

Dear Prospective Homeowner/Tenant:

We are pleased that you are interested in allowing us to work with you in finding a new home. This may be a lease property that is also for sale that we can negotiate a purchase on when you are approved for a mortgage or a lease only property which gives you more options until you are ready and approved for a new mortgage. The decision to approve your application is entirely up to the Landlord of the Property in which you are applying for. We will work very hard to get you into the property you desire and there are times that we may need to get you into a different property for a year or more as a lease until your credit can be repaired and then you can purchase another home with more options to choose from at that time. We will set you up with your own personalized website if you have an email address with all of your options. A normal processing time for applications is 3 – 4 business days if all information is provided up front and timely with application fees.

Below are the guidelines and requirements of qualifying criteria so that we may make a recommendation to the Landlord based upon the following factors:

- 1) **Complete the Lease Credit Application:** Applicants must be 18 years of age. All occupants 18 years of age or older must complete a Lease Credit Application, pay all Application Fees (\$varies and per person over 18) and are required to be on the lease as a resident.
- 2) **Security Deposit and Application Fees:** An application fee per person over 18 (personal check, money order or Cashier’s Check) is required at the time the application is submitted. Sometimes a Security Deposit in certified funds (Cashier’s Check, Money Order or Wire Transfer ONLY) is recommended at the time of application. The security deposit is not required, but is recommended to strengthen you application.
Wire Transfer or online app fee processing will require a \$10 processing fee
- 3) **Pet Deposit:** If the owner permits a pet, an additional security deposit is required per the Landlords discretion. Pets are always case by case.
- 4) **Income:** Income must be at least two ½ to three times the amount of rent. Two recent paystubs or if you’re self employed or retired we require a copy of your prior year tax return, W2 or bank statement.
- 5) **Photo I.D.:** All applicants must provide a legible copy of their driver’s license or other approved photo I.D.
- 6) **Employment:** A minimum of two years of employment history is required. A fulltime student that does not meet this requirement will require a co-signer. The co-signer for any applicant must meet all qualifying criteria.
- 7) **Rental History:** A minimum of two years of rental history is requested. (Living in a property that is owned by a relative does not constitute a tenant/Landlord relationship for rental verification purposes) Owning your previous residence can take place of rental history. Occupancy has to be verifiable. May need a co-signer if you do not meet this requirement.
- 8) **Credit:** A Credit Report must be processed for each applicant.

**Qualifying Criteria (based on prior two years)
Credit Issues past 24 months Deposit Required**

Foreclosure	Double Security Deposit (equal to 2x’s the monthly rent)
Petitioned or Dismissed Bankruptcy	Double Security Deposit
Broken lease or negative rental history	Double Security Deposit
More than 50% negative credit	Double Security Deposit
50% negative credit AND 50% positive credit with good rental	1 ½ Additional Security Deposit
More than 50% POSITIVE credit with good rental	Single Security Deposit
Good Rental with no credit or lack of credit	Co-Signer or ½ Additional Security Deposit
No rental and no credit	Double Security Deposit or ½ Additional Security Deposit with Co-Signer

- 9) **Automatic Decline:** Applicants will be automatically declined for the following: - Anyone having been evicted by a prior landlord for cause -Falsification of application -Invalid Social Security number -Failure to pay Application Fee -Any Application that has not been fully completed, including all pages signed.
- 10) **Property Acceptance:** Prospective tenant(s) are accepting the property in an as is condition. Requests for changes to the property must be submitted in writing with the application
- 11) **Signature:** By signing this you have reviewed the Qualifying Criteria and understand that this is the basis of how the results of your application will be determined
- 12) **Letter of Explanation:** Please include a letter of explanation for any negative issues you may have in the areas above. The application process will uncover these items anyway and most landlords appreciate your upfront honesty and responsibility. This will also save you countless application fees as each property that you apply for may require an app fee.

We work hard with all the information provided to us to get a predetermination prior to submitting your fees. We currently have access to and work with any Real Estate Agent and Landlord in the DFW Metroplex and surrounding areas. Please visit our website at www.christishouses.com and provide an email or fax number to help our home hunting process be more effective for you. You can always go to a library for computer access and use a free email account (like from yahoo.com for example) or use business centers like pack and mail centers or Kinko's to receive or send faxes. We accept payments online at our website for application fees.

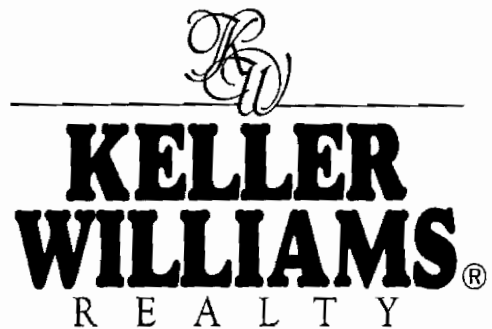
Please sign this letter to let us know that you understand the requested requirements to submit a lease application on your behalf.

 Prospective Tenant Signature Date Prospective Tenant Signature Date

Email address: _____

Fax# _____

Thank you,
 Christi Smith, Realtor, Keller Williams Realty
 BGS Consulting
 469.528.4121 Bus.
 469.322.0189 Fax
info@christishouses.com
www.christishouses.com



**General Business hours are Mon – Fri – 9 am – 5 pm , Sat by appointment only
 Appointments are required in advance for showings.**



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.

Residential Lease Application concerning _____

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.

Keller Williams Realty

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 Salespersons 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.



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TREC No. OP-K

Phone:

Fax: