



Lease Application Packet

Prepared by Kerri Schultz – kerrischultz@kw.com, 713-303-1073

1. Each person over 18 who will occupy the house must complete and sign a separate lease application (included at the end of this packet).
2. Application Process – the following items must be delivered to the listing agent – Kerri Schultz:
 - a. Applications for ALL applicants over 18, each must be complete with no omissions. If a section does not apply, input N/A.
 - b. Information about Brokerage Services document, initialed and dated by each applicant.
 - c. A copy of each applicant's driver's license, passport or other legal photo identification.
 - d. A copy of the "Tenant Selection Criteria" signed and dated from each applicant.
 - e. Proof of income from all applicants combined

Send these items to Kerri Schultz: kerrischultz@kw.com

Once these items have been received and verified, each applicant will be sent a link to complete an online background and credit check. The cost of this online application is \$40 PER APPLICANT and is NON-REFUNDABLE. Applicants will pay the fee due online, directly to the company conducting the search, at the point of service.

3. If you have not given notice to your current landlord, you must do so, or give the landlord instructions to provide us with a reference when we contact them.
4. It will take a minimum of 24-48 hours to process application data – not including weekend or holidays. Some applications take longer depending on the availability of the landlord to review the information and availability of your credit information and references.
5. By submitting your application form, you are giving us permission to check your credit history and verify the information on your application. Also, you will be giving us permission to contact you directly (not through your agent) regarding the application. We will not disclose or discuss your personal credit information with your real estate agent.
6. Once your application is approved:
 - a. You must **immediately** deliver separate checks for the security deposit and the first full month's rent to our office (22762 Westheimer Parkway, Ste 420, Katy, TX 77450).
 - b. The security deposit will be equal to one month's rent (or more) and must be in the form of a cashier's check or money order. The security deposit must be made out to the property owner (listing agent will provide this information). You may not use a personal check or cash for the deposit.

- c. The first FULL month's rent must be payable to **Keller Williams Premier Realty**. If you are entitled to prorated rent for a late move-in date, the SECOND month's rent will be prorated accordingly. This will be explicitly detailed in your rental agreement.
 - d. Plan ahead and have the funds for available quickly upon approval of your application. The property will remain on the market and available for someone else to rent until your deposit and first month's rent arrive in our office.
7. We will prepare a lease agreement for you execution. We use the standard form provided by Texas Association of Realtors.
 8. A few days before your scheduled move-in, you should call us 713-303-1073 to arrange a time to pick up keys.

This information is intended to comply with HB3101, State Law Section 92.3515

“Signing this acknowledgment indicates that you have had an opportunity to review the landlord’s tenant selection criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income, and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.”

Keller Williams Premier Realty, its owner, broker, and agents abide by the Fair Housing Act and its amendments and will provide equal professional service without regard to the race, color, religion, sex, handicap, familial status, or nation origin of any prospective tenant, client, customer, or resident.

TENANT SELECTION CRITERIA and REQUIREMENTS

When you submit a rental application to Keller Williams Premier Realty, a Texas Corporation, acting on behalf of the landlord, we will make a complete and thorough background check of every adult intending to occupy the property. We will verify information that appears on your application. We will obtain information from other sources which may inform the application review process. All information we obtain may be discussed with the property owner.

Application and Fee: Anyone intending to occupy the property who is eighteen (18) years of age or older must complete an application. The current charge for an application is \$40 for each applicant, payable online. Failure to provide accurate or complete information on the application may be grounds for rejection of the application.

Employment: We need complete information for a least four (2) years of employment. Please make sure that you notify your employer that we may be calling for verification of employment and income. Once your application has been submitted, you have authorized us to contact your current and previous employers. If we cannot verify your income in this manner, or if you are self-employed, we may request such documents as tax returns, W-2’s, bank statements, paycheck stubs, etc. Typically, your gross monthly income must be a minimum of three (3) times the monthly rent amount. Savings, other assets, or your willingness to pay rent in advance does not alter the income requirements. Frequent changes in your employment or moving between trades or types of employment can be considered as negative information. Any negative information obtained from any of these sources may be grounds for rejection of the application.

Residency: We require the application to have complete information for at least two years for the current and past residences, including phone numbers. Once your application has been submitted, you have authorized us to contact your current and previous landlords. If you have had a dispute with a previous landlord or mortgage company, an eviction, a suit for eviction or foreclosure, a deed in lieu of foreclosure, a short sale or judicial or non-judicial foreclosure, whether or not any monies were left owing, this fact may be grounds for rejection of the application. We may elect to drive by your current home to evaluate the condition of the yard or other items in plain view.

Public Records: We check available public records, such as and including those maintained by the County Clerk such as marriage records, assumed names, deed records, personal records, voter

registration records, drivers' license records, court filings, liens (including those that have been paid) and similar records. Any negative information from any of these sources may be grounds for rejection of the application.

Other Records or Research: We may access other sources of information including private companies providing such background information, social media sites such as Facebook, LinkedIn, Twitter, and the like, public websites, news stories, school records or search engines that might contain information about your background that is relevant to the landlord's decision to approve the application. Any negative information obtained from any of these sources may be grounds for rejection of the application.

I have read and understand the Tenant Selection Criteria & Requirements detailed above.

Tenant 1 Date

Tenant 2 Date

Tenant 3 Date

Tenant 4 Date



Information About Brokerage Services

Texas law requires all real estate license holders 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:
 - that the owner will accept a price less than the written asking price;
 - that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
 - 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.

Keller Williams Premier Realty Licensed Broker /Broker Firm Name or Primary Assumed Business Name	0414770 License No.	kwkaty01@kw.com Email	281-220-2100 Phone
Gayle Huffman Designated Broker of Firm	248031 License No.	gayle@kw.com Email	281-220-2100 Phone
Michelle Collins Licensed Supervisor of Sales Agent/ Associate	632865 License No.	michellemcollins@kw.com Email	281-220-2100 Phone
Kerri Schultz Sales Agent/Associate’s Name	734997 License No.	kerrischultz@kw.com Email	713-303-1073 Phone

 Buyer/Tenant/Seller/Landlord Initials Date



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 _____ (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)
Landlord or Property Manager's Name: _____ Email: _____

Residential Lease Application concerning _____

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		Bite History?
								Shots	Current?	
						<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
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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"/> Y <input type="checkbox"/> N

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

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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.
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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.

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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.