

## 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:

1. Having been sent a 3 day notice to vacate
2. Giving insufficient funds check(s)
3. Previous eviction
4. Previous past due rent or other charges outstanding to a landlord
5. Previous property damage
6. Failure to have given a proper 30 day notice/Breach of lease
7. Previous or present rude and disruptive behavior
8. 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](mailto:ginny@ledwellrealty.com):

- Lease Application
- Authorization to Release Information Related to Residential Lease Applicant
- Information About Brokerage Services
- Wire Fraud Notice
- Consumer Protection Notice
- Copy of Driver's License of everyone over 18.
- Four most recent pay statements. If self-employed, previous two years of tax returns. If relocating, an Offer Letter from your new employer.

### INSTRUCTIONS:

***EVERYONE over 18 MUST fill out an application and complete the Authorization Release*** 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. All prospective tenants will pay the \$40 fee directly to MYSMARTMOVE to run credit and background. 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

Please download/print this application and have each person over the age of 18 fill it out.

Make sure the following are correct and filled in:

- The property address, move in date, monthly rent, security deposit, and term requested.
- Fill out in full
- The applicant's information 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. *Note if there is a co-applicant.*
- Emergency contact filled in with name, email, address, and telephone numbers. *This goes on the final lease and is someone who is NOT OCCUPYING the property.*
- All persons occupying the property, their names, relationship, and ages.
- 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.*
- Previous address, former landlord/property manager's name, telephone, email, move in, move out date, reason for move. *If you own and this was over five years ago, ignore this.*
- 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.*
- Applicant's previous employer and address, supervisor's name, phone, email, start date, and gross monthly income.

*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.*

- List all pets that will be on the property and answer ALL Yes/No questions Check all items at end of page 2&3. Add additional comments if necessary.
- Fees: Include fees that are on the listing.
- SIGN AND DATE THE APPLICATION

## AUTHORIZATION TO RELEASE INFORMATION RELATED TO RESIDENTIAL LEASE APPLICANT

- 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), ginny@ledwellrealty.
- 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.

- Information About Brokerage Services (attached).– THIS MUST BE SIGNED AND DATED
- Wire Fraud Notice (attached). – THIS MUST BE SIGNED AND DATED.
- Consumer Protection Notice (attached) – THIS MUST BE INITIALED.
- Copy of Driver's License of everyone over 18.

- Four most recent pay statements. If self-employed, previous two years of tax returns.
- If relocating, an Offer Letter from your new employer.

\*\*\*\*\* All the below items **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. \*\*\*\*\*

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

## STEP TWO

- 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 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. 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 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.

- 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 COMPLETE DOCUMENTS listed in 1-9 below, the entire packet will be presented to the landlord and a decision will be made. 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

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <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.*



# 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 Primary Assumed Business Name	License No.	Email	Phone
<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/ Associate	License No.	Email	Phone
<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

**Information available at [www.trec.texas.gov](http://www.trec.texas.gov)**  
IABS 1-0 Date



## 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](http://WWW.TREC.TEXAS.GOV)**

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

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**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**

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**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:

**SAMPLE**

(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, \_\_\_\_\_  
reasons? \_\_\_\_\_

(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)

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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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**SAMPLE**

To: \_\_\_\_\_ (Employer) Date: \_\_\_\_\_  
From: \_\_\_\_\_  
Re: Lease Applicant: \_\_\_\_\_

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*