

Goodloe Realty Services, Inc.

Residential Rental Application Procedures and Tenant Criteria

Residential Rental Application Procedures:

AGENTS: You must submit OUR completed Residential Rental Application.

FORMS REQUIRED: Applicants must be 18 years of age or older. Each occupant 18 years of age or older must complete, sign and date Goodloe's Residential Rental Application. Husband and wife may submit one application. Roommates MUST submit separate applications. ***Incomplete forms will delay processing. Please make sure all phone numbers are included for verification of the information provided.***

PHOTO I.D.: All applicants must provide a legible copy of their current driver's license or other approved photo identification.

FUNDS REQUIRED AT THE TIME OF APPLICATION SUBMITTAL:

- A non-refundable application fee of \$35.00 per Occupant over 18 years of age – cash or certified funds
- An Application Deposit that equals to One Month's rent. Personal check will be accepted with application, if approved it MUST be converted to certified funds immediately. All rent and additional deposits required at time of occupancy MUST be paid via certified funds.

Tenant Criteria: *All or part of the following areas will be taken into consideration.*

1. **Rental History.** Complete rental history is required of all applicants including current and previous rental history for the past 2 years. Any applicant with an eviction on his/her record may be rejected.
2. **Employment History.** Current and previous employment history will be verified. Current income must be at least two (2) times the rent amount. Current employment and income must be verified by the employer. In addition, applicant must provide three (3) current pay check stubs for income verification. Applicants that are self-employed must show current bank statement(s) or 1099(s).
3. **Criminal Background Check.** Any applicant with a felony conviction on his/her record may be rejected.
4. **Credit History.** Applicant's credit must be acceptable. Any outstanding debts to previous landlords may result in the rejection of the rental application.
5. **Driver's License.** A copy of the driver's license of all applicants over the age of 18 will be required and a check on the driver's license will be run to verify the validity of the license.
6. **Accurate and Complete Information on the Application Form.** Applicant's failure to provide accurate or complete information on the application form may result in the rejection of the rental application.

All requested information on the application will be processed and verified. The information will then be presented to the property owner. The final decision to accept or reject the applicant will be made by the owner - not Goodloe Realty Services, Inc.

Signing this acknowledgment indicates that you have 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. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.

Applicant Signature

Date: _____

Applicant Signature

Date: _____



Goodloe Realty Services, Inc.

2840 Keller Springs Road, Suite 201 * Carrollton, Texas 75006

(214) 413-2250 * Fax (214) 413-2200 * Tollfree (888) 413-2250

RESIDENTIAL RENTAL APPLICATION

TO THE APPLICANT:

Please help us promptly process this application by clearly completing all the required information.

Please note that rental history cannot be verified until written notice is given.

This application form may be used by Applicant and Spouse only. Each Co-Applicant and Occupant 18 years or older must submit a separate application.

INFORMATION WITHIN THIS SECTION IS TO BE COMPLETED BY MANAGEMENT/AGENT ONLY.

| | |
|--|--|
| DATE OF APPLICATION: | PROPERTY NO: |
| PROPERTY ADDRESS: | CITY: |
| RENT PER MONTH: | SECURITY DEPOSIT: |
| DESIRED MOVE-IN DATE: | LENGTH OF LEASE: |
| PET(S): | PET DEPOSIT: |
| YARD/LANDSCAPE MAINTENANCE: LANDLORD <input type="checkbox"/> TENANT <input type="checkbox"/> | POOL/SPA MAINTENANCE: LANDLORD <input type="checkbox"/> TENANT <input type="checkbox"/> |
| SPECIAL REQUESTS: | |
| | |
| | |

PERSONAL INFORMATION

| | | |
|------------------------|---------------------|----------------|
| APPLICANT'S FULL NAME: | | |
| (FIRST) | (MIDDLE) | (LAST) |
| MARITAL STATUS: | SOCIAL SECURITY NO: | DATE OF BIRTH: |
| DRIVER'S LICENSE NO: | STATE: | EMAIL ADDRESS: |
| HOME PHONE: | CELL PHONE: | WORK PHONE: |
| OTHER RESIDENTS | RELATIONSHIP | AGE |
| | | |
| | | |
| | | |
| | | |

RESIDENCE HISTORY

| | | | |
|---------------------------------------|-----------------|----------------|------|
| PRESENT ADDRESS: | CITY: | STATE: | ZIP: |
| PRESENT LANDLORD OR MORTGAGE HOLDER: | MOVE IN DATE: | MOVE OUT DATE: | |
| PRESENT LANDLORD PHONE NUMBER: | AMOUNT OF RENT: | | |
| REASON FOR MOVING: | | | |
| PREVIOUS ADDRESS: | CITY: | STATE: | ZIP: |
| PREVIOUS LANDLORD OR MORTGAGE HOLDER: | MOVE IN DATE: | MOVE OUT DATE: | |
| PREVIOUS LANDLORD PHONE NUMBER: | AMOUNT OF RENT: | | |
| REASON FOR MOVING: | | | |

EMPLOYMENT INFORMATION

| | | | |
|---|---|-------------------------------------|----------------------------------|
| PRESENT STATUS: | | | |
| <input type="checkbox"/> EMPLOYED FULL-TIME | <input type="checkbox"/> EMPLOYED PART-TIME | <input type="checkbox"/> UNEMPLOYED | <input type="checkbox"/> STUDENT |
| PRESENTLY EMPLOYED BY: | | HOW LONG: | |
| PRESENT EMPLOYER'S ADDRESS: | | PRESENT EMPLOYER'S PHONE: | |
| CITY: | STATE: | ZIP: | |
| POSITION HELD: | PRESENT INCOME: \$ PER: | | |
| TYPE WORK: | SUPERVISOR: | | |
| PREVIOUSLY EMPLOYED BY: | | HOW LONG: | |
| PREVIOUS EMPLOYER'S ADDRESS: | | PREVIOUS EMPLOYER'S PHONE: | |
| CITY: | STATE: | ZIP: | |
| POSITION HELD: | PREVIOUS INCOME: \$ PER: | | |
| TYPE WORK: | SUPERVISOR: | | |
| OTHER INCOME (IF ANY): | | | |

BANKING AND CREDIT REFERENCES

| | | | |
|-----------------------------|----------------------------|--------|------|
| BANK: | LOCATION: | | |
| ACTIVE CHECKING ACCOUNT No: | ACTIVE SAVINGS ACCOUNT No: | | |
| BANK OFFICER/ CONTACT: | BANK PHONE: | | |
| CREDIT REFERENCE: | ACCOUNT No: | | |
| ADDRESS: | CITY: | STATE: | ZIP: |
| CREDIT REFERENCE: | ACCOUNT No: | | |
| ADDRESS: | CITY: | STATE: | ZIP: |
| CREDIT REFERENCE: | ACCOUNT No: | | |
| ADDRESS: | CITY: | STATE: | ZIP: |

SPOUSE INFORMATION

| | | | |
|---|-------------|----------------------------|----------------|
| SPOUSE'S FULL NAME: | | | |
| (FIRST) | (MIDDLE) | (LAST) | |
| SOCIAL SECURITY NO: | | DATE OF BIRTH: | |
| DRIVER'S LICENSE NO: | | STATE: | EMAIL ADDRESS: |
| HOME PHONE: | CELL PHONE: | WORK PHONE: | |
| EMPLOYMENT STATUS: | | | |
| <input type="checkbox"/> EMPLOYED FULL-TIME <input type="checkbox"/> EMPLOYED PART-TIME <input type="checkbox"/> UNEMPLOYED <input type="checkbox"/> STUDENT <input type="checkbox"/> RETIRED | | | |
| PRESENTLY EMPLOYED BY: | | HOW LONG: | |
| PRESENT EMPLOYER'S ADDRESS: | | PRESENT EMPLOYER'S PHONE: | |
| CITY: | | STATE: | ZIP: |
| POSITION HELD: | | PRESENT INCOME: \$ PER: | |
| TYPE WORK: | | SUPERVISOR: | |
| PREVIOUSLY EMPLOYED BY: | | HOW LONG: | |
| PREVIOUS EMPLOYER'S ADDRESS: | | PREVIOUS EMPLOYER'S PHONE: | |
| CITY: | | STATE: | ZIP: |
| POSITION HELD: | | PREVIOUS INCOME: \$ PER: | |
| TYPE WORK: | | SUPERVISOR: | |
| OTHER INCOME (IF ANY): | | | |

ADDITIONAL INFORMATION

PLEASE LIST ALL VEHICLES TO BE PARKED ON PREMISES BY APPLICANT, SPOUSE, CO-APPLICANT, CHILDREN, OR OTHER OCCUPANTS.
(CARS, TRUCKS, RECREATIONAL VEHICLES, MOTORCYCLES, TRAILERS, BOATS, ETC.)

| | | | |
|-------------|-------|---------|--------|
| MAKE/MODEL: | YEAR: | TAG NO: | STATE: |
| MAKE/MODEL: | YEAR: | TAG NO: | STATE: |
| MAKE/MODEL: | YEAR: | TAG NO: | STATE: |
| MAKE/MODEL: | YEAR: | TAG NO: | STATE: |

PLEASE LIST ANY PET(S) WHICH WILL LIVE ON THE PREMISES:

| | | | |
|-------|---------|------|-------|
| KIND: | WEIGHT: | AGE: | NAME: |
| KIND: | WEIGHT: | AGE: | NAME: |

IN CASE OF EMERGENCY NOTIFY:

| | |
|---------------|-------------------------|
| RELATIONSHIP: | ADDRESS: |
| CITY: | STATE: ZIP: |
| HOME PHONE: | CELL PHONE: WORK PHONE: |

PLEASE TELL US ANY OTHER INFORMATION THAT MIGHT HELP US EVALUATE YOUR APPLICATION:

| | | |
|---|------------------------------|-----------------------------|
| DOES ANYONE WHO WILL OCCUPY THE PROPERTY SMOKE? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| WILL APPLICANT MAINTAIN RENTER'S INSURANCE? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| IF APPLICANT IS IN THE MILITARY, IS APPLICANT SERVING UNDER ORDERS LIMITING APPLICANT'S STAY TO ONE YEAR OR LESS? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| HAS APPLICANT OR SPOUSE EVER: | | |
| 1. BEEN EVICTED? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. BEEN ASKED TO MOVE OUT BY A LANDLORD? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. BREACHED A LEASE OR RENTAL AGREEMENT? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. BEEN SUED FOR NON-PAYMENT OF RENT OR DAMAGES TO RENTAL PROPERTY? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. FILED, DECLARED, OR BEEN ADJUDGED BANKRUPTCY? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. LOST (OR IN PROCESS OF LOSING) PROPERTY IN A FORECLOSURE? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. HAD ANY CREDIT PROBLEMS? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. BEEN CONVICTED OF A CRIME? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| IS ANY OCCUPANT A REGISTERED SEX OFFENDER? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ARE THERE ANY CRIMINAL MATTERS PENDING AGAINST ANY OCCUPANT? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

IF ANY OF THE ABOVE ANSWERS ARE "YES", PLEASE EXPLAIN:

HOW WERE YOU REFERRED TO US: NEWSPAPER INTERNET SIGN OTHER

REAL ESTATE AGENT NAME: _____ PHONE: _____

AUTHORIZATION AND VERIFICATION OF CREDIT INFORMATION

The undersigned applicant(s) warrant(s) and represent(s) that all statements contained in this application are true, accurate, and complete. It is understood that the furnishing by applicant(s) of any false, misleading, or inaccurate information shall be grounds for owner's rejection of this application, forfeiture of all application fee(s) and/or deposit(s) and termination of applicant(s)' right of occupancy. The undersigned applicant(s) hereby authorize(s) Goodloe Realty Services, Inc. and any consumer or credit reporting agency or bureau employed by it to investigate applicant(s) character, general reputation, mode of living, credit, financial responsibility, and the statements made within this application, and to inquire of and check with the persons and references named therein, and also authorize(s) such credit or consumer reporting agency or bureau to make a consumer or credit report in connection therewith. Applicant(s) is/are entitled to know the name and address of such reporting organization upon request and is afforded all other rights under the Fair Credit Reporting Act.

APPLICATION DEPOSIT AGREEMENT

In consideration for Owner's removal of the premises from the market, Applicant has deposited with Goodloe Realty Services, Inc., Owner's agent, an "Application Deposit" in the amount indicated below. This Application Deposit is not a substitute for or in lieu of the required Security Deposit due upon execution of the contemplated lease, but rather a fee paid in return for Owner's removal of the Premises from the market during the approval process of this application. The Application Deposit shall be returned to Applicant ONLY if Owner decides not to approve Applicant. If Applicant is approved by Owner, Applicant will forfeit the Application Deposit, if, for any reason, Applicant fails to enter into a lease within three (3) days after notice of such approval. If Applicant enters into a lease within such three (3) day time period, the Application Deposit shall be credited toward the required Security Deposit. The \$30.00 Application Fee is to cover the cost of credit and background investigation and is non-refundable in any event. Keys will be furnished only after a lease agreement and other rental documents have been properly executed by all parties and only after applicable rentals and security deposits have been paid. This application is preliminary only and does not obligate Owner or Owner's Agent to execute a lease or deliver possession of the premises.

**THIS PROPERTY IS OFFERED WITHOUT RESPECT TO
SEX, RELIGION, RACE, CREED, COLOR, NATIONAL ORIGIN, AGE, HANDICAP, OR FAMILY STATUS.**

| | | | |
|-----------------------|------|---------------------|------|
| APPLICANT'S SIGNATURE | DATE | SPOUSES'S SIGNATURE | DATE |
|-----------------------|------|---------------------|------|

| | | | |
|-------------------------------------|---------------------------------|-----------------|--|
| APPLICATION DEPOSIT BY APPLICANT \$ | TOTAL SECURITY & PET DEPOSIT \$ | MONTHLY RENT \$ | NON REFUNDABLE APPLICATION FEE \$30.00 |
|-------------------------------------|---------------------------------|-----------------|--|

DISPOSITION

MANAGEMENT USE ONLY

APPROVED NOT APPROVED BY: _____ DATE: _____

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.



(TAR-2501) 1/1/96

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