



# Reliable Property Management

## RENTAL APPLICATION PACKAGE INSTRUCTIONS FOR LEASING AGENT

Thank you for choosing RPM Reliable Property Management. This packet contains all of the documentation you will need to submit an application for your clients. RPM requires the following documents to be filled out and signed when submitting an application for a rental property

1. **TENANT SELECTION CRITERIA**  
Review with each applicant to determine that basic (minimum) requirements are met.
2. **INFORMATION ABOUT BROKERAGE SERVICES (TAR-2501) 11-2-15**  
Applicant will need to sign and date. Please note that Reliable Property Management always represents the OWNER. You must represent the TENANT.
3. **RESIDENTIAL LEASE APPLICATION (TAR-2003) 2-1-18**  
Instruct each applicant to complete all areas of the application with as much detail as possible and then sign and date the application.
4. **T.A.R AUTHORIZATION TO RELEASE INFORMATION RELATED TO A RESIDENTIAL LEASE APPLICANT (TAR-2203)**
5. **COPY OF EACH APPLICANTS DRIVER'S LICENSE**

Review all required documents to be certain that all areas are complete and that each form is properly initialed, signed, and dated. **INCOMPLETE OR ILLEGIBLE APPLICATIONS CANNOT BE PROCESSED.**

## RENTAL APPLICATION PACKAGE INSTRUCTIONS FOR PAYING APPLICATION FEES AND DEPOSIT

Before RPM can run an application, we must receive the Application Fee and the full Deposit. These two fees can be paid using certified funds or online with a credit card only. If an applicant would like to pay the Application Fee or Deposit by credit card, they may set up an account on [www.paylease.com](http://www.paylease.com). Payments made on PayLease with an electronic check are not accepted & fee is non-refundable. **Please be aware, if the applicant pays by credit card on Paylease for their security deposit and is not accepted, Paylease will not refund the 3.5% convenience fee.**

The applicant may go to [www.landlordaustin.com](http://www.landlordaustin.com) and click on the PayPortal button located on the "Tenants" page. They will need to click on the Not Registered part of the screen to get started.

For any questions, contact our office directly at 512-732-8388 during business hours which are Monday – Thursday 8:00 a.m. to 4:30 p.m. and Friday 8:00 a.m. to Noon.

Deliver completed RENTAL APPLICATION PACKAGE to RPM at 4501 Spicewood Springs Road, Ste. 1040, Austin, TX 78759. For your convenience, an after hours drop box is provided near our front door. Directions to RPM's office are included in this packet. Be sure to attach your business card.

### **PETS**

RPM has breed restrictions for the following dog breeds or mix thereof: Pit Bulls, Doberman Pinschers, Rottweilers, Chows, or German Shepherds. A \$1M liability insurance policy with RPM named additional insured is required for the restricted breeds above. Pet deposits are determined on a case-by-case basis with a minimum of \$300 per pet. The applicant must submit photos of any pets that will appear on an RPM lease.

Note: RPM cannot discuss specific results of the credit reports with the agent or even with the spouse of the applicant. If there are questions regarding something on the applicant's credit report, please contact RPM for more information. **ALL APPLICATIONS SUBMITTED BECOME THE PROPERTY OF RPM.**