



To Apply – visit: <https://texaspropmanagement.com>

- Each person who is over the age of 18 who plans to reside in the property needs to complete an application.
- Each applicant will need to provide a valid government issued ID in the application upload.
- The applicants who are providing the household income to qualify for the rental rate must provide proof that the household income is at least three **(3) times** the listed rental rate.
 - This proof of income may be validated by:
 - Three of your most current paystubs (if employed)
 - Three of your most recent bank statement (if self-employed)
 - An offer letter from an employer in the DFW Metroplex (if starting a new position)
- Additional documentation may be requested to verify the information provided.
- Once an application has been started for processing, the applicant will receive an identity verification email from TransUnion. This will need to be completed before the office can continue processing the application.
- The applicant will need to inform their current landlord that the management company will be reaching out to inquire about rental history.
- The applicant will need to inform their current employer that the management company will be reaching out to inquire about employment history.

- The management company will not refund any application fees once the application processing has started. We try to process applications as they are submitted. However, if an application is started and additional information is needed causing a delay in processing, it is at the management company's discretion to process additional applications.
- Management admin staff do not typically work over the weekend. If an applicant submits an application from Friday after 5pm through Monday at 10am – it is highly likely that application will not be processed during that time.
- Real Estate Agents listed on an application will only be paid a commission by this management company if: The agent physically showed the applicant the property or if the agent used FaceTime or a similar application to show the property to the applicant BEFORE the applicant applied.
- Real Estate Agents who are representing applicants must submit a W9 from their brokerage and an Agreement Between Brokers.
- If the applicant(s) are approved, once the lease agreement is prepared and signed, **the security deposit is due within 24 hours of signing** or the property will be released to active and the contract will be voided for non-consideration.
- We charge a FULL month's rent for the first move-in month regardless to the date the lease starts. If the lease starts on any date other than the 1st, the PRO-RATED Rent will be collected on the SECOND month of the lease.
- IF YOU HAVE ANY QUESTIONS REGARDING THE PROCESS, THE CRITERIA OR APPLICATION INFORMATION, PLEASE REACH OUT TO: Gia Anderson (214) 551-2797 or Office@classtx.com

- Realtors
 - Please understand that once an applicant designates they are represented by you; the management company will communicate directly to you regarding the application, document procurement, lease preparation and review and any other items needed prior to the lease being fully executed. If you do not respond, the application or lease process may halt because we do not communicate with a represented client directly without your authorization. So, if you are not going to be available or you want us to communicate with the applicant(s) directly, you will need to submit that information in writing to: Office@classtx.com
- Process Overview
 - Potential applicants view the property
 - Applications are submitted
 - Application Processing Begins
 - Applicants will need to complete TransUnion Identity Verification
 - Application Processing Continues
 - Application Approval or Denial
 - If approved, Move-In Summary and Lease Documents are prepared. If the applicant(s) are represented, the documents will be sent to the Realtor for review prior to the applicants signing.
 - Once reviewed by the Realtor, the signature packet will auto-advance to the applicants for signature.
 - Once signed, the management company will create the tenant portal and add the amounts due to the tenant ledger.
 - Within 24 hours the tenant MUST pay the Security Deposit Due.
 - All other fees can be paid at Move-In by certified funds.