



Application Instructions

All prospective occupants over the age of 18 must complete an application for occupancy.

Please share your full name, phone number, and email address with us, and we'll send you a rental application link through Buildium. As part of the application, you'll be asked to upload a copy of your photo ID and your most recent pay stubs or other proof of income, so it's best to have those ready. After you submit your application, Buildium will automatically send you another link to complete a credit and background check through TransUnion, which will require a bit more information to finish the process.

If you're working with a real estate agent, please be sure to list your agent's name on your application.

Applications are reviewed by Gulf Coast Palms Monday through Friday, between 9:00 a.m. and 5:00 p.m. Please allow up to 48 business hours for screening and verifications to be completed.

Agents

Once your applicant has been approved, please forward a copy of your brokerage W-9 along with the Agreement Between Brokers. After the lease has been finalized, we will provide you with a copy of the lease agreement and any supporting documents.

Compensation

Commission checks are processed within 5 business days once the tenant has paid their rent and deposit in full and moved into the property. To help our accounting team stay on track, we kindly ask that you allow this time before checking in on the status of your commission.

Broker Information

Gulf Coast Palms, LLC -9011637

3616 7 Mile Road

Galveston, TX 77554

409-245-8899 ext 201

tenants@gulfcoastpalms.com

