



RENTAL APPLICATION PROCEDURES

RENTAL ADDRESS APPLYING FOR: _____
PROPOSED MOVE-IN DATE: _____

THE FOLLOWING IS NEEDED TO PROCESS YOUR APPLICATION.

It is the policy of this management company that **applications must be complete and all fees paid** prior to submission for consideration. Any application turned in incomplete is not the fault of this management company and can be denied for incompleteness with no reimbursement of application fee.

PLEASE READ TENANT SCREENING CRITERIA BEFORE SUBMITTING A APPLICATION

STEP #1: ALL APPLICANTS 18 AND OLDER MUST:

1. Fully complete the application. **Verify email in application is correct and legible.**
2. Supply proof of income - last two paystubs with year-to-date earnings, past 2 years tax statement if self-employed or letter of employment.
3. \$65 application fee certified funds for each adult on the lease (non-refundable).
4. **Driver's License photocopy** for each applicant.
5. Rental Applications Procedures is a part of the application packet and must be signed and submitted with lease application.

STEP #2: River City Management Group, LLC. will process your application, to include performance of a background check, verify rental history, verify employment and confirm other information on application.

Please allow up to seven (7) days for final response.

Texas Association of Realtors approved credit/background check email will be sent to the email address on application for each applicant. Applicant must follow log-in instructions from Smart Move/Trans Union via email to approve credit and background check.

NOTE: All tenants are required to pay a \$65 fee in addition to deposits, pet fees, prorated and first month's rent for a Move In Orientation Service. This orientation will orient tenants with the property and mechanics of common maintenance. Tenant is responsible for contacting the River City Management Group to schedule orientation.

If Approved:

1. Electronic ACH payment for **Security Deposit** amount must be paid to hold and take property off the market.
2. Electronic ACH payment for 1st month's rent and any additional deposits (pet, etc.) or pro-rated rents must be received before move in date in order to receive keys on move in date.
3. Inventory Condition Form must be completed and delivered to River City Management Group by tenant within **4 days** of move in.
4. Tenant required to pickup keys/remotes at management office during office hours. On or after lease start date.
5. All tenants required to maintain renters insurance and to include tenant pets on insurance if pet approved to occupy property.

I understand the following procedures:

Tenant Applicant: _____

Date: _____