

**R&M Property Management
2508 Little Rd, Ste 400
Arlington, TX 76016
817-451-1791**

APPLICATION PROCESS

R&M Property Management is pleased that you are interested in leasing one of our properties. In order for us to reply accurately and without delay to your application the following information is provided. *Applications are generally processed within 3 business day providing all verifiable documentation has been provided.*

The Property Owner(s) have the right of final approval of all applicants.

Each prospective tenant 18 years of age or older must submit a separate application (including each spouse if married). Cosigner must also submit a complete application. In order to process your application, each prospective tenant must:

1. Submit one form of I.D. – Driver's License, Texas I.D. , Passport or Visa;
2. Complete, sign and date the Texas Association of Realtors Application and Authorization to Release Information including all telephone numbers and names of contact people where you have resided and worked;
3. Sign and date the Information About Brokerage Services Form;
4. Sign and date the Application Process and leasing Qualifications Form (this form) indicating that you have read and understand the rental and qualification process;
5. Submit a **NON-REFUNDABLE** application fee in the amount of \$35.00 for each applicant and cosigner. Application fees shall be in certified funds (money order, cashier's check) made payable to **R&M Property Management**.
6. Lease, Security and Pet Deposit: Not later than the 2nd day after Landlord notifies Applicant of the approval, Applicant must sign a written lease for the property and submit the Security and Pet Deposit in certified funds made payable to R&M Property Management. The property will not be taken of the market until a deposit is rendered and a lease is executed.
7. Property Acceptance: Prospective tenants are accepting the property in an as is condition. Requests for changes to the property may be submitted in writing with the application.
8. A FULL MONTHS RENT IS DUE UPON MOVE IN. If you are moving in after the first of the month, the rent will be prorated and due the first of the following month.

The property will not be taken off the market and we will continue to accept additional applications until your application has been received, processed, approved and accepted, funds received and the lease has been fully executed. In the case of multiple applications the Owner has the right of final approval of applicants prior to acceptance.

TENANT SELECTION CRITERIA

The following items are the criteria for tenant selection which each applicant must meet:

1. **Income:** You must have verifiable monthly income of at least three (3) times the amount of monthly rent. If self employed or retired you must provide previous years tax return, W-2 or previous six months bank statement indicating a stable income source. Other documentation may be required.
2. **Employment:** You must have current, verifiable employment history, unless self employed or retired. An applicant who does not meet all requirements (such as full time student) will require a cosigner who meets all requirements. Other documentation may be required.
3. **Credit History:** We will process a credit report for each applicant. Your credit history must meet our screening criteria. If the prospective tenant has prior knowledge of credit history, they are encouraged to explain on page 2 of the application.
4. **Rental History:** You must provide three years of verifiable residency indicating no outstanding debt to the previous landlord(s). If you are breaking a lease with a current landlord, you must provide a written release.
5. **Age:** You must be at least 18 years of age. All applicants who are not immediate family or who are 18 years of age or older must: a) complete an application, b) pay the application fee, and c) be listed on the lease as an occupant.
6. **Disclosure:** By law, real estate professionals are obligated to make properties available regardless of race, color, religion, sex, handicap familial status, national origin, sexual orientation or gender identity.
7. **Causes for Rejection:** Your application may be rejected for any of the following:
 - a) Eviction by a prior landlord;
 - b) Outstanding debt or unpaid damages to a previous landlord;
 - c) Criminal record, felony or misdemeanor;
 - d) Being registered as a sex offender
 - e) Conviction, possession or distribution of a controlled substance;
 - f) Conviction of spousal abuse or violent crime;
 - g) Currently pending the outcome of a felony or misdemeanor charge;
 - h) Bankruptcy in the past 5 years that has not been discharged/released;
 - i) Invalid social security number;
 - j) Outstanding federal tax lien, the repayment terms for which are not current
 - k) False information on your application
 - l) Incomplete application;
 - m) Missing signature on all pages of the application and on this form;
 - n) Failure to pay the application fee.

NOTICE TO APPLICANTS

The personal information you have provided on your lease application is protected under the privacy act. This company has a privacy policy that is available upon request.

Applicants should satisfy any concerns regarding sex offenders in any area where they might consider residing. This information is available free of charge at www.records.tsdps.state.tx.us Sex Offender Listings.

Applicants are responsible for verifying schools and square footage.

CHECKLIST

- ___ Residential Lease Application.
- ___ Authorization to Release Information Related to a Residential Lease Application Form.
- ___ Application Fee of \$35.00 per applicant included
- ___ Information About Brokerage Services Form signed and dated
- ___ Copy of Drivers License
- ___ Copy of check stubs for past 30 days

Applications and all supporting documentation can be dropped off at our office. If we are out of the office there is a drop box to the right of our door.

My signature below indicates that I had the opportunity to review the Landlord's Tenant Selection Criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history. I understand that if I do not meet the selection criteria or if I provide inaccurate or incomplete information, my application may be rejected and my application fee will not be refunded.

Signature Date

Signature Date

Signature Date

Signature Date



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>Richard Garropy- DFWreatly.net</u>	<u>0572365</u>	<u>rich@dfwrealty.net</u>	<u>(817) 966-8762</u>
Licensed Broker/Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone

<u>Richard Garropy</u>	<u>0491117</u>	<u>rich@dfwrealty.net</u>	<u>(817) 966-8762</u>
Designated Broker of Firm	License No.	Email	Phone

<u>Richard Garropy</u>	<u>0491117</u>	<u>rich@dfwrealty.net</u>	<u>(817) 966-8762</u>
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone

_____	_____	_____	_____
Sales Agent/Associate's Name	License No.	Email	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

Received on _____ (date) at _____ (time)



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: \$ _____

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)
 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)

Previous Landlord or Property Manager's Name: _____
Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____

(TAR-2003) 1-1-14

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Residential Lease Application concerning _____

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.

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. 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?
						<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
						<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

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?

Is any occupant a registered sex offender?

Are there any criminal matters pending against any occupant?

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**

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

_____ **R & M Property Management, LLC** (name)
_____ **2508 Little Rd. Ste 400** (address)
_____ **Arlington, TX 76016** (city, state, zip)
_____ **(817) 845-5839** (phone) _____ **(817) 451-1791** (fax)
_____ **maryann@dfwrealty.net** (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.