



**My Castle**  
REALTY

N. Michelle Ali  
Realtor ®



**3505 Sage Road – Unit 502 Houston, TX 77056**

### **Leasing Application Requirements:**

#### **1. Residential Lease Application**

- Complete HAR “Residential Lease application” form per adult (18 years and older).

#### **2. Application Fee**

- Send application fee to the phone number 1-346-269-5624 by Zelle \$50 per applicant.

#### **3. Proof of ID - Identification Documents**

- Send Clear picture copies of the following for each applicant:
  - Driver’s License / Passport / Green Card
  - Social Security Card

#### **4. Proof of Income**

- Most recent 3 months’ pay stubs.
- Employment verification letter confirming position, salary, and employment status.
- Recent bank statements to verify available funds for rent obligations.

#### **5. Income Qualification**

- Household income must be at least three times the monthly rent amount.

#### **6. Credit & Background Check**

- Standard credit and background screenings will be conducted as part of the application process. 650+ credit score preferred, clean background check and no evictions.
- Once the application is approved by Landlord the Tenant needs to apply to HOA for permission to occupy the unit and pay \$500 moving fee (nonrefundable; HOA Management has its own application process and fees .
- HoA requires renters insurance min \$300K liability. Auto insurance req for garage.