

APPLICATION INSTRUCTIONS & LEASING CRITERIA

LEASING DEPT: (214)-641-9400

100 N COTTONWOOD DR., SUITE 104, RICHARDSON TX 75080

THE KEY TO YOUR HAPPY HOME®



Application Instructions and Fees

→ An application must be submitted for each person over the age of 18 who will reside at the property. Each person's application must be completely filled out with all information and necessary documents, including a copy of your ID and proof of income or the application processing may be delayed or rejected.

→ Apply online, pay the \$75 application fee, and upload supporting documents by visiting www.managedbybutler.com and clicking on *Our Listings---For Rent*. Scroll down to the property and click Apply Now. Application processing takes approximately 24-48 hours.

→ All applicants acknowledge that Butler Property Company requires all tenants to set up an online AppFolio tenant portal.

} \$75 application fee per adult }

Once Approved...

\$200 lease admin fee and security deposit due within 24 hours. Each payment must be made in a separate money order or cashiers check.

Upon Move-in....

The first month's rent and pet deposit are due in separate money orders or cashier's check.

Pet Policy: There is a \$500 REFUNDABLE deposit due for each pet. Once approved, a \$38 pet fee, per pet, will be added to your account. All pets are approved on a case-by-case basis and at the discretion of the property owner and additional fees may apply .

Property Condition: Any property is leased "AS-IS" unless otherwise specified in the listing or on the lease. Any requests for changes to the property must be submitted in writing when submitting the application.

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Screening Criteria

Income Requirements



1. Income must be greater than 3x the monthly rent.
2. Income must be verifiable through paystubs or tax returns and bank statements.
3. Co-signer/lease guarantor must provide proof of 6x the monthly rent & a credit score 700+.

Background Check



1. No felony convictions within the last 5 years.
2. No bankruptcies within the last 5 years.

Credit Scores



1. Average score of 600 or higher = Deposit of 1 months rent required
2. Average score of 550 - 599 = Deposit of 2 months rent required
3. Average score of under 550 = Denial of application

Rental History or Mortgage History



1. 3+ years of verifiable rental history or mortgage history
2. No foreclosures within the last 5 years
3. If you are selling your home, please provide us with the listing documents.

Agent Instructions



Make sure your client lists your name, company, and phone number on the application when prompted. After your client's application is approved, please submit your company's Broker-to-Broker Form, W-9, and brokers invoice to leasing@butlerpropertycompany.com.

If you have any questions, please reach out to us at
leasing@butlerpropertycompany.com!