental history using the information provided by you on the Lease Application. Your failure to provide the requested information, provision of inaccurate information, or information learned upon contacting previous landlords may influence Landlord's decision to lease the Property to you.
3. **Current Income:** Landlord may ask you to verify your income as stated on your Lease Application. Depending upon the rental amount being asked for the Property, the sufficiency of your income along with the ability to verify the stated income, may influence Landlord's decision to lease the Property to you.
4. **Credit History:** Landlord will obtain a Credit Reporting Agency (CRA) report, commonly referred to as a credit report, in order to verify your credit history. Landlord's decision to lease the Property to you may be based upon information obtained from this report. If your application is denied based upon information obtained from your credit report, you will be notified.
5. **Failure to Provide Accurate Information in Application:** Your failure to provide accurate information in your application or your provision of information that is unverifiable will be considered by Landlord when making the decision to lease the Property to you.
6. **Other:**