

Rental Application Checklist

Thank you for your interest in our listing. This document outlines the process for applying for our listed rental. Please read this ENTIRE DOCUMENT before calling the listing agent. This document outlines every step in the process of applying for this property. Every document needs to be filled out in its entirety before being considered or presented to the landlords.

TENANT CRITERIA: How to Qualify?

1. Applicant must be of legal age to sign the lease agreement
2. Good Credit: minimum of 600
3. Income must exceed three times the yearly rental amount
4. No negative rental information
5. Verified employment in writing
6. At least 6 months of continuous residence history
7. At least 12 months of continuous employment history
8. Documents to be signed by all applicants of legal age residing in property

***a higher security deposit may be necessary if the above is not met.

****If the applicant has severe credit problems, poor rental history, a severe level of collection, or false rental and/or employment verification, the applicant will not be accepted. Please be advised that in the event your application is rejected, the application fee is non-refundable.

The following factors will be considered in denying an application or changing the offering terms:
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- | |
|--|
| <ol style="list-style-type: none">1. Having been sent a 3 day notice to vacate2. Giving insufficient funds check(s)3. Previous eviction4. Previous past due rent or other charges outstanding to a landlord5. Previous property damage6. Failure to have given a proper 30 day notice/Breach of lease7. Previous or present rude and disruptive behavior8. Making false statements on the application |
|--|

STEPS in the Rental Application Process

STEP ONE

At the end of this step, these are all the documents that need to be submitted to ginny@ledwellrealty.com:

1. Lease Application
2. Authorization to Release Information Related to Residential Lease Applicant
3. Tenant Responsibilities and Maintenance Procedures
4. Information About Brokerage Services
5. Wire Fraud Notice
6. Consumer Protection Notice
7. Copy of Driver's License of everyone over 18.
8. Four most recent pay statements. If self-employed, previous two years of tax returns. If relocating, an Offer Letter from your new employer.

INSTRUCTIONS:

*****Place a check as you have completed the task to ensure that all are complete*****

1. _____ Lease Application and Authorization to Release Information Related to Residential Lease Applicant (Attached below)-**EVERYONE over 18 MUST fill out an application** and have a **UNIQUE EMAIL ADDRESS** (this is required for the MYSMARTMOVE to go the right place. You cannot use a shared email account for multiple people as the processing will not work.) and will be required to pay the \$40 fee to MYSMARTMOVE to run credit and background, which is currently paid from the prospective tenant directly to MySmartMove. You will NOT submit the fee to the listing agent, but pay MYSMARTMOVE directly. The credit and background check will be done **AFTER** all of the documents listed in **STEP ONE** have been filled out in their **entirety** and **signed** and **submitted** to the listing agent. Even if the person is just an occupant of the home (not on the lease), they must complete an application and pay the \$40 fee. **Example 1:** If there are three people over 18 applying to lease the property, there will be three applications submitted and three \$40 fees to obtain the background information needed for each person. **Example 2:** If one person is applying to be the guarantor, but there are also two occupants over 18, all three people need to fill out an application and pay the \$40 fee.

LEASE APPLICATION

Make sure the following are correct and filled in:

*******Place a check as you have completed the task to ensure that all are complete*******

- a. _____ The property address, move in date, monthly rent, security deposit, and term requested
- b. _____ Who referred you? If you have an agent, please include here
- c. _____ The applicant's information is filled out in full: formal name, email, phone, Social Security Number, Driver's License Number, Date of Birth, Height, Weight, Eye Color, Hair Color, Marital Status, Citizenship
- d. _____ Emergency contact is filled in with name, email, address, and telephone numbers
- e. _____ All personal occupying the property, their names, relationship, and ages.
- f. _____ Current address, move in and move out date, reason for move, rent amount, landlord or property manager's name, email, and phone numbers.
*****We need correct information here as we will be sending a Request for Rental Verification (SAMPLE attached below for reference) to this person. If these are incorrect, and we cannot get in touch with the landlord/property Manager, there could be a problem processing the application. If you currently own your home, please put "own home" and attach a property tax record or some identifiable proof of your homeownership.
- g. _____ Previous address, former landlord/property manager's name, telephone, email, move in, move out date, reason for move
- h. _____ Applicant's current employer and address, supervisor's name, phone, email, start date, and gross monthly income. *****We need correct information here as we will send a Request for Verification of Employment (SAMPLE Attached for reference) to your employer. If these are incorrect, and we cannot get in touch with the employer, there could be a problem processing the application.
- i. _____ Applicant's previous employer and address, supervisor's name, phone, email, start date, and gross monthly income.
- j. _____ If you have circumstances that you would like the landlords/property managers to consider, please describe them in the space provided on the application. Feel free to attach a separate sheet of paper if needed. While the listing agent is available to speak regarding items listed, this **MUST BE INCLUDED** on the application to be considered. A phone call/email/text will not suffice.

- k. _____ List all pets that will be on the property and answer ALL Yes/No questions
- l. _____ Check all items at end of page 2&3. Add additional comments if necessary.
- m. _____ Include \$40 paid to MYSMARTMOVE on Fees section of the application. Check applicant "submits" for the non-refundable fee. It will not be added to the security deposit or refunded.
- n. _____ **SIGN AND DATE THE APPLICATION**

AUTHORIZATION TO RELEASE INFORMATION RELATED TO RESIDENTIAL LEASE APPLICANT

- o. _____ Fill in your name and the property address at top of page. FILL IN Listing Agent's Information where it says "The landlord, broker, or landlord's representative is": Ginny Ledwell, 855 Fisher, Houston, TX 77018, 281-635-7181, (no fax), genny@ledwellrealty.
- p. **SIGN AND DATE PAGE FOUR**

*****We must have this page filled out in full to request your information from the multiple sources listed in order to process your application. If it is not filled out, it will delay processing.*****

***** ALL OF THE ABOVE MUST BE FILLED IN! If there is something that you CANNOT fill in, then you need to add that information in the additional comments section. YOU MAY ADD a separate sheet of paper if there is not enough more on the application.

- 2. _____ Tenant Responsibilities and Maintenance Procedures (attached) **-THIS MUST BE SIGNED AND DATED.**
- 3. _____ Information About Brokerage Services (attached).– **THIS MUST BE SIGNED AND DATED**
- 4. _____ Wire Fraud Notice (attached). – **THIS MUST BE SIGNED AND DATED.**
- 5. _____ Consumer Protection Notice (attached) – **THIS MUST BE INITIALED.**
- 6. _____ Copy of Driver's License of everyone over 18.
- 7. _____ Four most recent pay statements. If self-employed, previous two years of tax returns.
- 8. _____ If relocating, an Offer Letter from your new employer.

***** Items 1-8 above **MUST BE SUBMITTED IN FULL** to be considered. If any of the above is incomplete, we will let you know and require you to submit all documents again. Incomplete documents will not be accepted or considered. Please let us know if there are questions that have not been addressed in the instructions and we will correct them. *****

STEP TWO

- a. Once we have received ***ALL THE DOCUMENTS Signed, Dated, and Completed*** in their ***ENTIRETY*** from step 1, and they have been reviewed for completeness (We will NOT ACCEPT incomplete applications and documents. If any part of Step 1 is incomplete, the entire packet will be sent back for you to review and to resubmit), we will send the MYSMARTMOVE link to all applicants VIA EMAIL. Please check your SPAM if you have not received or reach out to the listing agent. The fee of \$40 will be accessed for EVERY person who submits an application. The fee will be paid DIRECTLY to MYSMARTMOVE.
- b. We will so send the **Request for Employment Verification** - This will be sent to your employer directly from us, but we have provided a SAMPLE BELOW for reference so the prospective tenant knows what will be asked.
- c. **We will send the Request for Rental History (if applicable)** - This will be sent to your landlord directly from us, but we have provided a SAMPLE BELOW for reference.

STEP 3

Once we receive the below documents, and all items are complete with the instructions from Steps 1&2 have been followed, the entire packet will be presented to the landlords and they will make a decision. You will be notified as soon as a decision is made.

1. Lease Application
2. Authorization to Release Information Related to Residential Lease Applicant
3. Tenant Responsibilities and Maintenance Procedures
4. Information About Brokerage Services
5. Wire Fraud Notice
6. Consumer Protection Notice
7. Copy of Driver's License of everyone over 18.
8. Four most recent pay statements. If self-employed, previous two years of tax returns. If relocating, an Offer Letter from your new employer.
9. MYSMARTMOVE background information submitted

STEP 4

If accepted, a draft of the lease and all addenda will be sent to the landlords for approval, then sent to the accepted tenants for approval.

STEP 5

All parties will sign the lease and all addenda electronically.

STEP 6

Listing agent will collect all deposits and rents and provide keys on the day of move-in.

STEP 7

Tenants will complete the Inventory and Condition Form based on the timeline of the lease.

Thank you so much for your interest and GOOD LUCK!



TEXAS ASSOCIATION OF REALTORS® RESIDENTIAL LEASE APPLICATION

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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 _____ (name) _____ (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?
<input type="checkbox"/>	<input type="checkbox"/>	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 _____

For Landlord's Use:

On _____, _____ (name/initials) notified

☐ Applicant ☐ _____ by ☐ phone ☐ mail ☐ e-mail ☐ fax ☐ in person

that Applicant was ☐ approved ☐ not approved. Reason for disapproval: _____



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

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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.

Tenant's Responsibilities and Maintenance Procedures

1. **Before calling Landlord or Property Manager**, check to see if you can determine the cause of the problem you are experiencing, unless you have an emergency, such as those listed in item 3.

2. **Determine** if it is an emergency or a non-emergency item.

3. **Emergencies** - There are FEW emergencies.

Definition of an emergency: A life threatening situation such as a fire, flood and/or uncontrollable water, electrical problem, smell of gas, etc.

- Emergencies causing immediate danger, such as fire, call 911
- Emergencies involving gas, call the gas company, and if necessary, 911
- Emergencies involving IMMEDIATE electrical danger, call the utility service.
- Emergencies such as backed up plumbing, flooding, call the Property Manager, The Moore Group, at 281-703-1608, if necessary, call 911 first.

4. **If it is a non-emergency, please do the following:**

Call the Property Manager The Moore Group, at 281-703-1608. Should you need service, there will be a one time, \$75 service charge.

Check the following, if appropriate, before calling:

- If the air-conditioner does not work, check ALL circuit breakers. Often during hot weather or if a circuit breaker overloads, it will trip off the circuit breaker. A tripped circuit breaker is often difficult to see, and it could appear that it is not. Therefore, you must turn the breaker all the way off and then turn the break all the way on. If you do not turn the circuit breaker all the way off, it does not reset itself to correct the problem.
- If the garbage disposal does not work, check underneath on the disposal unit and push the reset button. If something is stuck and the blades do not turn, try putting a broom handle down the disposal and give it a gentle twist, but do not exert extreme force. This can break the disposal loose, and then it will work. Special note: check that the garbage disposal is OFF before using these instructions. If this does not work, call the home warranty company or your preferred service provider.
- If the electrical does not work in part of the house:
 - Check for the GFI plug, which is usually located in the garage, patio, kitchen, or the bathroom.
 - Reset the GFI plug and most likely, it will restart the electrical.
 - Sometimes there is more than one GFI; it is a good idea to check around the house to be aware if an electrical problem should occur.
- If the circuit breakers continually keep going off:
 - Check all appliances to see if too many appliances are running such as irons, microwave, toaster, curling iron, computers, printer, blow dryers, and more are causing an overload.
- If the smoke alarm does not work, check the following:
 - First, check the batteries. Tenants are responsible for the replacement of batteries. It is important to replace batteries and NOT disconnect the smoke alarm. Normally the smoke alarm will emit a beeping sound when the batteries are not working or losing their charge. Test your smoke alarms every thirty days. If the smoke alarm is not working, call the property

manager immediately. Remember, a smoke alarm is for safety, and it is very important to check it regularly to see if it is working.

Tenants are responsible for the following routine maintenance:

1. **Normal insect control** - Tenants are required to do normal insect maintenance. When storing pesticides, be careful for the safety of children and animals at all times.

- For Indoor insects, such as fleas, ants, spiders, silverfish, and more, do the following:
 - Insect foggers are the most reliable. Purchase them at grocery or garden stores. To use: follow the instructions on the cans, cover all food and dishes, remove all adults, children and animals from the inside, and leave for approximately for four hours.
- For outdoor Insects, such as ants, fleas, grasshoppers, and more:
 - Purchase granulized or liquid insect products at any garden supply store. It is very economical to buy and very effective.
 - Follow the directions on the package, apply around the perimeter of the house, and fence.
 - For spiders, use liquid premixed insecticide. Follow the directions on the package.
 - Purchase bait for snails, sow bugs, and slugs, and similar pest, bait at garden supply stores. Follow the directions on the package.
 - If the insect problem persists, call a Pest Control company.
- For rodent control, observe the following:
 - If you have ordinary mice, you can purchase several common controls at grocery or garden supply stores.
 - If you see rats or large rodents, contact a Pest Control company.

2. **Landscape and watering** -Landlords responsibility: Twice a month yard mowing, quarterly bed weeding & shrub trimming. Tenants responsibility: Replacement of new/seasonal flowers if desired & watering the yard 2 times per week (Nov-Feb)---full cycle & 4 times per week (March-October)---full cycle.

- In the winter during a hard freeze, turn water off to all outside piping.
- Do not park cars on the grass.
- If you have sprinklers or an irrigation system that is not working, call the property manager.
- Pick up all pet droppings on the property, even if you do not have pets. If you have pets, keep them from causing damage.

3. **Tenant required replacements –**

- Replace burned out light bulbs with the correct size, but do not use light bulbs in excess of 60 Watts.
- Replacement of furnace and air-conditioning filters is a requirement:
 - Replace at a MINIMUM every three months, and with the correct size. The filter size is on the side of the filter, and an arrow indicates the direction of the airflow.
 - Replace smoke alarm battery. Normally the smoke alarm will emit a beeping sound when the batteries are not working or losing their charge.
 - Do not remove a smoke alarm because it is not working or beeping. By doing so, you endanger all residents and guests and you could be liable for damages in the event of a fire.

- If the smoke alarm is not working, replace the batteries. If new batteries still do not work, call Property Manager to replace the smoke alarm immediately. Tenants are responsible for the replacement of batteries.
- Test smoke alarms every thirty days. A smoke alarm is for safety and it is very important to check it regularly to see if it is working.

4. Properly dispose the following:

- Toxic waste such as oil, antifreeze, batteries, and solvents
- Place garbage in the proper receptacles provided and in accordance with city and/or county rules
- Christmas trees

5. Holiday decorations and lights

- Hang exterior lights and decorations properly and carefully, no nails or stapling lights to eaves or any part of property.
- Before hanging, check for bad plugs and loose wires. If you find defects, dispose of the lights.
- Only use lights and decorations during holiday seasons; remove them immediately when the season ends.

6. Cleaning and maintenance of the property

- Kitchens
 - Keep food cleaned up at all times and clean oven/stove hood vents regularly.
 - Do not pour grease down the drains. Discard grease in a metal can appropriately.
- Oven
 - Do not leave oven on and unattended when leaving the house at any time.
 - Do not allow grease build up this can cause fires.
 - Clean regularly.
 - Do not leave oven on high heat for longer than 3 hours.
- Bathroom
 - Prevent mildew and mold from accumulating.
 - If mildew and mold appear, use a product such as X-14 or Tilex to remove immediately.
 - Keep bathrooms properly ventilated to prevent mildew and mold from happening.
 - Use an exhaust fan or window, while taking showers and for an extended reasonable time afterward.
- Plumbing
 - Properly dispose of all personal hygiene products. Do not flush any of these down the toilets at any time. This prevents 95 percent of plumbing stoppages.
- Carpets and flooring
 - Maintenance and cleanliness of carpets and flooring are the responsibility of tenants during occupancy, when moving, and at their own expense.
 - Keep floors vacuumed.
 - Immediately clean up spills to prevent stains and damage.
 - Do not use wax on vinyl or tile.
 - Use only hardwood floor cleaners on hardwood floors.
 - Have carpets steam cleaned when appropriate; do not use home floor cleaning machines.

- Put furniture protectors on the bottom of all furniture to protect floors.
- Windows and window furnishings
 - Maintenance and cleanliness of windows and window furnishings are the tenant's responsibility during occupancy, when moving, and at their own expense.
 - Wipe all blinds with soft dry cloth or with products designed for the blinds.
 - Close windows against the elements of weather, when appropriate, to avoid damage to interior.
 - Close doors and windows when leaving the residence.

7. Please use furniture protectors on all furniture's feet on wood flooring. This prevents scratching of floors.

8. Pets' claws must be trimmed regularly to ensure no scratches occur on the wood flooring.

It is the responsibility of all tenants to report all repairs/maintenance problems. Tenants can incur financial damages if they fail to report maintenance problems. Report the following:

- Any sign of mold in the property immediately
- All toilet and faucet leaks and any plumbing backups
- Electrical problems
- Heating and air-conditioning problems
- Inoperative smoke detectors
- Faulty appliances supplied in property
- Roof leaks
- Broken windows and doors
- Fence repair
- Malfunctioning sprinklers
- Any other necessary repairs or unsafe condition
- Major pest control items such as bees, cockroaches, rats, termites, or other major infestations
- Scratches on wood floors due to furniture permanently scratching the floor
- Scratches on wood floors as a result of untrimmed pet claws

Tenants will be responsible for the following charges:

- When residents cause sewer stoppages/blockages
- If the Tenant or Tenant's Guests or Invitees, cause damage to the property
- If the Tenant's pet causes damage to the property
- For replacing doors, jambs, broken glass and/or windows unless the Tenant provides a Police Report detailing the cause of the problem showing forced entry by others.
- For damage to walls, carpets, floors, etc. because the Tenant left the windows or doors open during rain or wind.

Tenants are NOT to do the following:

- Do NOT perform electrical work (this does not include changing light bulbs or batteries).
- Do NOT mar, deface, or change walls, woodwork, flooring, landscaping of the property without prior permission from Landlord or Property Manager.
- Do NOT perform repairs unless authorized Landlord or Property Manager or outlined in this guideline.
- Do NOT deduct any unauthorized or pre-authorized maintenance expense from rent, unless authorized by Landlord or Property Manager.

When you are ready to move, the following will be required:

- **Cleaning:**
 - Have the property clean throughout the interior and the exterior.
 - This also includes vinyl or tile floors, windows insides and out, window sills and door casings, mini-blinds, wiping out drawers and shelves, appliances, sinks, toilets, bath tubs, showers, vanities, light fixtures, fireplaces, removal of cobwebs inside and out, etc.
 - Normal wear and tear is not a dirty property.
- **Carpet Cleaning:**
 - Carpet cleaning depends on time lived in the property for normal wear and tear, whether you have had pets, and also if the carpet cleaning exceeds normal wear and tear.
 - You will be charged 100% at all times, if you have had pets and/or you have soiled carpets exceeding normal wear and tear.
 - DO NOT rent machines, use home cleaning machines, or employ chemical cleaning companies. Only professional steam cleaning is accepted.
 - Call for a recommendation from us to receive reasonable rates on carpet cleaning.
 - If you hire another carpet cleaner, the carpet cleaner must guarantee their work to the satisfaction of Landlord and/or Property Manager and a receipt is required during the walk-through inspection.
 - Tenants please note: you will not be reimbursed for any carpet cleaning contracted by tenants.
- **Replace:**
 - Light bulbs, filters, smoke detector batteries, doorstops; these items must be IN PLACE OR WORKING to avoid charges.
 - Change the filter just before you vacate the property.
- **Pest Control:**
 - If you have a pet, leave an adequate supply of insect foggers. The minimum required is four (4) foggers.
 - If you do not have a pet, you do not need to supply foggers unless you have not been exercising minimum insect control. If a property is found loaded with ants, spiders, cobwebs, etc., you can incur pest control charges.
 - All foggers must be left unopened and given to agent during walk through inspection.
- **Landscape**
 - The outside area is to be as it was when you moved in- i.e: if any playscapes, trampolines etc are placed, make sure to remove all pieces, re-leveled and re-sodded if necessary. Remove all trash, debris, and grease.
 - Pick up any animal droppings whether you have an animal or not.
- **Trash**
 - If you have trash that exceeds the normal pickup, you are to arrange to have it hauled away at your expense.
 - Place all other trash within the appropriate trash receptacles for normal trash removal.
- **Painting**
 - We request that you do not Spackle, putty, or touch up paint unless sure the paint will match.
 - Charges can occur if unnecessary painting is required due to tenant painting.
 - Charges for painting depend on whether it exceeds normal wear and tear, and the length of time in the property.

ATTORNEY FEES: In any action or proceeding arising out of this agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs. The undersigned tenants understand and acknowledge receipt of the Maintenance Instructions.

Property Address:

Tenant

Print Name

Signature

Date: _____

Owner

Print Name

Signature

Date: _____



Information About Brokerage Services

Texas law requires all real estate licensees to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

TYPES OF REAL ESTATE LICENSE HOLDERS:

- # **A BROKER** is responsible for all brokerage activities, including acts performed by sales agents sponsored by the broker.
- # **A SALES AGENT** must be sponsored by a broker and works with clients on behalf of the broker.

A BROKER'S MINIMUM DUTIES REQUIRED BY LAW (A client is the person or party that the broker represents):

- # Put the interests of the client above all others, including the broker's own interests;
- # Inform the client of any material information about the property or transaction received by the broker;
- # Answer the client's questions and present any offer to or counter-offer from the client; and
- # Treat all parties to a real estate transaction honestly and fairly.

A LICENSE HOLDER CAN REPRESENT A PARTY IN A REAL ESTATE TRANSACTION:

AS AGENT FOR OWNER (SELLER/LANDLORD): The broker becomes the property owner's agent through an agreement with the owner, usually in a written listing to sell or property management agreement. An owner's agent must perform the broker's minimum duties above and must inform the owner of any material information about the property or transaction known by the agent, including information disclosed to the agent or subagent by the buyer or buyer's agent.

AS AGENT FOR BUYER/TENANT: The broker becomes the buyer/tenant's agent by agreeing to represent the buyer, usually through a written representation agreement. A buyer's agent must perform the broker's minimum duties above and must inform the buyer of any material information about the property or transaction known by the agent, including information disclosed to the agent by the seller or seller's agent.

AS AGENT FOR BOTH - INTERMEDIARY: To act as an intermediary between the parties the broker must first obtain the written agreement of each party to the transaction. The written agreement must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. A broker who acts as an intermediary:

- # Must treat all parties to the transaction impartially and fairly;
- # May, with the parties' written consent, appoint a different license holder associated with the broker to each party (owner and buyer) to communicate with, provide opinions and advice to, and carry out the instructions of each party to the transaction.
- # Must not, unless specifically authorized in writing to do so by the party, disclose:
 - o that the owner will accept a price less than the written asking price;
 - o that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
 - o any confidential information or any other information that a party specifically instructs the broker in writing not to disclose, unless required to do so by law.

AS SUBAGENT: A license holder acts as a subagent when aiding a buyer in a transaction without an agreement to represent the buyer. A subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first.

TO AVOID DISPUTES, ALL AGREEMENTS BETWEEN YOU AND A BROKER SHOULD BE IN WRITING AND CLEARLY ESTABLISH:

- # The broker's duties and responsibilities to you, and your obligations under the representation agreement.
- # Who will pay the broker for services provided to you, when payment will be made and how the payment will be calculated.

LICENSE HOLDER CONTACT INFORMATION: This notice is being provided for information purposes. It does not create an obligation for you to use the broker's services. Please acknowledge receipt of this notice below and retain a copy for your records.

<u>Virginia Ledwell</u>	<u>613486</u>	<u>ginny@ledwellrealty.com</u>	<u>(281)635-7181</u>
Licensed Broker /Broker Firm Name or	License No.	Email	Phone
Primary Assumed Business Name			
<u>Led Well Realty</u>	<u>613486</u>	<u>ginny@ledwellrealty.com</u>	<u>(281)635-7181</u>
Designated Broker of Firm	License No.	Email	Phone
<u>Virginia Ledwell</u>	<u>613486</u>	<u>ginny@ledwellrealty.com</u>	<u>(281)635-7181</u>
Licensed Supervisor of Sales Agent/	License No.	Email	Phone
Associate			
<u>Virginia Ledwell</u>	<u>613486</u>	<u>ginny@ledwellrealty.com</u>	<u>(281)635-7181</u>
Sales Agent/Associate's Name	License No.	Email	Phone

Buyer/Tenant/Seller/Landlord Initials

Date

Regulated by the Texas Real Estate Commission
TXR-2501

Led Well Realty, 855 Fisher St Houston TX 77018
Virginia Ledwell

Information available at www.trec.texas.gov
IABS 1-0 Date

Phone: 2816357181

Fax:

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Produced with Lone Wolf Transactions (zipForm Edition) 231 Shearson Cr. Cambridge, Ontario, Canada N1T 1J5 www.lwolf.com



WIRE FRAUD WARNING

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Buyers and Sellers Beware: Criminals are targeting real estate transactions. Don't be a victim of wire fraud.

What is wire fraud and how does it occur? Criminals are targeting real estate transactions by gaining access to electronic communications or sending emails that appear to be from a real estate agent, a title company, a lender, or another trusted source. These fraudulent emails seem legitimate and direct you to wire funds to a fraudulent account. Once you wire funds to the fraudulent account, your money is gone.

How can you protect yourself from wire fraud? You should not send personal information, such as bank account numbers or other financial information, via email or other unsecured electronic communication.

If you receive any electronic communication regarding wiring instructions, even if the communication appears to come from a legitimate source, you should verify the communication's authenticity prior to the transfer of funds in person or via phone call using a recognized phone number that is not found in the communication.

Notice: This brokerage will never use any electronic communications, such as email, text messages, or social media messages, to ask you to wire funds or provide personal information.

If you think you are being targeted in a wire fraud scam, immediately notify law enforcement, your lender, the title company, and your agent.

This form was provided by:

By signing below I acknowledge that I received, read,
and understand this information and notice.

Broker's Printed Name

☐ Seller ☐ Buyer

Date

By:

Broker's Associate's Signature

Date

☐ Seller ☐ Buyer

Date

**THE TEXAS REAL ESTATE COMMISSION (TREC) REGULATES
REAL ESTATE BROKERS AND SALES AGENTS, REAL ESTATE INSPECTORS,
HOME WARRANTY COMPANIES, EASEMENT AND RIGHT-OF-WAY AGENTS,
AND TIMESHARE INTEREST PROVIDERS**

**YOU CAN FIND MORE INFORMATION AND
CHECK THE STATUS OF A LICENSE HOLDER AT
WWW.TREC.TEXAS.GOV**

**YOU CAN SEND A COMPLAINT AGAINST A LICENSE HOLDER TO
TREC
A COMPLAINT FORM IS AVAILABLE ON THE TREC WEBSITE**

**TREC ADMINISTERS TWO RECOVERY FUNDS WHICH MAY BE USED TO
SATISFY A CIVIL COURT JUDGMENT AGAINST A BROKER, SALES AGENT,
REAL ESTATE INSPECTOR, OR EASEMENT OR RIGHT-OF-WAY AGENT,
IF CERTAIN REQUIREMENTS ARE MET**

**IF YOU HAVE QUESTIONS OR ISSUES ABOUT THE ACTIVITIES OF
A LICENSE HOLDER, THE COMPLAINT PROCESS OR THE
RECOVERY FUNDS, PLEASE VISIT THE WEBSITE OR CONTACT TREC AT**

**TEXAS REAL ESTATE COMMISSION
P.O. BOX 12188
AUSTIN, TEXAS 78711-2188
(512) 936-3000**



REQUEST FOR RENTAL HISTORY

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To: _____ (Landlord)

From: _____

Re: Lease Applicant: _____

The above-referenced Lease Applicant has made application to lease a property from the undersigned prospective landlord. The Lease Applicant reported that he or she previously leased the following property from you: _____ from _____ to _____.

Enclosed is an authorization to release a rental history. Please provide the following information:

(1) Beginning date of lease _____ Ending date _____ Rent \$ _____

(2) Did the Lease Applicant timely pay rent? ☐ Yes ☐ No, how many times? _____

Dates late rent received: _____

(3) Were any of Lease Applicant's checks returned unpaid by the bank? ☐ Yes ☐ No If yes, _____

(4) Did the Lease Applicant owe you money when he/she left? ☐ Yes ☐ No If yes, how much? \$ _____

(5) Did the Lease Applicant cause any damage to the property? ☐ Yes ☐ No. If yes, explain in (11) _____

(6) Did the Lease Applicant have a pet? ☐ Yes ☐ No

(7) Did the Lease Applicant violate the lease? ☐ Yes ☐ No

(8) To your knowledge, did the Lease Applicant or anyone living with the Lease Applicant have a criminal record? ☐ Yes ☐ No. If yes, explain in (11). _____

(9) Would you lease the property to the Lease Applicant again? ☐ Yes ☐ No. If no, explain in (11). _____

(10) Was the lease terminated early for any reason? ☐ Yes ☐ No. If yes, explain in (11). _____

(11) Other relevant information: _____

Name of person completing this form: _____

Date

Please return this form **as soon as possible** to:

_____ (☐ Property Manager ☐ Landlord)

_____ (phone) _____ (fax)

_____ (e-mail)

Enclosure: Page 4 of TXR No. 2003

(TXR-2214) 4-13-07

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REQUEST FOR EMPLOYMENT VERIFICATION

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS®, INC. IS NOT AUTHORIZED.
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To: _____ (Employer) Date: _____

Fax Number: _____ Phone Number: _____

From: _____

Re: Lease Application _____

The above-referenced Lease Applicant has made application to lease a property under a prospective Landlord. The Lease Applicant reported that he is employed with your company. Enclosed is an authorization to release employment information. Please provide the following:

- (1) Beginning date of employment _____
- (2) Monthly Gross Income \$ _____
- (3) Position currently held _____
- (4) Other relevant information: _____

Title of Person Completing Form _____

Signature _____

Printed Name _____

Date _____

Please return this form as soon as possible to:

_____ (☐ Property Manager ☐ Landlord)

_____ (phone) _____ (fax)

_____ (e-mail)

Enclosure: Page 4 of TXR No. 2003 *Authorization to Release Information Related to a Residential Lease Applicant*

(TXR-2219) 2-06-09

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