



Hendricks Real Estate
1901 Matthews Lane
Austin, TX 78745
512.201.4350 (o)

HENDRICKS REAL ESTATE *Lease Application Process*

- 1) Each applicant (18+ years old) must complete and submit a lease application – this includes husbands and wives – separate applications.
- 2) The application can be completed online (preferred method) – visit www.512re.com
- 3) Application fee of \$78 per applicant must be submitted along with application – app fee must be paid in cash, cashier's check/MO, or credit card. **NO PERSONAL CHECKS.** Credit card authorization form in this packet.
- 4) Copies of paystub(s) covering most recent 30 days for all income
- 5) Copy of Photo ID (Driver's License or other government-issued ID) for all applicants – photo must be legible
- 6) Color picture of applicant along with each pet (see Pet Requirements)
- 7) Property will not be held vacant for longer than 14 days
- 8) Three options for submitting application:
 - a. **PREFERRED METHOD:** Complete application online at www.512re.com
 - b. Drop off docs/payment at our office at 1901 Matthews Lane, Austin, TX 78745
- 9) Online application will be processed and responded to within 24-72 hours
 - a. Paper applications can take 5-7 days to process
- 10) Lease must be signed and returned within 24 hours, along with security deposit & administration fee
 - a. Deposit can be paid online (account will be set up for tenant once app is approved), or with cashier's check/MO (credit card cannot be used for deposit)
 - b. Pro-rated first month's rent and pet deposit due at move-in (online/cashier's check/MO)
 - c. Lease administration fee of \$188 must be paid along with deposit
- 11) Tenant's agent to submit invoice & W9 for leasing commission to Hendricks Real Estate at support@512re.com; will be paid within 30 days after move-in

12) Submit any questions on status or additional documentation to support@512re.com