

McNICHOLAS REALTORS, INC.
116 Singing Sumac Way
San Marcos, TX 78666
Ph: 830-221-8286
Web Site: www.McNicholasRealtors.com

RENTAL APPLICATION INFORMATION AND QUALIFYING CRITERIA

All persons desiring to lease a home managed by McNicholas Realtors, Inc. will be required to submit the following application packet.

1. Information About Brokerage Services - TAR 2501
2. Texas Association of Realtors Application - TAR 2003
3. Rental Application Information and Qualifying Criteria (this form) – available from MLS associated docs or our web site

Be sure to notify the office, one of our agents or the broker that an application is being submitted.

To submit an application: Complete all forms, **scan as pdf** and e-mail to BeckyKelly@McNicholasRealtors.com , pay fees online at www.PayLease.com.

We require the application fee, \$75 per person, to be paid in order to process the application. **We also require the security deposit to be paid in order to process the application.** Please submit the application fee and deposit as separate entries through our website using the portal for PayLease.com. Note that the convenience fee for PayLease.com is less than \$3, but if you choose to use your credit card, your credit card company may charge a convenience fee from \$25 to \$40. In the case of a denial the deposit will be returned in full. The application fee is non-refundable. Once the application is approved the property will be taken off the market. Should the applicant fail to execute the lease within the 48 hours of notification of approval, the deposit will be forfeited. Unless otherwise indicated or negotiated, all leases must commence within 10 days from approval.

SCREENING CRITERIA

McNicholas Realtors, Inc. is fully committed to equal housing, and we comply fully with the Federal Fair Housing Act and all state and local fair housing laws. We do not discriminate based on race, creed, color, religion, sex, national origin, age, HIV status, handicap status or familial status. Additionally, it is our policy not to discriminate on the basis of sexual orientation, marital status or citizenship status.

In processing your application, we will check credit history by obtaining a credit report from a credit reporting agency, verify rental history and current and previous employment as well as verify income from all sources and perform a criminal background check. Detailed screening criteria and privacy policies are available upon request. If an applicant has any concerns about any of the criteria, we invite you to phone us to discuss your concerns in complete confidentiality. As a rule, the monthly income needed to qualify is three times the monthly rental. The application process can take 3-5 business days for processing to be completed.

PETS

Owners of homes we manage may or may not allow pets and may restrict the number, size and type of pet. Please phone our office to obtain the specific restrictions on the home you are considering. We do not, however, allow any of the following canine breeds or mixed breed: Pitt Bull, Doberman Pincher, Chow-Chow, Rottweiler, German Shephard or Akita. There will be a pet fee required for all animals.

By your signature below, you are acknowledging that you have read the above criteria and have received a copy of this document.

Applicant

Co-Applicant

Date

Date