

Austin Evergreen Realty, Inc.

Residential Lease Application Guidelines

Applications and Fees:

- Each applicant who will be living at the property **over the age of 18** will need to submit a separate application. There is a **\$35 non-refundable fee** with each application and must be in **money order**, make payments to **Evergreen Properties**. (Agents: We do not consider **application received** unless both **applications and fees** are submitted to our office at 13010 Research Blvd., Austin, TX 78750. For **after hours** please submit applications to our drop box and contact our agent with the time and date you dropped it off. *Please use the Evergreen TAR Application Form attached or obtain from our website at evergreen-austin.com*
- **Security Deposit is not required** with the application, however upon approval a deadline of 48 hours will be given to submit the deposit which must be in money order or cashier's check.
- To be **fair** to agents and applicants, Austin Evergreen Realty reviews applications on a **first come first serve** basis. We encourage agents to submit applications for your client so they can be considered **next in line**. If the primary applicant gets approved for the property, application and fees will be **returned to applicants in line** for the property.

Rental History and Employment Verification:

- To expedite the application process we will need applicants to help us by providing **correct contact information** (phone and fax) for current and previous addresses. **Rental verification is required** to be completed by current and previous landlords before a decision can be made.
- To **verify current employment and income** we will need to have copies of the applicants' **two previous pay stubs with YTD earnings shown**. As a **general guide** we require the applicants to earn **3.5 times the monthly rent**. Other factors such as monthly liabilities on mortgage, cars, credit cards, student loans, and other monthly payments can reduce the applicant's total income.
- For applicants who do not receive regular pay checks to show YTD earnings or applicants who own a business, we require the previous two year's individual tax returns to show the annual adjusted gross income.

Evergreen Residential Lease Policy:

- We do not approve applicants with **eviction records**.
- We have a **35 lbs. limit** for our pet policy. We do not make exceptions to this policy.
- Other **reasons for denial** of lease application **includes but not limited to**: delinquent accounts with high collections balance, rental history showing late payments, property damage, lease violations, income shortage, criminal history showing felonies, drugs, or violence charges, theft by checks, and domestic violence.
- Attention Smokers: We ask tenants **do not** smoke inside of the property. If this will be a problem for you, we advise you to consider other properties that will allow smoking indoors.
- Please contact Tung Bo Dinh (Evergreen leasing agent) to get more details on how to get approved.

Agents/Applicants Check List:

- Lease applications with **fees in money order**.
- Applicants' two previous pay stubs with **YTD earnings**.
- Copies of Applicants' **driver license**.
- Any **supporting documents** to verify 3.5 monthly rent in income.

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