



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: \$ _____

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: _____ (name) _____ (phone)
 Real estate agent
 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)

Previous Landlord or Property Manager's Name: _____
Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____

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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: _____

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.

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?
						<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
						<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
<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"/>
<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?
- 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?
 - had any credit problems (including any outstanding debt (e.g., student loans or medical bills), slow-pays or delinquencies)?
 - been convicted of a crime?
- Is any occupant a registered sex offender?
- Are there any criminal matters pending against any occupant?
- Is there additional information Applicant wants considered?

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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: _____

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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:

_____ (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.

QUALIFYING GUIDELINES

Thank you for your interest in leasing a property managed by Garron Dean & Associates. Since all properties we manage are individually owned, all applicants must be considered on a case by case basis.

A tenant profile will be created using the following:

1. A separate rental application must be completed, dated and signed by EACH applicant and co applicant.
2. The rental application will be reviewed at the time of submission to insure we have all information needed to determine you eligibility.
3. Each applicant must provide a government photo identification and allow it to be photocopied.
4. Applicants who are first-time renters or who do not have sufficient income under Paragraph 6 below, may qualify by having the lease guaranteed by a guarantor. The guarantor must have a gross monthly income of at least 4 times the monthly rent and must meet all other qualifying criteria. The guarantor must complete and sign a lease guaranty agreement. Guarantor must be a relative or an employer of the applicant.

5. If applicant's family will be occupying the dwelling, the family size must be appropriate for the available unit, i.e. no more than two persons per bedroom. Children under the age of six months at the time of lease signing are not considered occupants of the unit. When children are over six months old, they are then considered occupants.

6. Employment and monthly income must be verifiable and, at landlord's discretion, deemed to be adequate to pay applicable rent. (A typical criterion is three times monthly rent.)

7. Applicants may be denied occupancy for the following:

- a. Falsification of application by any applicant
- b. Incomplete application by any applicant
- c. Insufficient income (total of all applicants)
- d. Criminal convictions including history of violent or sexual crime committed by any applicant or by other occupants (including children) who plan to live in property.
- e. Poor credit history of any applicant (credit reports are obtained)
- f. Poor rental profile of any applicant (rental history reports are obtained.) Rental history of nonpayment or frequent late payment of rent, eviction, drug use, poor housekeeping, poor supervision of applicants' children or applicants' guests. Violence to persons or property by applicant, applicant's children or applicant's guests.

Each applicant understands that there may be more than one application received for a property. All applications received will be considered and the owner of the property may be consulted concerning the acceptability of an application.

We do not discriminate on the basis of race, color, creed, religion, sex, national origin, disability or familial status.

APPLICANT HAS READ AND UNDERSTANDS THE ABOVE

Date: _____

APPLICATION FEE AND
DEPOSIT / SECURITY DEPOSIT POLICY

I understand that in order to process my application I must pay a \$40.00 Application fee for a single person or \$75.00 for a couple. I understand that this is a processing fee and therefore is non-refundable.

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

- a) The Selection Criteria should be attached.

I further understand that in order to take the property off the rental market I must leave an Application Deposit equal to the amount of the Security Deposit. If after processing the application, my application is denied, Garron Dean and Associates will return my Application Deposit in full. If however my application is approved and I later decide not to rent the property, my Application Deposit will not be refunded due to the fact that Garron Dean and Associates had removed the property from the rental market. Once the lease is signed your Application Deposit can be refunded to you and you may submit a Security Deposit or at your request the Application Deposit may be converted to your Security Deposit. Once the lease is signed your Security Deposit is refundable subject to the lease details.

I also understand that all application fees, application deposits and security deposits must be in the form of cashier's checks or money orders.

- a) Application Fee is to be made out to "Garron Dean and Associates"
- b) Security Deposit is to be made out to "Garron Dean and Associates"

I understand that if my application is approved it is my responsibility to have the utilities scheduled to be turned on in my name as of the start date of my lease.

Please complete the following questions:

When do you need to move in? _____

Address of the property you are applying for:

Signature of Applicant

Today's Date