



**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: _____

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.

Residential Lease Application concerning _____

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.Pymt.

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 \$ 50.00 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.



LEASE APPLICATION ADDENDA

1. TENANT SELECTION CRITERIA
2. PRIVACY POLICY
3. LEASE APPROVAL REQUIREMENTS
4. LANDLORD RULES AND REQUIREMENTS
5. PET CRITERIA
6. MOVE OUT CLEANING CHECKLIST



Tenant Selection Criteria

These criteria are being provided in reference to the Property located at the following address:

(Street Address)
(City, State, Zip).

Pursuant to Property Code Section 92.3515, these Tenant Selection Criteria are being provided to you. The following constitute grounds upon which Landlord will be basing the decision to lease the Property to you. If your application is denied based upon information obtained from your credit report, you will be notified.

- 1. Criminal History:** Landlord will perform a criminal history check on you to verify the information provided by you on the Lease Application. Landlord's decision to lease the Property to you may be influenced by the information contained in the report.
- 2. Previous Rental History:** Landlord will verify your previous rental history using the information provided by you on the Lease Application. Your failure to provide the requested information, provision of inaccurate information, or information learned upon contacting previous landlords may influence Landlord's decision to lease the Property to you.
- 3. Current Income:** Landlord may ask you to verify your income as stated on your Lease Application. Depending upon the rental amount being asked for the Property, the sufficiency of your income along with the ability to verify the stated income, may influence Landlord's decision to lease the Property to you.
- 4. Credit History:** Landlord will obtain a Credit Reporting Agency (CRA) report, commonly referred to as a credit report, in order to verify your credit history. Landlord's decision to lease the Property to you may be based upon information obtained from this report. If your application is denied based upon information obtained from your credit report, you will be notified.
- 5. Failure to Provide Accurate Information in Application:** Your failure to provide accurate information in your application or your provision of information that is unverifiable will be considered by Landlord when making the decision to lease the Property to you.

Tenant

Date

Tenant

Date



Privacy Policy on Personal Information

We are dedicated to protecting the privacy of your information. This includes your Social Security or other government identification numbers. Our privacy policy is to help assure you that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

How information is collected. You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other documents that you provide to us either on paper or electronically.

How and when information is used. We may use this information in the process of verifying statements made on your rental application, such as your rental, credit, and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe in the future.

How the information is protected and who has access. Only authorized persons have access to your Social Security or other governmental identification numbers. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

How the information is disposed of. After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

Tenant

Date

Tenant

Date



Lease Approval Requirements

Due to the Management Agreement between our client (Owner) and Pleasant Properties, we **thoroughly** verify all applications.

Employment: We need complete information for at least two (2) years of employment, must be in the same field or show improved income. Recent graduates must provide certified transcript or diploma and employment letter or contract. Please notify your employer that we will be calling for verification of employment and income. All verifications must be in writing on company letterhead. If we cannot verify income in this manner, or if you are self-employed, we can accept 2 years of tax returns, W-2's, bank statements and/or paycheck stubs. We will require a 3 month deposit. If military, we need a current copy of your military orders and LES.

Income: Your gross income must be a minimum of three (3) times the monthly rent amount. We need 60 days paystubs and verification of income. Married couples may use combined income. Roomates must qualify seperately.

Credit History: Minimum credit score: 620. Reasons for a denial: if occurrence has been in the past 12 months: past due accounts 60 days or more; bankruptcy; unpaid non-medical collections; evictions; judgements; no proper notice to vacate; previous landlord unwilling to rent to you again for any reason; late rents/mortgage payments; if you received a 3 day notice to vacate; 2 or more NSF checks or NSF ACH transactions.

Rental/Home Ownership History: We require the application to have complete information for at least two (2) years for the current and past residences, including name of mortgage co. Need exact phone number , fax number and/or email address for rental verification(s). Rent/Home Ownership verifications must be from unbiased sources. Friends and relatives are not acceptable sources for verifications. Evictions are not acceptable.

Verification(s): We depend on employer(s) and landlord(s) to return verification requests.

I.D.: Each applicant is required to provide copies of a photo I.D. and/or Driver's License and Social Security card before we can start the application approval process.

Application: Anyone occupying the property that is eighteen (18) years of age or older must fill out an application.

Application Fee: Non Refundable-\$50 for each applicant and/or co-applicants; \$50 for each additional occupant 18 years or older; \$40 for military applicants

Funds: Separate money order(s) or cashier's check(s) for Application Fee, Deposit and First month full rent and/or pro-rated rent.

Application fee(s), deposit, pro-rated rent and/or one month full rent must be brought in at the same time to take the property off the market. Lease must start 2-3 weeks after application approval.

Tenant

Date

Tenant

Date



LANDLORD RULES AND REGULATIONS

Upon application approval, the Security Deposit is due immediately to take the property off the market. The property will stay on the market until the deposit is received. The Security Deposit will be deposited immediately upon application approval.

When the application is approved and the lease is given to the applicant and the applicant fails to sign the lease agreement within 2 days, the Security Deposit will be forfeited.

If the property is vacant, rent to begin within 2 weeks after application approval.

\$300 deposit per pet. Not all owners accept pets on their properties. Please check to see if your pet(s) will be accepted prior to application. Pleasant Properties will need a current picture of your pet(s) and current vaccination record(s) with your application.

Upon move out, keys, garage door openers, HOA keys are to be returned to the office. Failure to do this will cause a deduction from your security deposit. Security Deposit will be refunded within 30 days if no landscaping company, cleaning company, pest treatment company or required repairs are ordered.

For a quick response to emergency only repairs, email the problem in detail at dpleasant@pleasantproperties.net and cc at eppleasant@pleasantproperties.net, or you can call 210-651-1991 or fax your request at 210-651-4755.

No smoking inside.

Filters are to be changed and/or cleaned once a month minimum and twice a month during extreme usage months. **SERVICE CALLS DUE TO DIRTY FILTERS WILL BE CHARGED TO THE TENANT.**

During freeze warning days, wrap or buy pipe covers for outside pipes and allow them to drip slowly.

Yard maintenance is the tenant's responsibility. Water, mow lawn, cut and trim bushes and low hanging tree limbs. Fertilize twice a year (Spring & Fall). Flowers, shrubs and trees to be maintained in good, healthy condition and appearance. In hot summer months water 1" deep or more twice a week. Homes with sprinkler systems, water 15 minutes a day during city approved times.

Tenant will be responsible for pest control.

Pleasant Properties will have the property inspected to check the A/C and furnace system for the owner on a random basis. Immediately upon notification, we will need access to the property. Your cooperation will be greatly appreciated.

Properties have keyless deadbolt locks. Keyless deadbolts are for security when tenants are in the home. If the tenant is locked out and calls for help to enter the property, the cost of forced entry is at the tenant's expense.

Tenant

Date

Tenant

Date



PET CRITERIA

Policies on domestic pets vary from home to home. Certain owners do not permit pets, while other owners may permit only a specific type of pet. (Service animals, such as seeing-eye dogs, are not classified as pets and are exempt from certain requirements.) Please inquire before application to determine the **pet policy** for the particular home for which you are applying.

PET(S) MUST BE BROUGHT INTO THE OFFICE AND/OR A PICTURE OF THE PET SPECIFIED IN THE PET AGREEMENT IS REQUIRED PRIOR TO APPROVAL.

A copy of the current vaccinations must be provided.

A total of two pets per household.

The following guidelines also apply:

1. No aggressive or mixed aggressive breed dogs. Pet policies are strictly enforced, and any breach will be grounds for termination of your lease.
2. Tenants will be evicted for misrepresenting the breed of their dog or for the possession of poisonous, dangerous, or illegal pets, or endangered species.
3. A minimum \$300 pet deposit per pet is required with a signed Pet Agreement.
4. All birds must be confined in cages and not allowed to reside outside their cage.
5. No ferrets, reptiles or rodents of any kind are permitted as pets. Fish tanks and Aquariums greater than 10-gallon capacity are not permitted.

Tenant

Date

Tenant

Date



MOVE OUT CLEANING CHECKLIST

1. Front door to be cleaned inside and outside, * Wood Oil Soap + *Mr. Clean Magic Eraser works great!
2. Move range out, take out bottom pan drawer and clean inside and out. Clean walls and floor underneath. Clean, and/or replace all damaged stove parts. Clean oven, racks (*Stainless Steel Scourers work terrific on racks), degrease broiler pan, bottom pan drawer, vent-a-hood, clean and/or replace filter, remove all smudge marks, etc. (*spray oven cleaner on everything and/or SOS pads to remove baked on grease), be careful not to damage range!
3. Move refrigerator out. Clean walls and floor underneath. Clean refrigerator inside and outside, clean and/or replace all damaged shelves, buckets and crispers, etc.
4. Run dishwasher through one cycle with ½ cup *Sanivac and hard water dishwasher detergent *Finish. Remove water spots/hard water deposits on the inside and outside.
5. Clean garbage disposal. (*Fill with ice cubes, add ¼ cup liquid dish soap, cooking oil, lemon peels, run water, run disposal)
6. Clean inside all kitchen and bathroom cabinet shelves and drawers. Remove shelf paper. Wash/degrease outside of cabinet doors with *Wood Oil Soap and then shine with *Lemon Oil.
7. Wash/degrease and shine all counter tops and back splashes.
8. Remove hard water, soap deposits and stains from sinks and polish all the fixtures. (Sanivac, *white vinegar for hard water deposits on glass; *Scrubbing Bubbles to shine fixtures)
9. Clean windows and patio doors inside and out, vacuum, clean & remove debris from window and door tracks (use* WD-40 to oil tracks & locks).
10. Dust and clean all blinds. Level cords to open and close. Replace torn or broken blinds and cords.
11. Wash all light fixtures and globes, replace all burnt out light bulbs, dust ceiling fan motors and blades.
12. Dust & clean shelves and rods in closets, discard hangers.
13. Clean all doors (replace all damaged or missing doorstops), clean all woodwork and baseboards, spot clean walls to remove scuff marks, hand prints, etc. (*Wood Oil Soap and *Mr. Clean Magic Eraser)
14. Mop and/or wax kitchen and bath floors, remove accumulated dust from corners and clean dark corners (Wood Oil Soap and *Mr. Clean Magic Eraser to remove deep smudges) .
15. Clean/bleach tile to remove mildew in tub and shower walls. Remove hard water stains/deposits from glass doors and tracks with (*Scrubbing Bubbles and *white vinegar). Spray *WD-40 in tracks. Do not use bleach on fixtures. Remove all the hard water deposits (*Sanivac). Polish fixtures, towel bars, soap dishes, shower rods, etc. (*Scrubbing Bubbles)
16. Dust clean all louver-doors, air vents, and vacuum clean furnace area. Do not use abrasive brushes.
17. Air filters to be replaced with new filters.
18. Remove cobwebs from all corners, walls and ceilings.
19. Carpets to be professionally cleaned and deodorized. Receipt to be provided by approved vendor.
20. Final pest treatment by a professional company. Receipt to be provided by approved vendor.
21. Lawn to be freshly mowed, edged, trees & bushes trimmed, weeds removed from flower and garden beds and fence areas.
22. All garbage and trash to be removed from property.
23. Garage, patios and porches to be dusted, swept and hosed down and all cobwebs removed.
24. Swimming pools to be vacuum cleaned, skimmer basket and lint trap emptied and a new supply of chemicals to be provided for the new tenant.

***Suggested cleaners, please dilute and rinse as instructions recommend. Wipe away excess.**

Thank you in advance for working hard to leave the home in the same condition or better than when you moved in!

Tenant Date

Tenant Date