



Keys & Capital Global Realty
5610 5th Street. Katy, TX 77493
Ph. 832-437-0471 Fax 832-437-0472

APPLICATION REQUIREMENTS

THIS FORM MUST BE PRESENTED WITH APPLICTION

There is a \$45 application fee for individual +\$30 for each additional applicant over the age of 18 processing fee that **must** accompany each application to be considered (NO PERSONAL CHECKS, or cash). Money orders or Cahiers checks only.

All occupants over the age of 18 **must** complete an application; application is to be fully completed including *rental amount, property address, contact information and move in date.*A copy of the applicant's driver's license, social security card and proof of income must accompany application

Applicants are to be considered as taking the property "as is" unless a repair request for improvement is requested on this form.

Once an application is approved, your clients will have **24 hours** to bring to our office the security deposit to hold the property. ALL funds must be certified in the form of a Money Order or Cashiers check . Keys & Capital Global Realty will have the lease and disclosures prepared for the Tenant.

Move in dates are **FINAL**. Please make sure your clients have all funds that are due and able to move in on the date they designate. If an applicant changes their mind or fails to fulfill the lease contract, the deposit becomes non-refundable.

Keys are issued from our office Monday – Friday **by appointment** from 8:30 a.m. to 5:00 p.m.. Your clients' move-in date must be during our business hours, unless other arrangements were made. The Agreement between Brokers and W-9 must be submitted to our office upon acceptance of an Applicant. Checks are cut the Friday after all documents and funds are received and reviewed by listing Broker.

Applicant

Agent Representing Applicant

If you have any other questions, please do not hesitate to call office. Thank you.