

**PLEASE SEND all documents in one attachment, if possible.** Opening so many attachment will take us time and cause delays.

### **CRITERIA FOR ACCEPTANCE**

1. Credit 580 or above, anything under will be consider on case by case with conditions.
2. Household Income to be close to 3X more than the rental amount
3. No broken lease or foreclosure within the last 3 years
4. Background or Criminal history - no felony within the last 5 years and misdemeanor depend on the charges

### **DOCUMENT FOR ACCEPTANCE**

1. Lease application for each person applying
2. Copy of Driver License or ID
3. Copy of 2 most recent paystubs or proof of income

Landlord prefer to run credit, background and eviction report, \$40 per applicant pay directly via the link sent after review the three items listed above.

**DEPOSIT:** One month rent (*unless otherwise agree to*). Landlord request the deposit within 48 hours, after signed lease to stop processing application and change status to “pending”. If not received within require timeframe, residential lease contract will be NULL and VOID.

### **BEFORE MOVE-IN:**

Pay 1st month rent, deposit and prorated rent if applicable  
Provide proof of renter insurance

### **INVENTORY & CONDITION:**

Tenants have 7 days after move-in to complete the Residential Inventory and Condition form. If there's any items or equipment not functioning as intended, landlord will fix it after receiving form back **without** any fee charge. **All future repair request is subject to a \$75 deductible regardless of what the issue is.**



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: **PLEASE LEAVE THIS LINE BLANK AS WELL AS ANY "N/A" SECTION**  
Anticipated: Move-in Date: \_\_\_\_\_ Monthly Rent: \$ N/A Security Deposit: \$ N/A  
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 JAMES LE (name) 832-808-009 (phone) JLE@LEUNIV.COM (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)

Landlord or Property Manager's Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: Day: \_\_\_\_\_ Nt: \_\_\_\_\_ Mb: \_\_\_\_\_ Fax: \_\_\_\_\_

Residential Lease Application concerning N/A

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
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						<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"/>	<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? 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: been evicted? been asked to move out by a landlord? breached a lease or rental agreement? filed for bankruptcy? lost property in a foreclosure? had <u>any</u> credit problems, including any outstanding debt (e.g., student loans or medical bills), slow-pays or delinquencies? been convicted of a crime?
<input type="checkbox"/>	<input type="checkbox"/>	Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.
<input type="checkbox"/>	<input type="checkbox"/>	Is there additional information Applicant wants considered?

Residential Lease Application concerning  N/A

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 \$  N/A  to  N/A  (entity or individual) for processing and reviewing this application. Applicant  submits  will not submit an application deposit of \$  N/A  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 N/A  
\_\_\_\_\_ (address, city, state, zip).

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

N/A \_\_\_\_\_ (name)  
N/A \_\_\_\_\_ (address)  
N/A \_\_\_\_\_ (city, state, zip)  
N/A \_\_\_\_\_ (phone) \_\_\_\_\_ (fax)  
N/A \_\_\_\_\_ (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.*

## STEP TO LEASING A HOME

Leasing a home is **EASY**. If you're not willing to get pre-qualify - you're not ready, willing and able to lease.

**STEP 1:** Get pre-qualify by doing the following:

1. Complete lease application for each person applying (it's attached)
2. Provide copy of Driver License or ID and SSN Card
3. Proof of Household Income (landlord prefer it to be 3X more than the rental amount)
  - 2 most recent paystubs for each applicant
4. Perform credit, criminal and eviction check (*this is only done after landlord review all of your information and approve to move forward, \$40 for each applicant*)

**STEP 2:** Pick out the house that's of interest

- I will review each home criteria to see if you're qualify to lease the house
- If we met their requirement, I will schedule an appointment to show you the house

## **FAQ Regarding Leasing a Home:**

**Why can't you show me the home first before asking for my personal information?** We're asking for your information in advance to present it to the landlord for approval. Landlord screen potential tenant to approve a lease base on the information on your application, proof of income, credit score, rental history and financial power.

**Why don't you just show me the house and I'll let you know if we need to proceed?** I may show you the house to find out you're not qualify. It's a waste of your valuable time, effort, gas and disappointment your family.

**Why don't you show us the house first just like all other apartments does?** Apartments have in-house staff hired by landlord/management company, they're pay regardless if you're there or not. My ultimate goal is to help you secure the right home with the least amount of time and minimum hassle.

**Why do you need a copy of my Picture ID?** Landlord need to match the information on your ID with your application to consider approving you to lease the house.

**Why do I have to provide proof of individual or household income in advance?** Landlord need proof of individual or household income to be close to 3X the rental amount to consider leasing you the home.

**Why do I need to fill out a Residential Lease application?** If you're serious about leasing a home or apartment, you'll have to fill an application in the end. Landlord need the information on it to approve your lease request. Fill it out now and not worry about it.

**How much is the security deposit and when do I need to submit it?** Security deposit is usually 1 month of the rental amount. It's paid before move-in or in advance if you want the landlord to stop marketing the house it for lease for a later move-in date.

### **Most landlord minimum requirement is:**

1. Individual or household income to be close to 3X the rental amount
2. Credit score of 580+ for all applicants, if lower 2X the monthly rent for the deposit
3. No felony conviction or eviction within the past 7 years; depending on landlord
4. Pets requirement depends on the type, size how many and depending on landlord preference