



Lease Application Instructions

The renter's agent should send the listing agent the following documents. If the applicant is unrepresented, the listing agent will e-mail you the application link & documents to sign via DocuSign.

1. **Complete the application.** An application link to RentSpree is posted in the MLS and property website. Each occupant 18 yrs. and older must apply and pay a \$50 non-refundable application fee through the RentSpree system.
2. **Driver's license or passport, unexpired** Upload a copy via the application or submit to paul@juarezrealtygroup.com.
3. **Income documents** per the *Tenant Selection Criteria*. Upload a copy via the application or submit to paul@juarezrealtygroup.com.
4. **Tenant Selection Criteria** should be signed by the applicants and uploaded via the Application or e-mailed to the listing agent. It's posted in the MLS, property website, printed within the property, and available upon request.
5. **Information About Brokerage Services (IABS)** for unrepresented applicants only. This will be sent to you via DocuSign if applicable.

It may take 1-3 business days to process applications with the landlord. **The applicant is encouraged to notify their employers and landlords of an incoming verification and request their timely response.**

The listing agent will inform the applicant's agent or applicant of *approval, approval with conditions, or denial* based upon the tenant selection criteria and best qualified applicant decided upon by the landlord.

If approved, the applicant will **sign the lease and pay the security deposit within 48 hrs.** of delivery. Instructions and next steps will be provided at this point.

Service animals

"A new law revises provisions relating to the improper use of assistance animals in order to deter future offenders from fraudulently exploiting this accommodation. Under the new law, a person commits an offense if intentionally or knowingly representing that an animal is an assistance animal or service animal when the animal is not specially trained or equipped to help a person with a disability. An offense is a misdemeanor punishable by a fine of not more than \$1,000 (previously \$300) and 30 hours of community service. This law takes effect September 1, 2023" (Texas REALTORS, 8/1/23).