



APPLICATION INSTRUCTIONS

A COMPLETE APPLICATION PACKET WILL INCLUDE ALL OF THE FOLLOWING.
APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL ITEMS ARE RECEIVED.
PLEASE CONTACT US TO CONFIRM AVAILABILITY PRIOR TO SUBMITTING AN APPLICATION.
UPON APPROVAL, PLEASE REFER TO "MOVE IN INSTRUCTIONS".

- **APPLICATION FEE OF \$45 PER PERSON 18 OR OVER, PAYABLE TO KVA**
(PAYPAL AT WWW.KVAINC.COM/TENANTS, PERSONAL CHECK, MONEY ORDER, OR CASHIER'S CHECK)
DO NOT ENTER YOUR CREDIT CARD INFORMATION ON THE APPLICATION- IT WILL NOT BE USED
If upon review of your application a guarantor is required, an additional application fee of \$25/Guarantor will be requested along with the guarantor's Name, Email Address, and Phone Number.
- **TAA RENTAL APPLICATION- ONLY**
COMPLETED ONLINE AT WWW.KVAINC.COM/TENANTS OR BY HAND BY EACH APPLICANT
If you are a Non U.S. Citizen, please let us know so we can provide you with a supplemental application.
- **ADDITIONAL REQUIRED DOCUMENTS (AVAILABLE FOR DOWNLOAD AT WWW.KVAINC.COM/TENANTS):**
These can be emailed, faxed, or hand delivered.
 - **TAA LEAD BASED PAINT ADDENDUM** (SIGNED BY ALL APPLICANTS)
 - **KVA PRIVACY POLICY** (SIGNED BY ALL APPLICANTS & GURANTORS)
 - **KVA TENANT SELECTION CRITERIA** (SIGNED BY ALL APPLICANTS)
- **APPLICATION DEPOSIT PAID SEPARATELY FROM APPLICATION FEES, PAYABLE TO KVA**
(ONLINE PAYMENT, CASHIER'S CHECK OR MONEY ORDER ONLY)
**If you would like to make a payment online, please email Brittany@kvainc.com to request an invoice to pay.
- **EMPLOYMENT VERIFICATION:** PLEASE INCLUDE COPIES OF (2) MOST RECENT PAYCHECK STUBS, OR (2) YEARS OF FILED TAX RETURNS FOR SELF-EMPLOYED
COMPLETE APPLICATIONS MAY BE DELIVERED VIA THE FOLLOWING METHODS:
 - **ONLINE SUBMISSION: TAA ONLINE APPLICATION & APP FEES AT WWW.KVAINC.COM/TENANTS**
 - **EMAIL: REALESTATE@KVAINC.COM FAX: 512-870-9409**
 - **IN PERSON/ BY APPT: (M-F 9AM-4PM) 225 S. COMMONS FORD RD. AUSTIN, TEXAS 78733**
 - ****WE DO NOT HAVE AN AFTER-HOURS DROP BOX AVAILABLE! ****

PLEASE CONTACT BRITTANY@KVAINC.COM OR 512-343-6990 X104 WITH ALL INQUIRES OR QUESTIONS.



MOVE IN INSTRUCTIONS

1. AFTER APPROVAL, REVIEW AND ELECTRONICALLY SIGN YOUR LEASE CONTRACT UPON RECEIPT

Your lease contract will be sent to you electronically via TAA Blue Moon Software.

If you have any questions, or the contract requires a revision, please let us know immediately.

2. SET AN APPOINTMENT TO PICK UP YOUR KEYS ON YOUR MOVE IN DATE.

- KEY PICKUPS ARE SCHEDULED EXCLUSIVELY AT OUR MAIN OFFICE (Westlake/Bee Caves Area)
KVA INC. 225 S. COMMONS FORD RD. AUSTIN, TX 78733
WE ENCOURAGE YOU TO CONDUCT A MAP SEARCH OF OUR LOCATION PRIOR TO YOUR APPOINTMENT
- MOVE INS/KEY PICKUPS CAN BE SCHEDULED WITH BRITTANY AT BRITTANY@KVAINC.COM
AND ARE AVAILABLE MONDAY THROUGH FRIDAY **BY APPOINTMENT ONLY**. WE REQUEST 48-72 HOUR
NOTICE SO WE CAN ACCOMMODATE YOUR REQUESTED MOVE IN DATE/TIME.
- IT IS ONLY NECESSARY FOR ONE RESIDENT TO ATTEND THE KEY PICKUP.

3. SCHEDULE APPLICABLE UTILITY CONNECTIONS FOR LEASE START DATE TO AVOID SERVICE INTERRUPTION:

Please let us know if you need additional information concerning utility connection.

City of Austin 512-494-9400 Texas Gas 1-800-700-2443

4. MOVE IN APPOINTMENT: SCHEDULED FOR _____ DATE _____ TIME

YOU WILL NEED TO BRING WITH YOU THE FOLLOWING, IF YOU HAVE NOT ALREADY PROVIDED:

**** KEYS WILL NOT BE RELEASED UNTIL THE BELOW ITEMS ARE PROVIDED.**

___ **SECURITY DEPOSIT - PAYABLE IN FORM OF CASHIER'S CHECK OR MONEY ORDER ONLY.**

WE WILL NOT ACCEPT A PERSONAL CHECK OR ANY OTHER FORM OF PAYMENT FOR THIS TRANSACTION OTHER THAN STATED ABOVE.

If you provided a personal check to place a hold on the property, this will be returned to you in exchange for the required certified funds.

___ **FIRST MONTH'S RENT- PAYABLE IN FORM OF CASHIER'S CHECK OR MONEY ORDER ONLY**

WE WILL NOT ACCEPT A PERSONAL CHECK OR ANY OTHER FORM OF PAYMENT FOR THIS TRANSACTION OTHER THAN STATED ABOVE.

Upon move in, the amount equal to one month's rent will be due. Your second month's rent will be prorated based on occupancy for the first month, if applicable, and this amount will be listed on page 1 of your lease contract. After move in, we will accept payment according to the lease contract for rent.

___ **GOVERNMENT ISSUED ID CARD** – For Identification Purposes Only