



AGENTS,
THANK YOU FOR YOUR INTEREST IN SUBMITTING A LEASE APPLICATION FOR
ONE OF OUR LISTED PROPERTIES.

General Leasing Criteria:

1. Good, verifiable rental history.
2. Credit history showing good payment habits (not necessarily credit score).
3. Demonstrable work stability.
4. Monthly income 3 times the lease amount at a minimum.
5. No criminal record, no bankruptcies, or foreclosures in the last 2 years
6. No Section 8 housing.
7. Pets – exotic pets are not allowed, as well as the following dog breeds: Pit Bull, Rottweiler, German Shepherd, Husky, Doberman, and any mix thereof.

Application Instructions:

1. Incomplete Applications will not be processed – please make sure your clients do not leave any field blank on the forms. A specific “Move-In date” must be indicated. Write N/A if any information requested is not applicable.
2. Please submit separate Applications for every occupant that is 18 years or older.
3. We use the MySmartMove service from Transunion to perform credit and background checks on our Applicants. The associated Application Fees for this screening are paid online by the prospective tenants.
4. If pets are allowed in the property, the typical pet deposit is \$250 - \$500 per animal, depending on breed and weight.
5. Attach the following, at a minimum, with the Application:
 - Picture ID and SS Card for each occupant (color scanned or a good picture with your smartphone will suffice).
 - Proof of Income: last 2 paystubs for all applicants, if W-2. If self-employed, 3 months of Bank Statements (showing deposits only), and/or copy of the previous year Tax Return.
 - Proof of cash to cover at least the first month plus security deposit and application fees (plus pet deposit, if applicable).
 - If pets are allowed, please submit a picture of the applicant with the pet (taken with smartphone okay) and submit a Pet Agreement form for each pet.

Approval Process:

1. Please drop off the Lease Application with all documentation at our office at 19901 Southwest Freeway, Sugar Land, TX 77479, or email to us at office@homemaxproperties.com. Please do not include any Application Fee.
2. Our turnaround time is 48 hours not including weekends. We follow a 2 – stage process:
 - Stage 1 – the Application is submitted to the Landlord, supporting documentation is reviewed, and employment/references/rental history are verified.
 - Stage 2 – if the Applicant passes Stage 1, then the credit/background checks are performed, via the www.mysmartmove.com service. The cost of this online screening is borne by the Applicant(s) and is non-refundable at this point. Note: Every Applicant on the Lease Application must be screened individually and must have a working email address.

The leasing decision is then communicated immediately back to the Agent. If favorable, at this point the Agent needs to become aware of our Standard Lease Agreement (listed below).

3. After notification of approval, please prepare the Lease Agreement with our Standard Terms, have your client initial/sign, and submit to us electronically to office@homemaxproperties.com. We will return the countersigned Lease Agreement usually by the same day.
4. The security deposit is due with the signed Lease Agreement (cashier's check payable to "Homemax Properties"). Please bring the security deposit to our office.
5. At this point also please submit the Broker's Agreement and your broker's W-9. We do not pay any renewal fees or future sales-related compensation to Agents.
6. On the start date of the Lease, a meeting is typically scheduled at our office or at the property, at which time the first full month rent is due (cashier's check payable to the Landlord, please) and keys are handed out. If the Broker's Agreement and W-9 have been submitted by the Agent in advance, we will cut a commission check for your brokerage at this time.

Standard Lease Agreement Terms: (may vary depending on the monthly Lease amount)

- Item 3.A, Primary Lease Term – typical Term is one year. Please make the end of the Lease Term to be the last day of the month.
- Item 4.A.1 should be checked.
- Item 5.A, Monthly Rent – rent is due on the first of the month. The first full month's rent is payable by cashier's check (to the Landlord) before the start date of the Lease.
- Item 5.B, Prorated Rent – a full-month Lease amount is due at the start date of the Lease, no matter which day of the month the Lease starts. Any prorated rent for the

initial month can be added to the initial payment or be paid on the first day of the following month.

- Item 5.D, Method of Payment – our preferred method is for direct deposit to the bank account provided by the landlord.
- Item 6.A, Late Charges – rent payments not received by the 3th of the month will incur a \$50 late fee, plus \$20 per day late.
- Item 7, Returned Payment – Tenant will pay Landlord \$50 for returned payments.
- Item 10.A, Security Deposit – please refer to the actual Listing for this amount, payable by cashier's check (to "Homemax Properties") upon the execution of the Lease.
- Item 12.E, Guests – guests can stay 7 days.
- Item 13, Parking Rules – two cars per couple, plus one for every other occupant (named on the Lease) over 18.
- Item 14.C, Trip Charges – a \$50 fee will be charged to Tenant.
- Item 14.D, Key box – can be placed 30 days before end of Lease, or one-month Lease.
- Item 15, Inventory and Condition Form – 10 days maximum.
- Item 18, Repairs – many of our landlord clients require a repair deductible (typically \$75 – please check the listing information). This provision should be stated in Item 26, Special Provisions.
- Item 32, Notices – please fill out the Tenant portion.
- Item 34.F, Information – please fill out the contact information.

We will let the Agent know if any of these Standard Terms are different for the case at hand.

Thank you for following these guidelines. We look forward to working with you to make this Lease a resounding success for all parties involved.

Homemax Properties Office

Homemax Properties does not discriminate against any person based on race, color, religion, sex, handicap, familial status, or national origin.