

## **APPLICATION REQUIREMENTS**

We will check your job, rental, criminal, and credit histories. Damaged backgrounds will be considered, but additional deposits may be required. We require 3 things to process your application:

- 1) **Application Fees:** The application fee is \$40 per individual over age 18 that will occupy the property. Application fees are non-refundable, and must be paid with certified funds (Cashiers Check or Money Order, No Cash).
- 2) **Photo IDs:** Each applicant must provide a copy of a government issued photo ID (Driver's license, State ID, etc.)
- 3) **Proof of Funds:** Each applicant must provide their most recent pay stub showing year-to-date earnings. We will also need proof of any other income, such as Child Support or Social Security. Self employed applicants should provide tax returns and bank statements.

**\*Section 8 applicants must present their RFTA packet and voucher at the time of application.**

**If your application is approved**, you will be contacted by telephone or email. You then have **2 business days** to sign the lease and pay the entire security deposit. The property will not be removed from market until the security deposit is paid and the lease has been signed. Other deposits (such as pet deposits or mailbox key deposits) may be paid before move in.

You must sign the lease and pay all amounts due as described within the allowed time period, or we reserve the right to terminate all further obligations under this agreement. Your lease term must begin no later than 15 days after you have paid all of the security deposit. You will not be allowed to move in until the first month's rent has been paid in full, all required forms have been signed, and all utilities that you are responsible for have been transferred into your name.

**If your application is not approved**, we will notify you by telephone, mail, or email. However, if you have not heard from us within 7 days after submitting your application, consider it disapproved.

### **TENANT SELECTION CRITERIA:**

- a) Review of credit history to determine credit-worthiness including judgments, unpaid utilities, bankruptcy, etc.
- b) Verification of income by means of check stubs, government checks, income tax returns, etc. Net income must equal at least 2.5 times the amount of the property's monthly rent.
- c) Written verification with employers of current employment, and past employment if current employment is six months or less.
- d) Verification of rental information with current landlords, and past rental history if less than 2 years at current residence. Past evictions may be cause for rejection, but will be considered on a case by case basis.
- e) Criminal background check: Felonies that involve convictions for sexual charges or manufacture and/or delivery of drugs will not be accepted. All other felonies will be considered on a case by case basis.

**We may accept and process other applications until we have approved an applicant. If we have another application for the property, you will be notified before you submit yours. At that time you can decide whether you want to proceed or not. We will select the best applicant for our clients, regardless of which application was presented first.**

By signing below, I (we) acknowledge that I (we) have read, and understand, the above information.

X \_\_\_\_\_  
Applicant sign here Date

### **DIRECTIONS**

We are at 4344 Congress Ave. Dallas, TX 75219, on the corner of Congress and Wycliff close to the Dallas North Tollway.

From I30, take I-35 N, exit Oak Lawn (about 2 miles N of downtown), go Right (East) on Oak Lawn to Maple Ave., turn Left (North) on Maple to Wycliff Ave., turn right on Wycliff to Congress. Enter through the rear door.



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: \$ \_\_\_\_\_

Applicant was referred to Landlord by:
Real estate agent \_\_\_\_\_ (name) \_\_\_\_\_ (phone)
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: 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'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)
Previous Landlord's Name: \_\_\_\_\_ Email: \_\_\_\_\_
Phone: Day: \_\_\_\_\_ Nt: \_\_\_\_\_ Mb: \_\_\_\_\_ Fax: \_\_\_\_\_
Date Moved-In \_\_\_\_\_ Date Moved-Out \_\_\_\_\_ 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: \_\_\_\_\_

Residential Lease Application concerning \_\_\_\_\_

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/State	Mo.Pymnt.

List all pets to be kept on the Property (dogs, cats, birds, reptiles, fish, and other pets):

Type & Breed	Name	Color	Weight	Age	Gender	Neutered?	Declawed?	Rabies Shots Current?
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

	Yes	No	Explanation
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:			
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, slow-pays or delinquencies?	<input type="checkbox"/>	<input type="checkbox"/>	_____
been convicted of a crime?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is any occupant a registered sex offender?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are there any criminal matters pending against any occupant?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is there additional information Applicant wants considered?	<input type="checkbox"/>	<input type="checkbox"/>	_____

**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 \$\_\_\_\_\_ for processing and reviewing this application and (check only one box if applicable):

- (1) \$\_\_\_\_\_ to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed.
- (2) an Application Deposit of \$\_\_\_\_\_ in accordance with the attached Agreement for Application Deposit and Hold on Property (TAR No. 2009 or similar agreement).

**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.*