

LEASE APPLICATION CHECKLIST

PLEASE INCLUDE WITH LEASE APPLICATION DOCUMENTS

Send to: gloria@sesreg.com



Property: _____

Applicant(s): _____

Agent Name: _____

**Requested Move-in date: _____ (ASAP is not acceptable)

The following items must be included for processing to begin:

- **Applications must be received for all persons 18 years or older that will occupy the property.** The non-refundable fee for each applicant is \$29.95 payable via our website (www.sesreg.com) or in form of a Money Order or Cashier's Check made payable to SES Real Estate Group, LLC and delivered to our office. Every application is comprehensively processed prior to presenting to our clients. (Applications will not be processed until application fee(s) are received).
- Applicant is strongly encouraged to view the Property prior to submitting any application. Landlord makes no express or implied warranties as to the Property's condition. Applicants are accepting property in current condition unless otherwise negotiated with application. Any notations should be made on page 1 of Lease Application, near top where provided.
- Lease Application – Fully Completed and Signed (if the field does not apply to you, mark "N/A or NONE"). Incomplete apps will not be processed
- Legible color copy of valid Driver's License and Social Security Number verification (one of the following: W2, Social Security Card, Tax Return) (a black and white copy will not be accepted)
- Most recent pay stubs for the last 60 days reflecting Year to Date earnings (If self-employed please provide a tax return for the most recent tax year and 6 months of bank statements) Other Income: Child Support, Disability, Social Security, Retirement Benefits require a print out of proof of deposit (bank statement) and the state provided award letter.
- Photo of pets (if applicable)
- Application fee receipt (submitter receives e-mail when paid online)
Receipt from applicant is not mandatory however payment of fee is required

We process applications Monday-Friday 9am-5pm. We require 2-3 business days to complete verifications and issue an approval/denial decision.

Tenant Selection Criteria

SES Real Estate Group, LLC

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 requires tenant must document at least three times the rent as their monthly income. The tenant applicant must provide at least two month(s) of recent paystubs. If self-employed, Landlord will require two months of bank statements and two years of tax returns.
4. **Other Income:** Including Child Support, Social Security or other will require two months' worth of Bank statements showing deposits a letter from the court, Social Security or Financial Professional.
5. Landlord requires a clear copy and readable Driver's License for each Applicant 18 years or older.
6. **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.
7. **Applications must be received for all persons 18 years or older that will occupy the property.** The non-refundable fee for each applicant is \$29.95
8. **Pets:** Case-by-case basis. The following breeds or partial breeds, (but not limited to these breeds) are not permitted; Rottweiler, Pit Bull, Akita, Doberman, Chow, any Wolf breed or breed that is deemed as "vicious" or "dangerous". An addendum must be executed as part of the lease agreement. If and when pets are accepted, the pet deposit will be a minimum of \$350 per pet, of which 100% is non-refundable.
9. **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.

SES REAL ESTATE GROUP, LLC does not discriminate against any person based on race, color, religion, sex, handicap, familial status or national origin.

Procedures after Approval

- 1. Acceptance/Denial are approximately provided within 3-5 business days, provided a completed application has been provided and we do not encounter any complications with verifying applicant(s) information.
- 2. Landlord requires signed lease and SECURITY DEPOSIT within 2 business days of application approval. All funds due prior to move-in, in certified funds cashier's check or money orders only. (Note that deposit and move-in funds cannot be paid online, by cash or personal check).
- 3. Keys are released Monday through Friday (except holidays) by appointment only and upon receipt of all funds in accordance with the lease (certified funds only as noted above).

I / We have read and fully understand the above Application checklist, Tenant Selection criteria and Tenant Application.

Applicant Signature	Date	Applicant Signature	Date
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Applicant Signature	Date	Applicant Signature	Date
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