

Lease Application Policy

Thank you for your interest in applying to a lease home managed by Kolt Property Management, a dba of Kolt Real Estate, LLC. We are committed to Equal Housing Opportunity for all our properties and we treat each prospective applicant that visits our properties with dignity and respect. Before applying, please take the time to review our Lease Application Policy and the Property Owner's Tenant Selection Criteria.

Applicant Information:

- Any individual who will be occupying the property and who is at least 18 years of age must submit a complete application and pay a non-refundable application fee of \$40.
- If it is determined that a Co-Signer or Guarantor is required, they must also submit a full application and pay the application fee.
- All applicants are required to tour the property before submitting an application.

Application Fee:

- Application fee can be paid by any the following methods:
 - (1) Cashier's Check,
 - (2) Money Order, or
 - (3) Paypal

Application Packet:

- The following items are **REQUIRED** to submit an application:
 - (1) Signed Lease Application Policy
 - (2) Signed Residential Lease Application (TAR-2003) – Include full names of all occupants. Do not leave any spaces blank. Insert N/A if a question does not apply.
 - (3) Signed Information About Brokerage Services Form (TAR-2501B) – If you do not have an agent, please contact the listing agent or our office to obtain this document.
 - (4) Signed Tenant Selection Criteria
 - (5) Signed Property Rules & Regulations
 - (6) Legible copy of a Valid ID – Valid ID's include Driver's License, Passport, Military ID, and State ID
 - (7) Proof of Income – Applicants must provide their 3 most recent paycheck stubs. If applicant has started a new job and does not have at least 3 paycheck stubs, applicant will need to provide either an employment contract or a letter from employer on company letterhead that verifies start date, position, and salary. Self-employed applicants must provide the previous two years income tax returns and the previous six months bank statements.
 - (8) \$40 Non-Refundable Application Fee for each Applicant
 - (9) Photo of Pet(s) (if applicable)
 - (10) Copy of Pet(s) Current Rabies Vaccination (if applicable)

Application Process:

- Applications should be emailed to the listing agent or mailed to Kolt Real Estate, P.O. Box 1939, Montgomery, TX 77356. Upon request, other accommodations may be considered.
- We will NOT review any incomplete applications.
- Complete Applications will be processed in the order they are received.
- Only one application will be processed at a time.
- Application process time is typically between 1-2 business days, but it can take longer if we have a difficult time verifying employment information.
- As soon as the application has been fully processed and reviewed, we will contact the applicant or the applicant's agent to inform them of their approval, conditional approval, or denial. If the applicant is approved or if applicant accepts the terms of the conditional approval, we will prepare the lease documents.
- Once the lease documents have been emailed to either the applicant or the applicant's agent, the applicant will have twenty-four hours to sign the documents and submit both the security deposit and first month's rent. If the twenty-four hour deadline falls on a Saturday or Sunday, then the deadline will be at 5:00pm (local time) the following Monday.
- If the signed lease documents, first month's rent, or the security deposit are not received by the deadline, our lease offer will be void and we will begin processing the next application (if one has been submitted).

Security Deposit and First Month's Rent:

- Must be paid with either a cashier's check or money order(s).
- Made payable to Kolt Property Management.

Privacy Policy:

- We value the privacy and confidentiality of all customers, clients, and applicants. Upon applicant's request, we will provide a copy of our Privacy Policy that explains our collection, use, protection, and disposal of all personal information.

Applicant Signature

Applicant Printed Name

Date

Applicant Signature

Applicant Printed Name

Date

Applicant Signature

Applicant Printed Name

Date

Applicant Signature

Applicant Printed Name

Date

