

RENTAL / LEASING POLICIES

THE FOLLOWING POLICIES ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS PROCESSED BY SKY GROUP WILL BE TREATED EQUALLY.

An incomplete application will not be considered and you MUST view the property before applying!

Please read the following policies carefully. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Only one application will be processed at a time and applications will be processed in the order received.

APPLICANTS

- Each person 18 years of age or older must complete and sign a separate application.
- If a co-signer is necessary, the co-signer must also complete and sign an application. The acceptance of a co-signer is not normal policy and is subject to individual approval or denial by Sky Group and the property owner.
- To be processed and considered, a \$40.00 non-refundable processing fee must accompany all applications. If your application is not processed, this \$40.00 processing fee will be refunded.
- The applications will not be considered with missing or false information.
- All property requests must be submitted with application in writing.

PROCESSING FEES

- \$40.00 Processing Fee(s) — per applicant 18 years of age or older.
- ***If approved, the security deposit must be paid within 24hrs to secure the property, no exceptions.***

CREDIT CRITERIA

- Sky Group will obtain a credit report for each applicant and co-signer 18 years of age or older.
- Reports supplied by applicants will not be accepted.
- Discharged bankruptcies are acceptable, on a case-by-case basis with property owner approval.
- In order to protect your private financial and credit information we do not release copies of credit reports.

INCOME CRITERIA

- Applicant's gross monthly income must be three times the amount of the monthly rent.
- Income will be verified from copies of the prior month's pay stubs provided with the application. (One pay stub if it shows year to date 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.

IDENTIFICATION

- Government Issued Photo ID must be provided with the application and at the time lease/rental agreement is signed.

CONDITION OF MOVE-IN

- **Lease documents MUST be signed within 48 hours of application approval.** *(Property will remain on the market until ALL documents are signed AND SECURITY DEPOSIT HAS BEEN PAID.)*
- Hours for lease signing are Monday through Friday, between 9:00 A.M. and 5:00 P.M., and Saturday by appointment only.
- All move-in funds are to be paid in the form of cashier's check or money order, payable to Sky Group before keys are provided. No exceptions.

APPLICATION PROCESS

YOUR APPLICATION WILL NOT BE PROCESSED AND WILL BE RETURNED TO YOU WITHOUT THE CORRECT FUNDS AND ALL DOCUMENTATION.

PLEASE FOLLOW THIS CHECKLIST:

APPLICATION

- Complete an Online Application at <http://www.skygrouptexas.com/machform/view.php?id=6>. Each person 18 years of age or older must submit a separate application. One person per application, please. **WE DO NOT ACCEPT PAPER APPLICATIONS!**

APPLICATION FEE

- Pay your application fee online of \$40.00/applicant at <http://www.skygrouptexas.com/payonline>. Each person 18 years or older that will be residing in the property needs to fill out an application. Including married and unmarried persons. This fee is non-refundable! (Refundable only if application is not processed).

EMPLOYMENT DOCUMENTATION

- ***If employed***, you will need to submit a copy of your 2 (two) most recent pay stubs (or 1 (one) if it includes YTD income).
- ***If self-employed***, you will need to submit your most recent tax return and 3 months bank statements. Name and Account number must be printed on the statements.

All income documentation must be verifiable, and must include valid telephone numbers to verbally verify all income.

IDENTIFICATION

- Fax, email, or upload a copy of a government issued photo ID. Acceptable forms of ID include Driver's License, Military ID, Passport, etc.

PAYMENTS

ALL REAL ESTATE AGENT PAYMENTS WILL BE MAILED TO THE PROSPECTIVE BROKER AFTER MOVE-IN + 5, NO EXCEPTIONS!

PROCESSING

Please allow 48-72hrs for a decision once all documentation is received.

You may email or fax in your supporting documentation to info@skygrouptexas.com or 214-247-0822. If you have any questions, please feel free to call us at 972-331-5671.

Thank you for your application!