

APPLICATION PROCESS – PRECISION REALTY & MANAGEMENT, LLC 1025 SWANSON STREET MULTI-UNIT COMPLEX

Thank you for your interest in our listing. To submit a package, please include the following:

1. TXR 2003 Residential Lease Application. Make sure your client has fully completed the application and filled out Page 5 according to our Sample that is in MLS Attachments. Include a complete application for *each applicant*.
2. TXR 2007 Residential Lease Guaranty. If your client is a FULL-TIME STUDENT and using a GAURANTOR, please include a completed Residential Lease Guaranty to include the Application for Guarantor of Residential Lease.
3. IDENTIFICATION. Please include copies of Government Issued Picture ID **and** SS Cards for each applicant and Guarantor.
4. INCOME VERIFICATION. Please include last three (3) pay statements for each applicant and/or Guarantor. We DO NOT ACCEPT BANK STATEMENTS as proof of income.
5. TXR 2011 – Residential Lease for Multi-Family Property Unit. Please refer to the Lease Information Sheet in MLS Attachments for assistance in completing the Lease Agreement. Applicants must submit this with initial package to be considered. Make sure each page is initialed, and the last page is signed.

We will review the documentation against our criteria and if applicants meet on paper, we will approve them to move forward with processing. They will be sent a link to our secure online portal to pay the application fee of \$150 and Security Deposit. Once that is confirmed paid, we will place the listing in Pending/Continue to Show in MLS and start the verification process. We do not work with multiple applications.

It normally takes about a week to complete the verification process. It largely depends on how quickly we receive verifications back and this will dictate the earliest available move-in date. One thing that will help facilitate this process is for AGENTS to REVIEW THE APPLICATION before submitting to ensure it is complete and confirm if applicant meets our tenant criteria.

As we work to process the application, you should submit the remaining required documents for a complete application. Those are:

1. TREC IABS – initialed by your clients.
2. HAR Broker Notice to Buyer/Tenant – signed by ALL parties.
3. TXR Addendum Regarding Rental Flood Disclosure – an owner-signed copy is in MLS Attachments.
4. TXR Addendum Regarding Lead Based Paint – an owner-signed copy is in MLS Attachments.
5. TXR 2013 Bed Bug Addendum – completed and signed by your client.
6. TXR 2507 Consumer Mold Pamphlet – initialed on BOTH pages by your client
7. TXR 2511 Protect Your Family from Lead Pamphlet - have your clients initial FIRST & LAST PAGES.
8. PRM LLC Tenant Selection Criteria - make sure client completes and signs at bottom.
9. PRM LLC Required Forms - please make sure the sign where indicated or initial if no signature space.
10. TXR ABB – completed per the SAMPLE in MLS Attachments and signed by you.
11. Your 2025 W9

Please note, it is our policy to process the first “complete” application we receive for a property. Once we receive a complete application, any subsequent applications are taken as back-ups, and we will keep the agents updated along the way. You have the option to submit all required documents upfront to ensure you are first in line for a complete application.

Thank you.
Precision Realty & Management, LLC