



EDWARDS PROPERTY MANAGEMENT TENANT APPLICATION QUALIFICATIONS

APPLICANT SCREENING

Any adult 18 years or older who wishes to reside in rental must apply. Edwards Property Management will not prescreen any Applicant. All applicants must pass a credit, criminal, employment, and rental history screening. We focus mainly on late payments or collections items. Medical debt isn't as important as an outstanding past due collection. We take all information into consideration. Each person(s) wishing to apply must sign and date this Tenant Application Qualification form.

APPLICATIONS REQUIREMENTS

- A **\$60 application fee** per applicant must be received by certified funds only.
- All applications must be fully completed, dated and signed in person.
- **Income must be 3 times the rental amount for single applicants or 1.5 times the rent per applicant, if multiple applicants.**
- All applicants must provide verifiable documentation of all income sources.
 - A. All applicants must provide last 2 months of pay stubs.
 - B. Military must provide last 2 months of LES statements and copy of orders.
 - C. Self-employed must furnish last 2 years of 1040 IRS returns & a current income statement.
- Each applicant must provide their own individual email address.
- State or government issued photo identification is required for each applicant.
- Applicants must set up a showing to see the house in person before application can be approved.
- Family size must be in compliance with HUD guidelines.
- **Minimum credit score of 540.**
- **No Evictions on file within the last 24 months.**
- **No Bankruptcies on file within the last 12 months.**

ADDITIONAL CONSIDERATION FACTORS

- False or incomplete information on application
- Certain criminal convictions including but not limited to (1) registered sex offenders (2) history of domestic violence (3) felony drug charges with intent to distribute (4) aggravated assault
- Any utility collections on credit
- Any negative and/or collections accounts on file within the last 24 months
- Any bounced checks on credit
- Outstanding debts to previous landlords in the last 24 months
- Poor rental history provided by previous landlord (late payments, excessive damage)
- History of poor or unsanitary care of current or previous residences
- Lack of demonstrated ability to live independently*

ALL APPLICATION FEES ARE NON-REFUNDABLE

GUARANTORS

Edwards Property Management is willing to consider Guarantors. Guarantors must submit the \$60 application fee and submit the proper application. Guarantors must meet all screening and income requirements by themselves. Guarantors will not overcome evictions on file within the last 24 months nor will they overcome criminal background declinations. **Guarantors may not reside at the property.**

PETS

All pets must be approved by Edwards Property Management. If pet(s) are approved, **pet deposit of \$400 will be required for the first approved animal, a portion of which is non-refundable. A pet deposit of \$200 will be assessed for each additional approved pet(s) and is non-refundable.** Tenant must provide current photos of animal(s) at signing of lease. **Tenant is responsible for the following:** all damages caused by pet(s), compliance with city/county animal ordinances, and keeping animal(s) shots current. If photos produce questions about actual breed, management may ask for the opinion of a licensed veterinarian that the animal in question does not contain any of the following breeds not allowed.

The following breeds and mixes with these breeds are not allowed due to insurance company guidelines:

Akita	Alaskan Malamute	American Staffordshire Terrier
Bullmastiff	Chow	Dalmatian
Doberman Pinscher	Eskimo Spitz	German Shepherd
Giant Schnauzer	Great Dane	Husky
Pit Bull	Presa Canario	Rottweiler
Saint Bernard	Wolf Hybrid	Any mixed breeds with list

HOLD PROPERTY

If application is approved, the Residential Lease must be signed to hold property for a maximum of (7) days. Once deposit for property and lease are signed and received, property will be removed from the market and held. At the end of this period prorated rent is due and tenant will take occupancy. If tenant fails to pay rent to gain occupancy, security deposit is forfeited and the property is placed back on the market. First full month's rent is due on or before occupancy date. If lease/occupancy date is after the 20th of the month, pro-rated rent is also due.

SECURITY DEPOSITS AND FEES

- Security deposits, pet deposits, pro-rated rent or first month's full rent is due in full at signing of the lease by certified funds only.
- Security Deposit amounts will be determined as follows:
 - Credit scores between 540 - 599 will be subject to the 1.5 times the advertised security deposit amount.
 - Credits scores of 600+ will be subject to the advertised security deposit amount.
- At signing of lease, a one time \$100 administration fee will be due in full by certified funds before keys to the property can be released.
- Late rent payments must be paid by certified funds.

ALL APPLICATION FEES ARE NON-REFUNDABLE

"We believe in looking at all aspects of an applicant; not just a credit score."

-Edwards Property Management

By my signature below I acknowledge that I have read and clearly understand the requirements and considerations set forth in this Tenant Application Qualifications. I hereby certify that to the best of my knowledge all information that I have provided in the Residential Lease Application is true and correct. I hereby understand that if my credit, criminal, employment, and rental history screening are not satisfactory that my application may be rejected and my application fee will not be refunded.

Signature, Date

Printed Name

Signature, Date

Printed Name

Signature, Date

Printed Name

Signature, Date

Printed Name

ALL APPLICATION FEES ARE NON-REFUNDABLE



EDWARDS PROPERTY MANAGEMENT

1111 N. Walnut Ave. | New Braunfels, TX 78130 | (830) 515 - 5101 | www.EdwardsPropertyMgmt.com



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.

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?	
						Y	N	Y	N	Y	N	Y	N
						<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"/>	<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?
<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? 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? been asked to move out by a landlord? breached a lease or rental agreement? filed for bankruptcy? lost property in a foreclosure? had <u>any</u> 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.
<input type="checkbox"/>	<input type="checkbox"/>	Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.
<input type="checkbox"/>	<input type="checkbox"/>	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:

_____ **Edwards Property Management** _____ (name)
_____ **1111 N. Walnut Ave.** _____ (address)
_____ **New Braunfels, TX 78130** _____ (city, state, zip)
_____ **(830)515-5101** _____ (phone) _____ **(830)620-5684** _____ (fax)
_____ **propertymanager@edwardspropertymgmt.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.