

Austin Evergreen Realty, Inc. Application Guidelines

What is needed to apply for our properties?

- **Completed Application Form** - Each applicant who will be living at the property over the age of 18 will need to submit a separate application.
- **Application Fee** - There is a *\$45 non-refundable fee* with each application and must be in *CERTIFIED FUNDS* payable to *EVERGREEN PROPERTIES*.
- **Proof of Income** – please provide most current two pay stubs showing YTD earnings and/or previous two year’s individual tax returns to show the annual adjusted gross income.
- **Copies of Driver’s License**
- **PLEASE NOTE** - We do not consider application received unless completed application forms, all required supporting documentation and fees are submitted to our office at *13010 Research Blvd., Austin TX 78750*. Our office hours are 9am-5pm, Monday to Friday. For after-hours drop off, our drop box by the front door (labeled “Evergreen Dropbox”) is available 24/7. Please indicate the time and date the application package is dropped off.
- **Security Deposit** – We do not require security deposit with application. HOWEVER, security deposit is *due within 24hrs upon approval* in CASH, MONEY ORDER, or CASHIERS CHECK.
- **Rental History** – To expedite the application process, please provide correct contact information (phone/fax) for current and previous Landlords. Rental history verification is required before approving an application.

What is Evergreen Lease Policy?

- We do not approve applicants with eviction record or felonies. Misdemeanors within 10 years old may also be grounds for denial.
- We require the combined monthly gross income to be *3.5 times the monthly rent*. Other factors such as monthly liabilities on mortgage, cars, credit cards, student loans, etc., can reduce the applicant’s total income.
- We do not allow any pets over 35lbs. NO EXCEPTIONS!!
- Other reasons for denial includes but not limited to: delinquent accounts with high collection balances, unfavorable rental history (late payments, property damage, lease violations), income shortage, criminal history showing felonies, drugs, violence charges, theft by checks, and domestic violence.
- We do not allow smoking inside the property.
- Austin Evergreen Realty reviews application on first come first serve basis. Backup applications are welcome.

Please contact our leasing agent: (office) 512-331-1122; (fax) 512-331-1153 OR visit our website: www.evergreen-austin.com