

Rental Application Instructions

You must read and agree to these criteria before application processing begins

Submit this signed document with application

Property: 716 Killam Dr, Temple, TX 76502

Send all required documents or inquiries to: melody.canedo@orchard.com

- Application and documents will be reviewed before application fee is collected.

Application Fee: \$55 Per applicant over the age of 18; non-refundable

Applicant requirements: All applicants over the age of 18 must complete the rental lease application; must be fully completed.

- If approved; 1st Month Rent + 1 Month deposit due within 2 days of approval
- Current and valid driver's license/ID for each applicant over the age of 18.
- Credit Score minimum 640
- Income Requirement – Must have total combine gross income 3 times monthly rent
- Proof of Income – 3 Months Bank Statements & 3 Months Paystubs
- Employment – Minimum 2 years proof of employment; employment will be verified.
** Self-employed – 2 years tax returns; bank statements
- Rental History – Verifiable residence history for 2 years
- Credit and Background Check will be completed
- Occupancy Limit – Max 6
- Pets; Subject to approval – Must submit photo and current vaccine records;
 - o Max one pet (no hamsters; snakes; birds; etc.);
 - o Must be over 1 year old.
 - o If approved; \$300 non-refundable pet deposit
 - Due within 2 days of approval
- Utilities –
 - o Solar Panels are on property; electricity is \$250 a month, paid additional to rent and any overages will be subject to additional fees.
 - o All other utilities are required to be in tenants' name; all utilities must remain on during lease terms.

Applicant(s):

Printed Name: _____ Signature: _____ Date: _____

Printed Name: _____ Signature: _____ Date: _____

- Lawn Maintenance – Tenants are responsible for upkeep of front, back and sides of property at all times. HOA violations will be charged to the tenant.
- Applicants may be denied or required to pay additional fees due to insufficient income, high debt-to-income ratio, late payments, broken leases, property damage, or other financial issues.

**If you do not meet minimum requirements, please contact us before applying to discuss your situation.

Applicants may be denied for:

- False, inaccurate, or incomplete information
- Income below 3 times rent
- Credit score below 640; unresolved credit issue
- Recent felony convictions/criminal backgrounds
- Inclusion on sex offender registries
- History of lease violations; late payments, NSF Checks; noise complaints

Applicants may be required to pay additional deposits or rent for reasons including:

- Risk factors as determined by landlord.

ACCEPTANCE AND MOVE-IN PROCEDURES

- Applications are reviewed Monday – Friday and updated on decisions within 2-3 days after receipt of applications pending verifications.
- Upon approval, applicants must submit the security deposit by 5:00 P.M. within two (2) business days of notification. Payment must be submitted electronically with follow-up instructions at approval.
- Keys will be issued at 8:00 am on the day of lease start date.
- Additional information regarding trash, mail, maintenance of home etc. will be given at time of approval

I have read and understand the above Tenant Application, Selection Criteria, and Requirements. Subject to changes with notice.

Applicant(s):

Printed Name: _____ Signature: _____ Date: _____

Printed Name: _____ Signature: _____ Date: _____