

Lease Application Guidelines



Application must include:

✓ Online application at metroplexmanaged.com

Each adult applicant must complete an application

- ✓ \$40 Application Fee Paid on Application Portal by Each Applicant
- ✓ Information About Broker Services
- ✓ Signed Copy of our application guidelines
- ✓ Copy of Drivers Licenses
- ✓ Current paystubs or bank statements if self-employed

1. Application fee is \$40.00 per adult and must be paid at the time of application on the application portal.
2. 1st month's rent, security deposit / processing fee must be paid in the form of a cashier's check or money order.
3. 1st month's rent will be made payable to **Metroplex Property Management**. If approved the security deposit and \$100 processing fee must be paid within **24hrs** to secure the property, no exceptions. The property will remain on the market until the deposit is received.

Criteria-

1. Income must be 3 times the monthly rent rate. Income will be verified from copies of the prior months pay stubs provided with application. (One paystub if it includes YTD income). Self-employed applicants must provide their most recent tax return and 3 months of bank statements. Name and account number must be printed on the statements. Unverifiable income will not be considered.
2. We will do a full credit, criminal and eviction search. Lease terms can be adjusted depending on application findings. Based on application additional deposit may be required.
3. Credit is not the most important decision making factor in processing and accepting your application. However, good credit carries a lot of weight in getting your application accepted. Metroplex Property Management will obtain a full credit report for each applicant 18 years of age and older.
4. Credit reports provided by applicants are not acceptable. Applications take 24 business hours to process and can take more time depending upon how fast current or past landlords take to provide information. Generally, we process one application at a time.

If it is **active** in the MLS than the home is accepting applications. There is no need to call agent to confirm availability. Home will go into Pending status when an application is accepted and deposit is received.

If represented by Agent please include Broker to Broker form as well at a W-9.

Applicant Signature and Date

Applicant Signature and Date

Real Estate Agent's Signature and Date

