



21510 Kingsland Blvd. Ste. 105 Katy, TX 77450
Email: texashomesrealty@sbcglobal.net

Office: (281)646-9929
Fax: (281)667-3247

Procedures for Presenting a Lease Application

Each applicant over the age of 18 **must** fill out an application, no exceptions.

Application Fee: \$75/Married Couple \$50/Each Individual. The application fee **must** be accompanied with each application. **WE DO NOT ACCEPT PERSONAL CHECKS.** Please make **CERTIFIED FUNDS** are made payable to TEXAS HOMES REALTY. If you would like to pay the application fee by credit card, please visit our website (www.txhomesrealty.com) under the TENANT CORNER. Please fill out the *credit card form* and submit it with the completed application(s).

Make sure **ALL** blanks are filled in, especially rental amount, security deposit, property address and move in date. (**we do NOT accept A.S.A.P., use an actual date**). Please make sure applicant fill out their current and previous address. The landlords name and phone number must be supplied as well. Please provide last three months of paycheck stubs and copy of drivers license. If self-employed, we need to see last three months of personal bank statements, not company/business. Do not have applicants send application directly to us, have it sent to yourself to review for any missed information.

Texas Homes Realty & Management requires at least 2.5 times monthly rental income.

Pet Deposit: \$250 for each animal under 50lbs and \$500 for each animal over 50lbs. We **DO NOT** accept aggressive breed dogs: American Bulldog, Akita, Beauceron, Caucasian Mountain Dog, Chow, Doberman pinscher, German Sheppard, Great Dane, Hoofed/Saddled Animals, Pit Bull, Rottweiler, Stafford Terrier, Wolf Hybrids. If you have questions please call our office.

Please review our RENTAL CRITERIA before submitting an application.

Application should be dropped off at our office (**21510 Kingsland Blvd. Ste. 105 Katy, TX 77450**), faxed (**281**) 667-3247 or emailed to texashomesrealty@sbcglobal.net

Once application is approved, your client will have **24 hours** to submit to our office certified funds for the security deposit. Security Deposit funds must be made payable to TEXAS HOMES REALTY & MANAGEMENT. First month's rent and Pet Deposit can be delivered to our office on the date of move in. First Month's rent must be made payable to KELLER WILLIAMS SIGNATURE and Pet Deposit must be made payable to TEXAS HOMES REALTY & MANAGEMENT. **ALL funds must be in money order or certified funds.**

There is no need to type the lease; we will type it for you. Please make sure the following forms are sent to our office before the client moves in: Agreement Between Brokers and W-9

Applicants are to be considered as taking the property "as is" unless we receive repair request **IN WRITING at time lease application is received.**

Move in dates are FINAL. Please make sure your clients will have all funds that are due and able to move in on the date they designate.

If showing/leasing one of our properties, it is your responsibility to review these rules with your clients.