



P.O. Box 592236  
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**APPLICATION CHECKLIST**

Property Address: \_\_\_\_\_

Applicant(s) Name: \_\_\_\_\_

Agent: \_\_\_\_\_ Company: \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Application – Must be Complete           | <input type="checkbox"/> Information About Brokerage Services     |
| <input type="checkbox"/> Employment Information –Complete         | <input type="checkbox"/> Disclosure of Agency                     |
| <input type="checkbox"/> Rental / Ownership Information –Complete | <input type="checkbox"/> Pictures of Pets                         |
| <input type="checkbox"/> Self-Employment Information – Complete   | <input type="checkbox"/> Military Orders and LES                  |
| <input type="checkbox"/> Copy of Photo ID                         | <input type="checkbox"/> Proof of Enrollment – Students 18 & Over |
| <input type="checkbox"/> Social Security Number                   | <input type="checkbox"/> Signatures on All Documents              |
| <input type="checkbox"/> Two Most Recent Pay Stubs                | <input type="checkbox"/> \$45 Per Applicant in Certified Funds    |
| <input type="checkbox"/> Rental Criteria                          |   |

Requested information can be faxed in to (210) 209-8741  
or scanned and emailed to [patriciazars@zarsandrogers.com](mailto:patriciazars@zarsandrogers.com)

**\*\* THE PROPERTY WILL REMAIN ON THE MARKET UNTIL A  
COMPLETE APPLICATION IS RECEIVED\*\***

Date Received: \_\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_ Approved    \_\_\_\_\_ Denied