



Thank you for considering a property with Real Property Management Houston.
We look forward to the possibility of working with you!

ALL required documents **MUST** be submitted for your application/application group to be processed. If you do not submit all required documents, your application will be put on hold to process the next complete application group. We process COMPLETE applications in the order they are received.

To apply please visit our website: www.houstonrpm.com, click on “rentals” and apply for the specific property you are interested in.

An application is required for anyone 18 or over who will be occupying the property and must include the following:

- Valid government issued ID
- A photo of social security card
- 3 MONTHS most current paystubs – the whole paystub, no screenshots or partial information - If applicant is moving out of area and will be keeping the same job, a letter from their employer is required. If applicant is starting a new job, we require a signed offer letter that includes start date & salary. If applicant is self-employed we will need a copy of the most recent (previous year) PERSONAL tax return
- 3 MONTHS most current bank statements – including the cover page with bank logo and name to match applicant. The whole bank statement should be included, no screenshots or partial information.
- Information on ANY animal including a photo and shot records. Screening through our partner PetScreening.com is also required once the application has been conditionally approved.
- Applicant will be required to answer questions through the online application regarding the method of payment. Please be sure they answer all points or additional documentation will be requested. If multiple people are applying and using 1 credit card to pay the application fee, please have the cardholder insert the proper amount (total of \$55/applicant) for all applicants.
- A copy of the front and back of the credit card that is being used to pay the app fee. Please remind your clients they are **NOT** to pay the application fee online, we will process the app fee only when we are ready to run the application. If the app fee is paid online, we can **NOT** refund the total paid. We only run application fees (background and credit check) if the application is complete, and they qualify for next steps based on the information provided.
- We ALWAYS ask for rental history so applications without a landlord email address for their current and past landlord will be considered incomplete.
- Property move-in date. Move ins will be no less than 7 days after approval **AND** receipt of security deposit & admin fee

\$55 app fee for anyone over 18 living in the home, \$200 admin fee per lease.

To qualify we are looking for the following including but not limited to:

- A credit score of 620 with a substantial credit profile
- The combined income of all adults living in the rental must be at least 3 times the monthly rent
- No violent felonies or sexual predatory crimes
- No past landlord issues including but not limited to prior evictions or collection accounts related to former rentals

Failure to provide accurate information can result in an automatic denial of the application. We use several sources to verify information provided to us so please be sure that accurate information is provided.