



Application Process

Please note the following 10 steps:

1. Contact our office at 512-76-EARLE or leasing@earleproperties.com to confirm the property is still available.
2. Review, initial and sign **Requirements, Rules, Policies & Procedures** document.
3. Submit **Residential Lease Application** via e-fax, or email. To expedite your file please also submit an on-line Rental Application via <https://earle.managebuilding.com/Resident/public/home>. Please submit all supporting documentation (ID, Pay-stubs, etc.) via leasing@earleproperties.com.
4. Pay application fee* via on-line through our Payment Center.
5. **Submit Security Deposit**** by using a Wells Fargo branch. We will send you our account information. The Security Deposit needs to be made in order to "hold" the property. Only complete files will be processed.
6. Please notify your current and previous landlords as well as current and former employers that we will be contacting them to **verify employment and rental history**.
7. Please check your email as you will need to approve **SmartMove** to check **Credit, Convictions, and Evictions**.
8. We will send you an email with owner(s) response (**approval/denial**) **within 24-48** hours, depending on receiving information back from your employer and landlord.
9. Once you have been accepted, we will send you a **Leasing Packet** from **DocuSign** for your review, initials, and signatures.
10. Finally, we will send you an email with **move-instructions** such as how to transfer utilities, obtain keys, etc. This information can also be found in the **Requirements, Rules, Policies & Procedures** document.

***Rental Application Fees:** If paid on-line will only be refunded (minus merchant fees).

****Security Deposits:** We will return and or not deposit the security deposit if your file is not approved. Security Deposits are used as good faith between all parties and to "hold" the property, so, as soon as email approval is sent your deposit will **not** be refunded.

Office/Facsimile: 1-888-99-EARLE | Direct: 512-76-EARLE | Email: Leasing@EarleProperties.com