



RENTAL APPLICATION PROCEDURES

Instructions: (1). Please fill out and respond to all of the questions on the attached 4 page application. (2). Include a photocopy of your driver's license with the application. (3). As a licensed Texas realtor we include The Information on Brokerage Services form. Keep one copy for yourself, and please sign the bottom of the second copy and return it to us with your application.

Each prospective occupant over age 18 must submit a separate application. No one under 18 can apply as a party to a residential lease. A non-refundable application fee per each individual is \$40. Married couples will each need to fill out a separate application. The fee for a married couple is \$50. This is payable to: **New Braunfels Leasing** in certified funds only – either money order or cashier check. **Cash or personal check will not be accepted.** We will not run an application without a paid application fee.

Security Deposit: You may submit an application for a particular property without a security deposit. However, an application is not complete, and the property will not be held in reserve for you without a security deposit. Only the first acceptable applicant with a full security deposit in good funds with the application can reserve and hold the property. A security deposit is usually equal to at least one month's rent and must be payable to: **NB Leasing. Personal checks are acceptable however cash is not acceptable for security deposit.**

A security deposit is submitted in good faith and under most circumstances will be refunded in full if the application is declined. However, all or part of the deposit could be forfeited under the following circumstances:

1. Prospective tenant(s) is notified of approval within 7 working days after applying, but then declines for whatever the reasons to sign a lease.
2. Prospective tenant(s) fails to sign a lease agreement with-in 48 hours after notification of approval.

Application Process: Processing could be done in a day, but generally takes 2 to 3 working days (M-F), and sometimes up to 7 days. Answering all questions legibly, completely and accurately, will help speed the process. Applicants are considered on the basis of employment/income, rental, credit and criminal history. If applicant is self employed, then proof of employment/income is required, such as the last two years IRS tax returns. If more than one adult is applying for the property, then the rejection of one of the applicants may deem the rejection of the other applicants. If a lease guarantor is required, then the guarantor must also fill out an application, pay the application fee, and the same application process applies.

After Approval: A lease will be drawn only after final approval has been given and a security deposit has been paid in full. We can hold a property for lease up to 15 days after approval. A full month's rent plus any additional deposits or pet deposit will be due on or before the lease commencement date. Prorated rent that applies will be due on the first day of the month following commencement.

Please sign as acknowledgement & understanding of the application procedures:

Signatures: _____ Date: _____