

Application Guidelines

Application must include:

- ✓ Full lease app completed at www.ntxrealestategroup.com
- ✓ Signed Copy of this application guidelines sheet (by all parties)
- ✓ Copy of Driver's License for each applicant
- ✓ Current paystubs for each applicant or income documents for Self-employed applicants.



1. Each person age 18 or over must complete a full application and pay the \$40 fee online. Applications will not be processed if the application is not complete, all supporting documents are not received or if the application fee is not paid.

2. Applications may take a few days to process depending on how long it takes to verify the information given. If you have contact information that will make verification easier, it is very helpful for you to provide that information to us. If you have not given notice to your current landlord, we may not be able to obtain rental history.

Qualifying Criteria

1. Household Income must be at least 3 times the monthly rent rate. Income will be verified from copies of the prior months' pay stubs provided with application. (One paystub if it includes YTD income). Self-employed applicants must provide their most recent tax return and 3 months of bank statements. Name and account number must be printed on the statements. Unverifiable income will not be considered.
2. We will do a full credit, criminal and eviction search. Lease terms shown on the MLS may be adjusted depending on application findings. For example, if you have a previous eviction, we may require a higher deposit. In all cases, if you suspect that we are going to find something that may compromise your application, disclose to us the issue and offer an explanation.

3. Credit is not the most important decision-making factor in processing and accepting your application. However, good credit carries a lot of weight in getting your application accepted. North Texas Real Estate Group Management will obtain a full credit report for each applicant 18 years of age and older.

4. Credit reports provided by applicants are not acceptable. Applications take 24 business hours to process and can take more time depending upon how fast current or past landlords take to provide information. Generally, we process one application at a time.

5. ****BONUS AMENITY INCLUDED**** A portion of Tenant's total amount due (\$20) will be used to have HVAC filters delivered to their home approximately every 30 days under the Utility & Maintenance Reduction Program to help you save 5-15% your heating and cooling bill as well as create a clean healthy living environment.

If represented by Agent, please include Broker to Broker form as well a W-9.

Applicants Signature and Date

Applicants Signature and Date

Applicants Signature and Date

Real Estate Agent's Signature and Date

Licenses Number