

San Angelo Homes Property Management Company

Rental Application

REQUIREMENTS - To qualify for this home you must have verifiable gross income of 3x the rent amount, no evictions/felonies on your record at all, and no amounts owed to landlords/apartments/utilities/child support/cell phone bills. The application fee is \$50.00 per applicant, and **each adult over the age of 18 MUST fill out a separate application. A copy of the applicant's Driver's License must accompany each application.** The application fee must be in the form of a Money Order or Certified Check made payable to "San Angelo Homes Property Management Company," and paid at the time the applications are received. Each applicant will be notified within five days from the time the application(s) is/are received, as to whether the applicant(s) is/are accepted or rejected. If rejected, the applicant will be e-mailed the reason for the rejection. If accepted, you must sign the lease within five days. You will then be required to pay all prorated rent and the full security deposit within 14 days of acceptance.

If a lease has not been signed within five business days of application acceptance, the property will be put back on the market and your approval will be accepted for other rentals within our Company for a period of 90 days. Our Company may update your application to ensure there have been no negative actions or impacts on your credit.

PETS AND SERVICE ANIMALS - Pet Screening Profiles are required for all animals looking to be accepted in one of our Properties. There is an additional charge for Pet Screening, however, there is no charge for Service Animals to be screened. Pet Screening Profiles can be completed by going to: <https://www.petscreening.com/referral/XuHk4LTPZH11> prior to, or at the time of application. Pets are accepted on a per property/case by case basis. In all cases where pets are accepted, they must be at least one year of age and there is a STRICT limit of two pets per property, subject to Property Manager's approval. Tenants are required to comply with all City Ordinances regarding pets. There is a non-refundable Pet Fee of \$250.00 due upon beginning of the lease, and rent will be increased by \$25.00 per month.

The application/leasing process can take anywhere from 4 - 7 business days depending on the availability of your references.

San Angelo Homes Property Management Company

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.



Information About Brokerage Services

11-2-2015

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

TYPES OF REAL ESTATE LICENSE HOLDERS:

- **A BROKER** is responsible for all brokerage activities, including acts performed by sales agents sponsored by the broker.
- **A SALES AGENT** must be sponsored by a broker and works with clients on behalf of the broker.

A BROKER'S MINIMUM DUTIES REQUIRED BY LAW (A client is the person or party that the broker represents):

- Put the interests of the client above all others, including the broker's own interests;
- Inform the client of any material information about the property or transaction received by the broker;
- Answer the client's questions and present any offer to or counter-offer from the client; and
- Treat all parties to a real estate transaction honestly and fairly.

A LICENSE HOLDER CAN REPRESENT A PARTY IN A REAL ESTATE TRANSACTION:

AS AGENT FOR OWNER (SELLER/LANDLORD): The broker becomes the property owner's agent through an agreement with the owner, usually in a written listing to sell or property management agreement. An owner's agent must perform the broker's minimum duties above and must inform the owner of any material information about the property or transaction known by the agent, including information disclosed to the agent or subagent by the buyer or buyer's agent.

AS AGENT FOR BUYER/TENANT: The broker becomes the buyer/tenant's agent by agreeing to represent the buyer, usually through a written representation agreement. A buyer's agent must perform the broker's minimum duties above and must inform the buyer of any material information about the property or transaction known by the agent, including information disclosed to the agent by the seller or seller's agent.

AS AGENT FOR BOTH - INTERMEDIARY: To act as an intermediary between the parties the broker must first obtain the written agreement of *each party* to the transaction. The written agreement must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. A broker who acts as an intermediary:

- Must treat all parties to the transaction impartially and fairly;
- May, with the parties' written consent, appoint a different license holder associated with the broker to each party (owner and buyer) to communicate with, provide opinions and advice to, and carry out the instructions of each party to the transaction.
- Must not, unless specifically authorized in writing to do so by the party, disclose:
 - that the owner will accept a price less than the written asking price;
 - that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
 - any confidential information or any other information that a party specifically instructs the broker in writing not to disclose, unless required to do so by law.

AS SUBAGENT: A license holder acts as a subagent when aiding a buyer in a transaction without an agreement to represent the buyer. A subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first.

TO AVOID DISPUTES, ALL AGREEMENTS BETWEEN YOU AND A BROKER SHOULD BE IN WRITING AND CLEARLY ESTABLISH:

- The broker's duties and responsibilities to you, and your obligations under the representation agreement.
- Who will pay the broker for services provided to you, when payment will be made and how the payment will be calculated.

LICENSE HOLDER CONTACT INFORMATION: This notice is being provided for information purposes. It does not create an obligation for you to use the broker's services. Please acknowledge receipt of this notice below and retain a copy for your records.

| | | | |
|--|-------------------------------|-------------------------------------|--------------------------------|
| <u>Matt Healy, CRS, GRI, e-PRO</u> San Angelo Homes, REALTORS Licensed Broker/Broker Firm Name or Primary Assumed Business Name | <u>0423234</u> License No. | <u>Healy@CallHealy.com</u> Email | <u>(325) 223-2255</u> Phone |
| <u>Matt Healy</u> Designated Broker of Firm | <u>"</u> License No. | <u>"</u> Email | <u>"</u> Phone |
| <u>Matt Healy</u> Licensed Supervisor of Sales Agent/ Associate | <u>"</u> License No. | <u>"</u> Email | <u>"</u> Phone |
| <u>Leslie Healy, CRS, GRI, e-PRO</u> Sales Agent/Associate's Name | <u>0401939</u> License No. | <u>Healy@CallHealy.com</u> Email | <u>(325) 223-2255</u> Phone |

Buyer/Tenant/Seller/Landlord Initials

Date

Regulated by the Texas Real Estate Commission

Information available at www.trec.texas.gov

TAR 2501

IABS 1-0

San Angelo Homes, REALTORS, 1732 Sunset Drive San Angelo, TX 76904
Matt & Leslie Healy

Phone: 325.223.2255

Fax: 325.223.5885

Buyer 2016

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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: \$ _____
Initial Lease Term Requested: _____ (months)

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:
 Real estate agent _____ (name) _____ (phone) _____ (e-mail)
 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)
Landlord or Property Manager's Name: _____ Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____

Residential Lease Application concerning _____

Date Moved-In _____ Move-Out Date _____ 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 Plate No./State | Mo.Pymnt. |
|------|------|------|-------|-------------------------|-----------|
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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? | Bite History? |
|--------------|------|-------|--------|-------------|--------|---|---|---|---|
| | | | | | | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| | | | | | | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
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| | | | | | | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |

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"/> |

- 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? If yes, provide the location, year, and type of conviction below.
- Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.
- Is there additional information Applicant wants considered?

Residential Lease Application concerning _____

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: _____



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:

_____ **Matt Healy, San Angelo Homes Property Mgmt Co.** _____ (name)
_____ **1732 Sunset Drive** _____ (address)
_____ **San Angelo, TX 76904** _____ (city, state, zip)
_____ **(325)223-2255** _____ (phone) _____ **(325)223-5885** _____ (fax)
_____ **Healy@CallHealy.com** _____ (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.

Privacy Policy

You have chosen to do business with San Angelo Homes, REALTORS, and we are obligated to honor the relationship with great care, beginning with the confidential information that may have come into our possession during the course of your transaction with us. We believe that your privacy should not be compromised, and are committed to maintaining the confidentiality of that information.

You can be assured that we are respecting your privacy and safeguarding your “nonpublic personal information”. Nonpublic personal information is information about you that we collect in connection with providing a financial product or service to you. Nonpublic personal information does not include information that is available from public sources, such as telephone directories or governmental records.

We collect personal information about you from the following sources:

- Information we receive from you on contracts or other forms
- Information about your transactions with us
- Information about your transaction with nonaffiliated third parties

We respect the privacy of our customers and clients, and we will not disclose nonpublic personal information about our customers, clients or former customers or clients to anyone, except as permitted by law.

We restrict access to nonpublic personal information about you to those employees who need that information to provide products to you.

We maintain physical, electronic, and procedural safeguards that comply with federal standards to guard your nonpublic personal information.

We will not disclose nonpublic personal information about our customers, clients or former customers or clients to nonaffiliated third parties, except as permitted by law.

San Angelo Homes, REALTORS recognizes and respects the privacy expectations of our customers and clients. We want our customers and clients to understand our commitment to privacy in our use of customer and client information. Customers or clients who have any questions about the Privacy Policy, or have any questions about the privacy of their information should call San Angelo Homes, REALTORS.

| | | |
|--------------|-----------|------|
| Printed Name | Signature | Date |
|--------------|-----------|------|

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|--------------|-----------|------|
| Printed Name | Signature | Date |
|--------------|-----------|------|