

## APPLICATION INSTRUCTIONS AND REQUIREMENTS (Case-By-Case Scenario)

### What We Look For:

1. Rental history
2. Credit History (specific score not required)
  - a. Utility Collections (cell, electric, cable, etc.)
  - b. Judgments
  - c. Patterns
  - d. Medical and Student loan collections will be case by case.
3. Criminal Background
4. Minimum Gross Income Required is 3X the Rent Amount.

### CHECK LIST:

- 1. Application form – **Everyone** 18 years and over must complete a **SEPARATE** application.
- 2. Acceptable proof of income:
  - a. Last 3 pay check stubs
  - b. Last 3 bank statements if self-employed; Bank statements must show deposits totaling 3X the monthly rent, or add all deposits and divide by 3 is greater than monthly rent.
  - c. SSI Award Letter (if applicable)
  - d. Child support court letter – (We only consider court order child support.)
  - e. Notarized letters are NOT acceptable as proof of income.
- 3. Application fee will be charged to the card provided. (credit card form attached)
  - a. \$50 Per married couple (Common Law – Need to have proof of same residency for the past 12 months minimum)  
OR
  - b. \$50 Per single applicant over 18

**NO INCOMPLETE APPLICATIONS WILL BE PROCESSED. 24-48 Hour Turn Around.**

**Fax Application to 281-990-6353 or  
Scan and Email Back in PDF format to [Leasing@ki-properties.com](mailto:Leasing@ki-properties.com)**

PET DEPOSIT IS \$250-\$500 **EACH** (Case by Case), PET DEPOSIT IS NOT REFUNDABLE  
HOME DEPOSIT IS EQUAL TO THE RENT AMOUNT – DEPOSIT IS DUE UPON APPROVAL

**Office Address: 110 Avenue B, Suite 100, Stafford, TX 77477  
P: 832-977-3000 F: 281-990-6353 / E-Mail: [leasing@ki-properties.com](mailto:leasing@ki-properties.com)**

**ANCHOR PROPERTY MANAGEMENT, LLC**

**CREDIT CARD AUTHORIZATION FORM:**  
All Information Will Remain Confidential.

Property Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Full Name on Card: \_\_\_\_\_

Card Billing Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Security Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_



Total Amount to Be Charge: \$ \_\_\_\_\_

- Application Fee \$ \_\_\_\_\_ (Due before We Process Application)
- House Deposit \$ \_\_\_\_\_ (After Approval)
- Rent \$ \_\_\_\_\_ (Due before Lease Sign)
- Pet Deposit \$ \_\_\_\_\_ (If applicable Due Before Lease Sign)

**PAYMENTS CAN ALSO BE DROPPED OFF AT THE OFFICE IN MONEY ORDER OR CASHIERS CHECK FORM. PAYMENTS CAN ALSO BE SPLIT IN DIFFERENT CARDS. PLEASE PROVIDE AN AUTHORIZATION FORM FOR EACH CARD.**

Notes: \_\_\_\_\_

I \_\_\_\_\_ am the owner of this card and I authorized Red Door Housing to charge the above amount(s).

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**We Require A Copy of Government Picture ID (DL, ID, Passport or Visa)**  
**3% FEE ON ALL TRANSACTIONS EXCEPT FOR APPLICATION FEES**

**ANCHOR PROPERTY MANAGEMENT, LLC**

**DEPOSIT RECEIPT**

*(DEPOSIT IS DUE ONCE APPROVED - WE NEED THIS FORM ON FILE WITH THE APPLICANT.)*

MOVE IN DATE: \_\_\_\_\_

Applicant(s) Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Home Number: \_\_\_\_\_

E---Mail: \_\_\_\_\_

The applicant agrees to rent housing accommodations located at:

\_\_\_\_\_

If applicant is approved and fails to sign the rental agreement, fails to provide additional funds required, or fails to provide additional documentation required or does not take occupancy on the schedule move in date, deposit will **NOT** be refunded to the applicant. \_\_\_\_\_ **(Initials)**

Application fee is **NOT** refundable once application is processed \_\_\_\_\_ **(Initials)**

Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Applicant Signature \_\_\_\_\_