

LEASE APPLICATION CHECKLIST
PLEASE INCLUDE WITH LEASE APPLICATION DOCUMENTS

Send to: bertha.quinterorealtor@gmail.com

Property Address: _____

Applicant(s): _____

Agent: _____

Requested Move-in date: _____

The following items must be included for processing to begin:

- Lease Application on all occupants 18 years and older
***Must be on current TAR Lease Application form dated 7-8-22*
*NOTE: All other previous versions will not be accepted****
- ALL sections *must* be complete, including top of page 1 and Animals Section. ***Insert "N/A" where necessary*
- Contact information for employer (who confirms employment at your company) and landlords for verification purposes must be included
- Explain any "yes" responses to questions on page 2 & 3 "Has Applicant Ever" section on top of page 3 (attach separate sheet if necessary)
- Copy of valid (not expired) Government issued photo ID for each occupant 18 years or older
- Copy of Social Security or ITIN card
- 4 most recent paystubs and/or proof of other income Sources (Self-employed applicants must provide 2 years tax returns as proof of income)

Qualifying: *Qualifying factors are (but not limited to) the following:*

- **Gross income - 3 times the rent amount**
- **Rental history**
- **Credit**
- **Criminal history (sex offenders are automatically disqualified)**

Any falsification of information will automatically disqualify the applicant(s) or occupant(s).

****Applicants are accepting property in current condition unless otherwise negotiated with application.** Any notations should be made on page 1 of the Lease Application, near top where provided.

We must receive all of the following before processing will begin:

- **Completed, signed and dated TAR Lease Application for all occupants 18 years and older**

*Must use most recent form, TAR #2003 dated 7/8/22

All sections must be completed including contact info. Insert N/A

where necessary. Enter "Anticipated Move in Date" (**ASAP is *not*

acceptable, date must be provided) Explain any "yes" answers to

questions on pgs2&3 - attach separate sheet if necessary.

- **Proof of Income** - 4 most recent pay stubs (tax returns if self-employed) and proof of additional income sources
- **Copy of valid Gov't issued picture ID and Social Security/ITIN number required** (*must be current and legible - expired documents are not acceptable*)
- **Application fee** - \$50.00 Non-refundable form of cash, money order or cashier's check delivered to our office (no personal checks accepted).

Completed application and documents can be emailed to bertha.quinterorealtor@gmail.com or brought to my office.

Tenant Selection Criteria

- o Employment- Must have verifiable 3 times the monthly rent amount in income.
- o Rental History- No evictions or broken leases (1st time rental may be accepted with extra deposit)
- o Credit report

The following factors could impact the final decision rendered by the owner:

- o Income
- o Job stability
- o Negative credit
- o Criminal history
- o Negative rental or lack of rental history

Applicant signature: _____ Date : _____

Applicant signature: _____ Date : _____



ADDENDUM REGARDING RENTAL FLOOD DISCLOSURE

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS®, INC. IS NOT AUTHORIZED.
©Texas Association of REALTORS®, Inc. 2021.

ADDENDUM TO RESIDENTIAL LEASE CONCERNING THE PROPERTY AT 23560 2ND STREET, NEW CANEY, TX 77357

THIS ADDENDUM IS A DISCLOSURE OF LANDLORDS' KNOWLEDGE AS OF THE DATE SIGNED BY THE LANDLORD. IT IS NOT A WARRANTY OF ANY KIND NOR A PREDICTION OF FUTURE EVENTS BY LANDLORD, LANDLORD'S AGENTS, OR ANY OTHER AGENT.

- A. 100-YEAR FLOODPLAIN.** Landlord is or is not aware that the dwelling you are renting is located in a 100-year floodplain. If neither box is checked, you should assume the dwelling is in a 100-year floodplain. Even if the dwelling is not in a 100-year floodplain, the dwelling may still be susceptible to flooding. The Federal Emergency Management Agency (FEMA) maintains a flood map on its Internet website that is searchable by address, at no cost, to determine if a dwelling is located in a flood hazard area. Most tenant insurance policies do not cover damages or loss incurred in a flood. You should seek insurance coverage that would cover losses caused by a flood.

- B. DAMAGE TO A DWELLING DUE TO FLOODING DURING THE LAST FIVE-YEAR PERIOD.** Landlord is or is not aware that the dwelling you are renting has flooded at least once within the last five years.

**For purposes of this notice:*

"100-year floodplain" means any area of land designated as a flood hazard area with a one percent or greater chance of flooding each year by the Federal Emergency Management Agency under the National Flood Insurance Act of 1968 (42 U.S.C. Section 4001 et seq.). A landlord is not required to disclose on the notice that the landlord is aware that a dwelling is located in a 100-year floodplain if the elevation of the dwelling is raised above the 100-year floodplain flood levels in accordance with federal regulations.

"Flooding" means a general or temporary condition of partial or complete inundation of a dwelling caused by: (A) the overflow of inland or tidal waters; (B) the unusual and rapid accumulation of runoff or surface waters from any established water source such as a river, stream, or drainage ditch; or (C) excessive rainfall.

The undersigned Tenant acknowledges receipt of the foregoing notice.

Landlord Bertha Quintero	2/03/23	Date	Tenant	Date
Landlord		Date	Tenant	Date
			Tenant	Date

(TXR-2015) 1-01-22



RESIDENTIAL LEASE APPLICATION

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS®, INC. IS NOT AUTHORIZED.
 ©Texas Association of REALTORS®, Inc. 2022

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 has has not viewed the Property in-person prior to submitting this application.

Applicant is strongly encouraged to view the Property in-person 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 _____

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

Name and Relationship: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 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: _____

Residential Lease Application concerning _____

Applicant's Previous 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 Current Employer: _____

Address: _____ (street, city, state, zip)

Employment Verification Contact: _____ 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)

Employment Verification Contact: _____ Phone: _____

Fax: _____ E-mail: _____

Employed from _____ to _____ Gross Monthly Income: \$ _____ Position: _____

Note: Applicant is responsible for including the appropriate contact information for employment verification purposes.

Describe other income Applicant wants considered: _____

List all vehicles to be parked on the Property:

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

Will any animals (dogs, cats, birds, reptiles, fish, and other animals) be kept on the Property? yes no

If yes, list all animals to be kept on the Property:

Type & Breed	Name	Color	Weight	Age in Yrs.	Gender	Neutered?	Bite History?	Rabies Shots Current?	Assistance Animal?
						<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

If any of the animals listed above are assistance animals, please provide appropriate documentation with a reasonable accommodation request for the assistance animal(s).

<u>Yes</u>	<u>No</u>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Will any waterbeds or water-filled furniture be on the Property?

Does anyone who will occupy the Property smoke?

Will Applicant maintain renter's insurance?

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"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<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?
 been convicted of a crime? If yes, provide the location, year, and type of conviction below.
 Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.
 had any credit problems, slow-pays or delinquencies? If yes, provide more information 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.
- (4) Applicant is responsible for any costs associated with obtaining information.

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: _____



**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®, INC. IS NOT AUTHORIZED.
©Texas Association of REALTORS®, Inc. 2013

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.