

Austin Evergreen Realty, Inc. Application Guidelines

What is needed to apply for our properties?

Each person over the age of 18 who will be living at the property will need to submit a separate application. For each of those applications, we need the following:

- **Completed Application Form** – all 4 pages need to be completed.
 - Rental History – To expedite the application process, please provide correct contact information (phone/fax) for current and previous Landlords. Rental history verification is required before approving an application.
- **Application Fee** - There is a ***\$60 non-refundable fee*** with each application and must be in ***CERTIFIED FUNDS (cashier's check, money order)*** payable to ***“AUSTIN EVERGREEN REALTY INC.”***. You may also pay the fee on our website, www.evergreen-austin.com: click “Pay Rent Online”. Cash is also accepted.
- **Proof of Income**– please provide most current two pay stubs showing YTD earnings and/or previous two years’ individual tax returns to show the annual adjusted gross income.
- **Copy of Driver’s License**

PLEASE NOTE - We do not consider an application received unless the completed application form, all required supporting documentation, and the required application fee are...

1. emailed to BOTH flora.evergreen@gmail.com AND sharon@evergreen-austin.com, OR...
2. submitted to our office drop box at ***13010 N, Hwy 183., Austin TX 78750***. Our drop box, by the front door (labeled “Austin Evergreen Realty, Inc Dropbox”), is available 24/7. Please indicate the time and date the application package is dropped off.

Security Deposit – We do not require security deposit with application. HOWEVER, if your application is approved, security deposit is ***due within 24hrs*** in CASH, MONEY ORDER, or CASHIER’S CHECK.

What is Evergreen’s Lease Policy?

- We do not approve applicants with eviction record or felonies. Misdemeanors within 10 years old may also be grounds for denial.
- We require the combined monthly gross income to be ***3.5 times the monthly rent***. Other factors such as monthly liabilities on mortgage, cars, credit cards, student loans, etc. can reduce the applicant’s total income.
- We do not allow any pets over 35lbs. NO EXCEPTIONS!!
- Other reasons for denial include but are not limited to: delinquent accounts with high collection balances, unfavorable rental history (late payments, property damage, lease violations), income shortage, criminal history showing felonies, drugs, violence charges, theft by checks, and domestic violence.
- We do not allow smoking inside the property.
- Austin Evergreen Realty reviews applications on a first come first served basis. Backup applications are welcome.

Please contact our leasing agent: (office) 512-331-1122; (fax) 512-331-1153 OR visit our website: www.evergreen-austin.com

Dated January 2023