

Lease Application Instructions & Tenant Selection Criteria
(address)

No Smokers. Pet policy – see HAR-MLS posting, also Tenant Selection Criteria.

We will order credit, criminal background, & rental history. Tenant gets a copy of their report on request.

APPLICATION CHECKLIST:

- ✓ APPLICATIONS for each adult: Let me know if you want to fill it out on line. Or else typed or legibly printed, and COMPLETELY filled out.
 - Include price, requested start & end dates, and any special tenant requests.
 - Sign page 3 of Lease Application AND page 4 “Authorization to Release Information”
- ✓ APPLICATION FEE is \$40 each for credit-background-eviction report
- ✓ PAY STATEMENTS for last 2 months.
- ✓ INCOME DOCUMENTATION. See INCOME paragraph below. Call if you have questions.
- ✓ RENTAL HISTORY VERIFICATION FORM(S) (TAR 2214) for the last 2 years minimum. Agents Please FILL OUT ONLY the top portion– NOT #1 thru 11. I’ll send it to landlord to fill out).
- ✓ REQUEST FOR EMPLOYMENT VERIFICATION (TAR 2219)
- ✓ PHOTO of pet.

AFTER WE HAVE YOUR CREDIT REPORT & OWNER HAS GIVEN “PROVISIONAL” ACCEPTANCE, I’LL NEED:

- ✓ Valid PHOTO ID and SS CARD.
- ✓ Veterinary record that your pet (if any) is on prescribed flea preventive treatment.

APPLICATION FORM. Each adult over 18 fills out a separate Lease Application, even if not employed outside the home. Please follow the instructions below.

- PLEASE fill out COMPLETELY. And TYPE or PRINT LEGIBLY... to avoid delays in verifying your employment and rental history, or getting a “no match” on your credit report and having to pay another fee for a re-order.
- Please SIGN page 3 AND page 4 of the application. *(Page 4 is the authorization to verify your credit, rental, income, employment, etc.)*
- **ADDRESS HISTORY.** Please provide FULL details, including unit numbers, dates, and landlord contact information. This will be compared with the addresses & dates on your credit report. Attach an extra list if needed.
*** IF YOU OWN: Instead of “landlord” fill in “OWN” and instead of rental amount, fill in your total mortgage payment, including principle, interest, taxes, & insurance.

INCOME. Minimum last 2 jobs and 2 year history.

- Submit last 2 months’ pay stubs & last year’s W-2. OR if you aren’t on salary, call to find out what we need. This will save time waiting for a formal employer response.
- IF YOU’RE ABOUT TO START A NEW JOB, list it as the CURRENT employment and provide a copy of your employment letter.
- IF YOU’RE ON COMMISSION or SELF EMPLOYED, usually you should quote your Adjusted Gross Income, from line 37 of your Form 1040 tax return. Call me to find out the documents we need.
- IF YOU’VE HAD CREDIT PROBLEMS, please attach an explanation with dates & current status.

SECURITY & PET DEPOSIT(S). Due upon signing the lease, CASHIER’S CHECK, payable as directed.

FIRST FULL MONTH RENT. CASHIER’S CHECK payable to Alliance Properties. Due on or before the Commencement Date of the lease. If there’s a **PARTIAL MONTH RENT**, it’s due as specified in the lease.

Tenant Selection Criteria
Alliance Properties

These criteria are being provided in reference to the property listed above on the Application Instructions.

Pursuant to Property Code Section 92.3515, these Tenant Selection Criteria are being provided to you. The following constitute grounds upon which Landlord will be basing the decision to lease the Property to you. If your application is denied based upon information obtained from your credit report, you will be notified.

1. **Criminal History:** Landlord will perform a criminal history check on you to verify the information provided by you on the Lease Application. Landlord's decision to lease the Property to you may be influenced by the information contained in the report.

2. **Previous Rental History:** Landlord will verify your previous rental history using the information provided by you on the Lease Application. Your failure to provide the requested information, provision of inaccurate information, or information learned upon contacting previous landlords may influence Landlord's decision to lease the Property to you.

3. **Current Income:** Landlord may ask you to verify your income as stated on your Lease Application. Depending upon the rental amount being asked for the Property, the sufficiency of your income along with the ability to verify the stated income, may influence Landlord's decision to lease the Property to you.

4. **Credit History:** Landlord will obtain a Credit Reporting Agency (CRA) report, commonly referred to as a credit report, in order to verify your credit history. Landlord's decision to lease the Property to you may be based upon information obtained from this report. If your application is denied based upon information obtained from your credit report, you will be notified.

5. **Failure to Provide Complete and Accurate Information in Application:** Your failure to provide complete and accurate information in your application or your provision of information that is unverifiable will be considered by Landlord when making the decision to lease the Property to you.

6. **Other:** NO Smokers please. Pets – see HAR-MLS posting.

If pets are considered on a case basis, the following are some but not necessarily all of the restrictions: Puppies under one year. Dogs over 50 pounds or the posted weight limit. Animals or breeds (including mixes) that are excluded by the landlord's insurance. Dogs or cats that aren't neutered. Aquariums and reptiles. Dobermans, Rottweilers, Boxers, Great Danes, pit bulls, or Staffordshire terriers (either pure bred or mixes). A photo of the pet will be required. Dogs and cats must be on flea preventive medication. Veterinary verification is required.

I have read and understand the tenant screening criteria. I understand that the criteria is set by the property owner and can change at any time with notice.

Applicant Signature

Date

Applicant Signature

Date

Received on _____ (date) at _____ (time)



TEXAS ASSOCIATION OF REALTORS® RESIDENTIAL LEASE APPLICATION

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.
©Texas Association of REALTORS®, Inc. 2018

Each occupant and co-applicant 18 years or older must submit a separate application.

Property Address: _____
Anticipated: Move-in Date: _____ Monthly Rent: \$ _____ Security Deposit: \$ _____
Initial Lease Term Requested: _____ (months)

Property Condition: **Applicant is strongly encouraged to view the Property prior to submitting any application.** Landlord makes no express or implied warranties as to the Property's condition. Applicant requests Landlord consider the following repairs or treatments should Applicant and Landlord enter into a lease: _____

Applicant was referred to Landlord by:
 Real estate agent _____ (phone) _____ (e-mail)
 Newspaper Sign Internet Other _____

Applicant's name (first, middle, last) _____
Is there a co-applicant? yes no *If yes, co-applicant must submit a separate application.*
Applicant's former last name (maiden or married) _____

E-mail _____ Home Phone _____
Work Phone _____ Mobile/Pager _____
Soc. Sec. No. _____ Driver License No. _____ in _____ (state)
Date of Birth _____ Height _____ Weight _____ Eye Color _____
Hair Color _____ Marital Status _____ Citizenship _____ (country)

Emergency Contact: (Do not insert the name of an occupant or co-applicant.)

Name: _____
Address: _____
Phone: _____ E-mail: _____

Name all other persons who will occupy the Property:

Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____

Applicant's Current Address: _____ Apt. No. _____
(city, state, zip)

Landlord or Property Manager's Name: _____ Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____
Date Moved-In _____ Move-Out Date _____ Rent \$ _____
Reason for move: _____

Applicant's Previous Address: _____ Apt. No. _____
(city, state, zip)

Residential Lease Application concerning _____

Landlord or Property Manager's Name: _____ Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____
Date Moved-In _____ Move-Out Date _____ Rent \$ _____
Reason for move: _____

Applicant's Current Employer: _____
Address: _____ (street, city, state, zip)
Supervisor's Name: _____ Phone: _____ Fax: _____
E-mail: _____
Start Date: _____ Gross Monthly Income: \$ _____ Position: _____
Note: If Applicant is self-employed, Landlord may require one or more previous year's tax return attested by a CPA, attorney, or other tax professional.

Applicant's Previous Employer: _____
Address: _____ (street, city, state, zip)
Supervisor's Name: _____ Phone: _____ Fax: _____
E-mail: _____
Employed from _____ to _____ Gross Monthly Income: \$ _____ Position: _____

Describe other income Applicant wants considered: _____

List all vehicles to be parked on the Property:

Type	Year	Make	Model	License Plate No./State	Mo. Pymnt.

Will any pets (dogs, cats, birds, reptiles, fish, and other pets) be kept on the Property? yes no
If yes, list all pets to be kept on the Property:

Type & Breed	Name	Color	Weight	Age in Yrs.	Gender	Neutered?	Declawed?	Rabies	
								Shots Current?	Bite History?
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

- | | | |
|--------------------------|--------------------------|--|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | Will any waterbeds or water-filled furniture be on the Property? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does anyone who will occupy the Property smoke? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will Applicant maintain renter's insurance? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is Applicant or Applicant's spouse, even if separated, in military? |
| <input type="checkbox"/> | <input type="checkbox"/> | If yes, is the military person serving under orders limiting the military person's stay to one year or less? |
| | | Has Applicant ever: |
| <input type="checkbox"/> | <input type="checkbox"/> | been evicted? |
| <input type="checkbox"/> | <input type="checkbox"/> | been asked to move out by a landlord? |
| <input type="checkbox"/> | <input type="checkbox"/> | breached a lease or rental agreement? |
| <input type="checkbox"/> | <input type="checkbox"/> | filed for bankruptcy? |
| <input type="checkbox"/> | <input type="checkbox"/> | lost property in a foreclosure? |
| <input type="checkbox"/> | <input type="checkbox"/> | had <u>any</u> credit problems, including any outstanding debt (e.g., student loans or medical bills), slow-pays or delinquencies? |
| <input type="checkbox"/> | <input type="checkbox"/> | been convicted of a crime? If yes, provide the location, year, and type of conviction below. |

Residential Lease Application concerning _____

- Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.
- Is there additional information Applicant wants considered?

Additional comments: _____

Authorization: Applicant authorizes Landlord and Landlord's agent, at any time before, during, or after any tenancy, to:

- (1) obtain a copy of Applicant's credit report;
- (2) obtain a criminal background check related to Applicant and any occupant; and
- (3) verify any rental or employment history or verify any other information related to this application with persons knowledgeable of such information.

Notice of Landlord's Right to Continue to Show the Property: Unless Landlord and Applicant enter into a separate written agreement otherwise, the Property remains on the market until a lease is signed by all parties and Landlord may continue to show the Property to other prospective tenants and accept another offer.

Privacy Policy: Landlord's agent or property manager maintains a privacy policy that is available upon request.

Fees: Applicant submits a non-refundable fee of \$ _____ to _____ (entity or individual) for processing and reviewing this application. Applicant submits will not submit an application deposit of \$ _____ to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed.

Acknowledgement & Representation:

- (1) Signing this application indicates that Applicant has had the opportunity to review Landlord's tenant selection criteria, which is available upon request. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history.
- (2) Applicant understands that providing inaccurate or incomplete information is grounds for rejection of this application and forfeiture of any application fee and may be grounds to declare Applicant in breach of any lease the Applicant may sign.
- (3) Applicant represents that the statements in this application are true and complete.

Applicant's Signature	Date

<i>For Landlord's Use:</i>	
On _____,	_____ (name/initials) notified
<input type="checkbox"/> Applicant <input type="checkbox"/> _____	by <input type="checkbox"/> phone <input type="checkbox"/> mail <input type="checkbox"/> e-mail <input type="checkbox"/> fax <input type="checkbox"/> in person
that Applicant was <input type="checkbox"/> approved <input type="checkbox"/> not approved. Reason for disapproval: _____	



**TEXAS ASSOCIATION OF REALTORS®
AUTHORIZATION TO RELEASE INFORMATION
RELATED TO A RESIDENTIAL LEASE APPLICANT**

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.
©Texas Association of REALTORS®, Inc. 2018

I, _____ (Applicant), have submitted an application
to lease a property located at _____
_____ (address, city, state, zip).

The landlord, broker, or landlord's representative is:

_____ (name)
_____ (address)
_____ (city, state, zip)
_____ (phone) _____ (fax)
_____ (e-mail)

I give my permission:

- (1) to my current and former employers to release any information about my employment history and income history to the above-named person;
- (2) to my current and former landlords to release any information about my rental history to the above-named person;
- (3) to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above-named person;
- (4) to my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above-named person; and
- (5) to the above-named person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain background information about me.

Applicant's Signature Date

Note: Any broker gathering information about an applicant acts under specific instructions to verify some or all of the information described in this authorization. The broker maintains a privacy policy which is available upon request.