



TEXAS ASSOCIATION OF REALTORS® RESIDENTIAL LEASE APPLICATION

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.

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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:

| | |
|--------------------------------------|-----------------------------|
| <u>DeLaney Realty, Inc.</u> | (name) |
| <u>7975 FM 78, Suite 101</u> | (address) |
| <u>San Antonio, Texas 78244-1800</u> | (city, state, zip) |
| <u>(210) 662-6000</u> (phone) | <u>(210) 661-5511</u> (fax) |
| <u>delaneyrealty@delaney.org</u> | (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.



REALTOR®

**ADDENDUM TO RESIDENTIAL LEASE APPLICATION
(Co-Applicants Prepare A Separate Application)**

Street Address _____ (Property) Apt/Unit No. _____

Processing Fee **\$50.00**. Application Deposit \$ _____ Total Monthly Rent \$ _____ Term of Lease _____

Desired Date of Occupancy _____ Utilities paid by owner as follows: _____

Separate pet deposit **\$300-\$500 per pet** (depending on weight) (if any) \$ _____ (a portion is non-refundable)

APPLICATION DEPOSIT AGREEMENT

Applicant has inspected the proposed property and finds it suitable for Applicant's housing needs. Applicant hereby tenders a NON-REFUNDABLE Processing Fee and an Application Deposit for DeLaney Realty, Inc. (Landlord's Broker) to process this application and in consideration for Landlord removing the property from the rental market. The entire Application Deposit will be refunded, only if this application is not approved. **If the application is approved, but Applicant fails to enter into the contemplated lease after such approval, a Leasing Fee of \$150.00, a \$75.00 Administrative Fee, AND a daily rate of the proposed rent calculated from the date the application was submitted shall be forfeited to DeLaney Realty, Inc. and/or Landlord from the Application Deposit.** The number of days will begin with the date of the application submittal and end on the date of the termination notice. THIS APPLICATION IS PRELIMINARY ONLY AND DOES NOT OBLIGATE LANDLORD'S BROKER OR LANDLORD TO EXECUTE A LEASE OR DELIVER POSSESSION OF THE PROPOSED PREMISES. If Landlord or Landlord's Broker is unable to deliver possession of the Property to the approved Applicant on the desired date of occupancy for any reason, Landlord and Landlord's Broker shall not be liable to Applicant for such delay. If Applicant's occupancy is delayed by more than five (5) days thereafter, Applicant may withdraw the application and Landlord's Broker shall refund to Applicant the Application Deposit paid.

If the deposit is in certified funds (Money Order or Cashiers Check) and your application is not approved, your deposit will be returned immediately. Applicants with little or marginal credit information may be asked to deposit additional funds prior to or at the time the lease is executed. Cash will not be accepted for the Application Deposit.

When the property is vacant and ready to be occupied, rent will start upon approval of this application. You are not authorized to occupy the property or receive keys until the contemplated lease and other rental documents have been properly executed by **ALL** applicants over the age of 18, and only after applicable rent, required security deposit, and pet deposits have been paid.

During the term of the lease, the first \$30.00 of all repairs, permitted under the lease, excluding structural defects, will be tenant's responsibility. The refrigerator, if the owner provides one, may not be warranted; please ask.

A copy of Landlord's Residential Lease Agreement and customary terms and provisions are available in the office of DeLaney Realty, Inc. for your review prior to lease execution.

The lease you will be asked to sign will include a provision for a lock box to be placed on the property when you give notice of your intention to move from the property, or if the home is placed on the market for sale. *You have the right to withdraw this authorization for a fee of \$250.00. I authorize do not authorize for a lock box to be placed on the property 30 days prior to my departure, and agree to pay this waiver fee at time of move-in.* Waiver of this authorization **does NOT** waive the right of Landlord's Broker and Landlord to show the property as provided in the lease. All applicants must sign the initial lease. Any one applicant may bind all co-applicants to future lease agreements and/or renewals. If one person's authorization is not your intent, written notice to DeLaney Realty, Inc. must be given, prior to signing the original lease agreement.

Before entering into a lease, please confirm that your children may attend the schools we have listed and that the property contains all accessories and utilities necessary for your desired uses.

Application for Rental, Information About Brokerage Services, Duplicates of Photo ID, proof of your SSAN (Military Identification Card, if applicable), and Proof of Income must be attached before processing.

APPLICANT'S Signature _____ **Date** _____

CO-APPLICANT'S Signature _____ **Date** _____

SHOWING AGENT'S Signature _____ **Date** _____

Showing Agent's Company and Address _____

**DeLaney Realty, Inc., 7975 FM 78, Suite 101 @ Beech Trail • San Antonio, TX 78244-1800
(210) 662-6000**

Texas law requires all real estate licensees to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

Information About Brokerage Services

Before working with a real estate broker, you should know that the duties of a broker depend on whom the broker represents. If you are a prospective seller or landlord (owner) or a prospective buyer or tenant (buyer), you should know that the broker who lists the property for sale or lease is the owner's agent. A broker who acts as a subagent represents the owner in cooperation with the listing broker. A broker who acts as a buyer's agent represents the buyer. A broker may act as an intermediary between the parties if the parties consent in writing. A broker can assist you in locating a property, preparing a contract or lease, or obtaining financing without representing you. A broker is obligated by law to treat you honestly.

IF THE BROKER REPRESENTS THE OWNER:

The broker becomes the owner's agent by entering into an agreement with the owner, usually through a written - listing agreement, or by agreeing to act as a subagent by accepting an offer of subagency from the listing broker. A subagent may work in a different real estate office. A listing broker or subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first. The buyer should not tell the owner's agent anything the buyer would not want the owner to know because an owner's agent must disclose to the owner any material information known to the agent.

IF THE BROKER REPRESENTS THE BUYER:

The broker becomes the buyer's agent by entering into an agreement to represent the buyer, usually through a written buyer representation agreement. A buyer's agent can assist the owner but does not represent the owner and must place the interests of the buyer first. The owner should not tell a buyer's agent anything the owner would not want the buyer to know because a buyer's agent must disclose to the buyer any material information known to the agent.

IF THE BROKER ACTS AS AN INTERMEDIARY:

A broker may act as an intermediary between the parties if the broker complies with The Texas Real Estate License

Act. The broker must obtain the written consent of each party to the transaction to act as an intermediary. The written consent must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. The broker is required to treat each party honestly and fairly and to comply with The Texas Real Estate License Act. A broker who acts as an intermediary in a transaction:

- (1) shall treat all parties honestly;
- (2) may not disclose that the owner will accept a price less than the asking price unless authorized in writing to do so by the owner;
- (3) may not disclose that the buyer will pay a price greater than the price submitted in a written offer unless authorized in writing to do so by the buyer; and
- (4) may not disclose any confidential information or any information that a party specifically instructs the broker in writing not to disclose unless authorized in writing to disclose the information or required to do so by The Texas Real Estate License Act or a court order or if the information materially relates to the condition of the property.

With the parties' consent, a broker acting as an intermediary between the parties may appoint a person who is licensed under The Texas Real Estate License Act and associated with the broker to communicate with and carry out instructions of one party and another person who is licensed under that Act and associated with the broker to communicate with and carry out instructions of the other party.

If you choose to have a broker represent you, you should enter into a written agreement with the broker that clearly establishes the broker's obligations and your obligations. The agreement should state how and by whom the broker will be paid. You have the right to choose the type of representation, if any, you wish to receive. Your payment of a fee to a broker does not necessarily establish that the broker represents you. If you have any questions regarding the duties and responsibilities of the broker, you should resolve those questions before proceeding.

Real estate licensee asks that you acknowledge receipt of this information about brokerage services for the licensee's records.

Buyer, Seller, Landlord or Tenant

Date

Texas Real Estate Brokers and Salesmen are licensed and regulated by the Texas Real Estate Commission (TREC). If you have a question or complaint regarding a real estate licensee, you should contact TREC at P.O. Box 12188, Austin, Texas 78711-2188 or 512-465-3960.



**FOR OFFICE USE
PROCESSING NEW RESIDENT**

| DUTIES | Responsibility of: | | |
|---|--------------------|---------|----------|
| | Date | Initial | Title |
| 1. Post duty books with "application pending" and Change MLS listing to PENDING, date and initials. Attach Agency Disclosure. (On Section 8 Applications, add the wording "Continue to Show".) | | | AGENT |
| 2. Collect funds: Type _____ Bank _____ Check# _____ Application Fee _____ | | | RA |
| 3. Post rental commission sheet. If outside agent showed, note name and address of Broker for payment. Attach business card if available. | | | RA |
| 4. Run verifications: (Complete qualification sheet.) a. Background Check _____ b. Verify funds _____ c. Former residence(s) _____ d. Employment _____ e. Credit Report _____ f. Copy of Photo ID & Social Security Card _____ g. Agency disclosure signed _____ | | | RA |
| 5. APPLICATION DISAPPROVED: BY _____ a. Notify applicant (Name): _____ Date: _____ Time of Notification: _____ b. Remove application pending from duty books. Re-activate in MLS, if necessary. c. Complete Credit Reporting Letter of Disclosure. d. Refund deposit w/Letter of Disclosure. <input type="checkbox"/> Mail <input type="checkbox"/> Pick up e. File application in overflow file. CHECKLIST COMPLETE OR APPLICATION APPROVED: BY _____ a. Notify applicant/set move-in appointment. Person notified _____ b. Post Appointment Book. Date: _____ Time: _____ c. Post to Property Status Bulletin Board. d. Establish lease effective date: _____ e. Remove pink slips from duty books and file in folder. Change MLS listing to RENTED. f. Check folder for updated inspection (2 copies). Notify PA if inspection is needed. g. Type lease. Check if home has been re-keyed. If not, add verbiage in Special Provisions of Lease on calling Locksmith, include Resident Information Letter, Credit Report, Notice of Accountability, Inventory and Condition form (7 Day Discrepancy List), Information About Brokerage Services, Inspection with name, Lead Based Paint Addendum (if applicable), and Pet Addendum (if applicable). File in folder. | | | RA |
| 6. Receipt funds-Computer entry. APPLICATION FEE: \$ _____ SECURITY DEPOSIT: \$ _____ | | | BK |
| 7. Remove sign and lockbox. Obtain key from locksmith. Insure inspection is complete and filed in folder. | | | PA |
| 8. MOVE-IN: HIGHLIGHT LEASE PARAGRAPHS. Review with and have resident sign all documents. Check for correct dates, names, amounts, signatures. Resident must initial all changes. All keys go to new residents. Collect and receipt funds: Rent: \$ _____ Pet Deposit: \$ _____ | | | RA |
| 9. Change MLS listing status to SOLD. If applicable, notify homeowners' association of new resident. Advise property owner! | | | RA |
| 10. Close utility accounts: Water _____ Electric _____ Gas _____ | | | RA |
| 11. Activate new resident in computer. Enter funds. Leasing fee? _____ Amount: \$ _____ OR _____ %. Late Fee/Management Fee: Amount \$ _____ OR _____ %. Day Late Fee/Management Fee Amount \$ _____ OR _____ % (RA - VERIFY THE ABOVE INFORMATION FROM MANAGEMENT CONTRACT) | | | RA BK |
| 12. Suspense receipt of Inventory and Condition form (7 Day Discrepancy List). Remove property from lawn list. Enter work order for re-key. Work Order # _____ | | | WC |
| 13. Inform insurance company if Vacancy Clause was placed on property. | | | WC |
| 14. File in this sequence (bottom to top): a. Master inspection (in pencil) not stapled to current tenant's lease packet. b. Application with credit report c. Check-in inspection (tenant name at top) with Minimum Charge Sheet on top. Stapled d. Credit Report Disclosure e. Lease with applicable addendums f. Scan Lease to PM Records | | | RA |