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**Complete, sign or collect the following documents:**

- ✓ ***New Leaf Properties Application Procedures***
- ✓ ***Residential Lease Application:*** (TAR 2003). \*Note: Each adult tenant 18 years of age or older must complete a separate residential lease application.
- ✓ ***Last two (2) most recent pay advices*** (For salaried or hourly applicants) -OR-
- ✓ ***Most recent tax return(s) or 6 months of bank statements*** (For self employed applicants)

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**Submit your application(s) and income documents:**

- ✓ ***FAX TO:*** 972-393-2155
- or***
- ✓ ***EMAIL TO:*** Wes.Ashworth@Verizon.net

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**Visit our website to pay your non-refundable application fee(s):**

- ✓ ***<https://newleaf.managebuilding.com>***
- ✓ ***Select APPLY NOW***
- ✓ ***Complete the online form and pay your application fee(s)***
- ✓ ***Check your email:*** Upon paying your application fee on our website, you will receive an email requesting authorization to perform a credit check by TransUnion SmartMove. *Please watch for this email and promptly authorize the process.*
- ✓ ***Note:*** *your credit card will not be charged if your paper application fails an initial review (step 1)*



**NEW LEAF**  
**PROPERTIES LLC**  
YOUR RESIDENTIAL PROPERTY MANAGEMENT EXPERTS

## Application Procedures

**\*Please Read Completely and Carefully before making application. A signed copy of these procedures must accompany all applications!**

Criteria affecting approval/disapproval: Several factors are considered including credit history, employment and rental history, debt to income ratio, criminal record, the number and size of pets, and familial makeup. (For example – some landlords do not want several single individuals leasing a house together as individual separate tenants. Inquire before applying.) All factors are considered and in most cases an otherwise negative factor or situation can be overcome through the conveyance of additional security deposit. In cases of serious and or recent criminal conviction/activity including but not limited to sexual crimes, distribution of drugs, domestic violence, cases involving acts of violence, or applicants with the following dogs; Pit Bulls, Rotweilers, Wolf hybrids, Akitas, Mastiff, American Bulldogs, Chows, Doberman Pinschers or any mix of these breeds or dog with a bite history which may result in insurance coverage being cancelled will be disapproved.

### Application Procedures:

- (1) No personal checks will be accepted for application fees! Pay online at <https://newleaf.managebuilding.com> For example, a married couple will have two applications and total application fees of \$80. Applications fees are non-refundable. Applications will NOT be processed until application fee is paid and credit/background check is authorized.
- (2) Use TAR 2003 Form, and complete in its entirety, including signatures. Make sure you provide correct contact information for current landlord and employer. To expedite the process provide last two pay stubs, or for self employed latest tax return or last 6 months of bank statements.
- (3) Some parts of the application process are handled by third party providers. Per this agreement no written information may be provided to another party including the applicant or landlord.
- (4) Once all required information is received, a final determination will be made and conveyed verbally by the landlord or New Leaf Properties depending on prior agreement. Once a decision is reached the applicant or applicant's agent will be contacted.
- (5) If disapproved for credit reasons and the applicant wishes a written explanation will be provided with instructions for contacting the required credit reporting agency(s) to request a copy of their credit report.
- (6) **When more than one party is applying to lease a property (multiple applications)** all will be processed and presented to the landlord at one time. Landlord will approve the best applicant based on the above stated criteria.



**Approved Applicants:**

(1) Will be notified and encouraged to promptly come in to sign the lease and convey the security deposit. Until this is done the property is still legally available, will continue to show, applications processed and therefore the property can still be leased to someone else. Applicant(s) understand they may lose the property to another applicant if they delay signing the lease and conveying the security deposit. ☐

(2) Security deposits must be conveyed in certified funds only (cashier checks, or money orders.) ☐

(3) Tenants are responsible for placing utilities in their name beginning the first day of the lease. ☐ Any interruption in service is entirely the tenant’s responsibility. ☐

**Move in:**

(1) Tenants will meet at our office or the property during normal business hours Monday through Friday 9-6pm to pay the first month lease payment, receive keys, and additional paperwork. ☐

(2) First months lease payment must be in certified funds (cashier check or money order) made out to New Leaf Properties. Further monthly payments may be by personal check or certified funds. Initial possession of the property **MUST** be in certified funds only. ☐

(3) A walk through is not performed at time of move in. Instead, tenants will be provided an ***Inventory and Condition*** form to complete attesting to the condition of the property at move in. This form is to be turned into New Leaf Properties as specified in the lease. This form will be kept on file and used to compare against the condition of the property at lease end. New Leaf Properties does not perform a walk through with tenants at lease ending. ☐

(4) Cleanliness is a very subjective thing. A professional cleaning was done after the previous tenants moved out. Some changes may occur if there has been a lapse in time since the cleaning. Any discrepancies should be recorded on the ***Inventory and Condition*** form, but New Leaf Properties will not send out a cleaner for minor discrepancies. ☐

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**Applicant Signature**

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**Applicant Signature**

