

Tenants need to return the following information to be saved in the Tenants submissions folders:

- Completed Lease Application for each person 18 years old or older who will occupy the property. The only area to be left blank is the Property Address, Anticipated move-in and out date, and terms of the lease. This will allow us to reuse the same application for multiple properties saving you time and effort. (Yes, this requirement included parents', grandparents, and 18-year-old children even if they have no income and will not contribute to the rental payment)
- Clear PDF copy of a State or Federally-issued VALID (not expired) photo identification for each applicant.
- A minimum of 30 days of check stubs supporting the income for each application submitted. (If you are not a W-2 employee each owner/landlord will have different requirements for self-employed individuals, but the more details provided will be to your benefit. The previous two years of Federal tax returns reflecting your actual earned income after expenses is what they will most likely require.)

What are the next steps:

1. Return scanned PDF versions of the appropriate documents and supporting documents via email no texts and no pictures of documents. Everything should be sent in one pdf attachment scan.
2. Provide us with the rental criteria for the lease you require. This normally includes:
 - Location, zip code, neighborhood geographical markers, distance to work, public transportation etc.
 - Schools specifically are applicable if you have a specific school name required or school district.
 - Bedroom count
 - Bathroom count
 - Any other room requirements, i.e., primary bedroom first floor, utility room in home etc.
 - Monthly rental amount

What to expect from Owners/Landlords for requirements for renting a home in this area.

1. If you are moving to the area and are starting a new job with a different employer an offer letter with detailed contact information for verification of employment will likely be required. Or simply submit a completed Verification of Employment attachment form TXR-2219. (attached)
2. If you currently are renting a home or apartment, it will help you to use the "Request for Rental History" attachment TXR- 2214 from your current landlord or management company.
3. **Pets-** If you have pets, please complete the section in the Lease Application completely. Include pictures of the actual pet(s) with accurate information regarding size. Listings advertise if they accept pets or not. **If the listings states, "no pets", it is our policy to not "Ask if they will consider pets anyway."** **They are telling you no, so please believe them.** Pets commonly trigger higher deposits, nonrefundable deposits, pet rent or all the above and will all be Case by Case per listing. Tell us everything in the beginning and we will do our best to present those homes that will work best for your specific needs.
4. **Income qualifications:** this will vary by owner/landlord. The usual request is 3x the monthly rent. i.e., if rent is \$2,000 per month a monthly gross income should be \$6,000 for the household. Keep in mind they will also be looking at your credit history and balances and payments of auto loans, credit cards, loans, and other consumer debts. So going directly to the minimum of 3x might not be a good strategy.

5. **Credit History-** Most owners/landlords will have minimum requirements for credit history and scores. Some will advertise minimums others will not. A question on the application at the top of page # 3 is related to credit history, slow pay, or delinquencies. If you know of something, make sure you list it and explain to prevent wasting your application fee money.
6. **Delinquencies/Evictions:** Any applicant with an eviction, a broken lease or owing another landlord money will result in automatic denials from most owners/landlords. HONESTY is the best policy. Credit and Eviction filings will likely be pulled for each applicant.
7. **Judgments:** Any current or past outstanding judgments or any unpaid civil suit from a previous landlord will likely result in automatic denial from most owners/landlords. Again, honesty is the best policy.
8. **Criminal History:** This again will be a case-by-case basis for each owner, but felonies trigger automatic denials usually. Again, honesty is the best policy as they will require criminal background checks for all applicants so it might be a waste of funds to apply if you have something they detail as an automatic denial.
9. **REQUIREMENTS PERSONAL LIABILITY COVERAGE/RENTERS INSURANCE IS REQUIRED** by most owners/landlords. The residents must provide proof of a minimum of \$100,000 personal liability coverage as a condition of residency. Proof of insurance should be provided to the landlord no later than the move-in date.

Expectations using this method for searching for rental homes:

Our goal is to provide you with accurate information based on what we receive from you, the applicant.

Your search will be based specifically on your requests, and we will try to schedule showings as efficiently as possible.

This strategy will allow you to use one agent and spend less time viewing properties that fit your criteria.

You will drastically reduce the time from application to approval allowing you to jump in front of others searching for rentals using an inefficient method of contacting multiple listing agents to view individual properties.



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)

A. Applicant Identification:

Applicant's name (as listed on proof of identification) _____
Applicant's former last name (if applicable) _____
E-mail _____ Mobile Ph. _____
Work Ph. _____ Home Ph. _____
Do you consent to receiving text messages? yes no Soc. Sec. No. _____
Driver License/ID No. _____ in _____ (state) Date of Birth _____
Height _____ Weight _____ Eye Color _____ Hair Color _____

Are there co-applicants? yes no **Note: If yes, each co-applicant must submit a separate application.**
Co-applicant's name _____ relationship _____
Co-applicant's name _____ relationship _____
Co-applicant's name _____ relationship _____

B. 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:

_____.

C. Representation and Marketing:

Is Applicant represented by a REALTOR® or other agent? yes no
If yes, Name: _____
Company: _____
E-mail: _____ Phone Number: _____

Applicant was made aware of Property via:
 Sign Internet Other _____

D. Applicant Information:

Housing:

Applicant's Current Address: _____ Apt. No. _____

(city, state, zip)

Landlord or Property Manager's Name: _____

Email: _____

Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____

Move In Date: _____ 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: _____

Move In Date _____ Move Out Date: _____ Rent \$ _____

Reason for move: _____

Employment and Other Income:

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: _____

<p>Emergency Contact: (Do <u>not</u> insert the name of an occupant or co-applicant.)</p> <p>Name and Relationship: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip Code: _____</p> <p>Phone: _____ E-mail: _____</p>
--

E. Occupant Information:

Name all other persons that are not co-applicants who will occupy the Property:

Name: _____	Relationship: _____	DOB: _____
Name: _____	Relationship: _____	DOB: _____
Name: _____	Relationship: _____	DOB: _____
Name: _____	Relationship: _____	DOB: _____

F. Vehicle Information:

List all vehicles to be parked on the Property (cars, trucks, boats, trailers, motorcycles, other types of vehicles):

<u>Type</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>License Plate No./State</u>	<u>Mo. Payment</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Note: State, local, and/or HOA ordinances may restrict your ability to park certain vehicles on the Property.

G. Animals:

Will any animals (dogs, cats, birds, reptiles, fish, other types of animals) be kept on the Property?

yes no

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

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

H. Additional Information:

<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"/>
<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 or vape?
 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?

Has Applicant ever:

<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"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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.

Yes No

 Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.

 Has applicant had any credit problems, slow-pays or delinquencies? If yes, provide more information below.

 Is there additional information Applicant wants considered?

Additional comments: _____

I. Authorization:

Applicant authorizes Landlord and Landlord's authorized 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**

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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:

_____ (phone) _____
_____ (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.



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) Provided the Lease Applicant is still residing at the property named above, did the Lease Applicant provide proper written notice of non-renewal as required by lease? Yes No.
- (2) Beginning date of lease _____ Ending date _____ Monthly Rent \$ _____
- (3) Did the Lease Applicant timely pay rent? Yes No. If no, how many times? _____
Dates late rent received: _____
- (4) Were any of Lease Applicant's payments returned as insufficient payments? Yes No. If yes, number of times? _____
- (5) Did the Lease Applicant owe you money when he or she left? Yes No. If yes, how much? \$ _____
- (6) Did the Lease Applicant cause any damage to the property? Yes No. If yes, explain in (12).
- (7) Did the Lease Applicant have animals? Yes No. If yes, were the animals authorized? Yes No.
- (8) Did the Lease Applicant violate the lease? Yes No.
- (9) To your knowledge, did the Lease Applicant or anyone living with the Lease Applicant have a criminal record? Yes No. If yes, explain in (12).
- (10) Would you lease the property to the Lease Applicant again? Yes No. If no, explain in (12).
- (11) Was the lease terminated early for any reason? Yes No. If yes, explain in (12).
- (12) 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) 07-08-22

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REQUEST FOR EMPLOYMENT VERIFICATION

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To: _____ (Employer) Date: _____

Fax Number: _____ Phone Number: _____

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 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*



ANIMAL AGREEMENT

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ADDENDUM TO RESIDENTIAL LEASE CONCERNING THE PROPERTY AT _____

A. ANIMAL AUTHORIZATION AND DESCRIPTION:

(1) An assistance animal is required to be reported to the Landlord with accompanying documentation. A request for a reasonable accommodation must be made in order to keep the assistance animal on the Property and such a request may require a documented need for the assistance animal. If the request for reasonable accommodation is accepted by the Landlord, no animal fee or deposit will be charged.

Misrepresentation of an assistance animal is a violation of Texas law and may be a punishable offense.

(2) Tenant may not permit, even temporarily, any animal on the Property (including but not limited to any mammal, reptile, bird, fish, rodent, or insect) other than an assistance animal, unless specifically authorized by this agreement.

(3) Tenant may keep only the following animal(s) on the Property until the above-referenced lease ends.

Type: _____ Breed: _____ Name: _____
Color: _____ Weight: _____ Age: _____ Gender: _____
Spayed/Neutered? yes no Rabies Shots Current? yes no Assistance Animal yes no

Type: _____ Breed: _____ Name: _____
Color: _____ Weight: _____ Age: _____ Gender: _____
Spayed/Neutered? yes no Rabies Shots Current? yes no Assistance Animal yes no

Type: _____ Breed: _____ Name: _____
Color: _____ Weight: _____ Age: _____ Gender: _____
Spayed/Neutered? yes no Rabies Shots Current? yes no Assistance Animal yes no

Type: _____ Breed: _____ Name: _____
Color: _____ Weight: _____ Age: _____ Gender: _____
Spayed/Neutered? yes no Rabies Shots Current? yes no Assistance Animal yes no

-Page intentionally left blank-

B. CONSIDERATION: This Paragraph does not apply to assistance animals. In consideration for Landlord's authorization for Tenant to keep the animal(s) described in Paragraph A on the Property, the parties agree to the following. (*Check any one or any combination of the following.*)

(1) Tenant will pay an animal deposit of \$ _____ on or before _____. The animal deposit is an increase in the security deposit in the lease and is made part of the security deposit for all purposes. This increase in the security deposit is not refundable before the lease ends, even if the animal is removed. Any refund of the security deposit, including this increase, is governed by the terms of the lease.

(2) Tenant will pay a monthly animal fee in the amount of \$ _____ which is due concurrently with rent payment as referenced in Paragraph 5 of the lease.

(3) Tenant will pay a one-time, non-refundable animal fee of \$ _____ on or before _____

C. ANIMAL RULES: Tenant must:

- (1) take all reasonable action to ensure that any animal does not violate the rights of other persons;
- (2) comply with all applicable statutes, ordinances, restrictions, owners' association rules, and other enforceable regulations regarding any animal;
- (3) keep the rabies shots of any animal current;
- (4) confine any animal, when outside, by fences or on leashes under Tenant's control;
- (5) confine any animal, that is not an assistance animal, in an appropriate enclosure for the type of animal;
- (6) promptly remove any animal waste from the Property, including all living areas, garages, storage areas, yards, porches, patios, courtyards, and decks; and
- (7) promptly remove from the Property any offspring of any animal.

D. ACCESS: Tenant must remove or confine any animal at any time that the animal is likely to limit or prohibit Landlord or other persons access to Property in its entirety as permitted by the lease.

E. DISCLOSURE CONCERNING ANIMALS:

(1) Is Tenant aware of whether any of the animals described under this addendum has ever bitten or injured another person? Yes No
If yes, explain: _____

(2) Is Tenant aware of whether any of the animals described under this addendum has any propensity or predisposition to bite or injure someone? Yes No
If yes, explain: _____

F. TENANT'S LIABILITY:

- (1) Tenant is responsible and liable for:
 - (a) any damage to the Property or any item in the Property caused by any animal;
 - (b) any personal injuries to any person caused by any animal; and
 - (c) any damage to any person's property caused by any animal.
- (2) Tenant will pay all reasonable costs that are necessary to clean, deodorize, deflea, or repair any part of the Property, including but not limited to the flooring, doors, walls, window coverings, furniture, appliances, sod, yard, fences, or landscaping.

Animal Agreement concerning _____

G. INDEMNIFICATION: Tenant will protect, defend, indemnify, and hold Landlord, Landlord's property manager, and Landlord's agents harmless from any damages, costs, attorney's fees, and expenses that are caused by the act of any animal or Tenant.

H. DEFAULT: If Tenant breaches any provision in this Animal Agreement, Landlord may, in addition to all remedies described under Paragraph 9B of the lease, immediately terminate authorization for Tenant to keep any animal on the Property. Upon such termination, Tenant must immediately remove any such animal from the Property.

I. SPECIAL PROVISIONS:

Landlord Date

Tenant Date

Landlord Date

Tenant Date

Or signed for Landlord under written property management agreement or power of attorney:

Tenant Date

By: _____

Tenant Date

Printed Name: _____

Firm Name: _____