

## Rental Application Packet

*initial / sign / date all pages where indicated*

X\_\_\_\_\_ Award will only process one application at a time per property in the order of which it was received. All applicants minimum eighteen (18) years of age are required to be listed on the lease as a resident and submit the following: a complete Award application packet including; initial/sign/dated Texas Association of Realtors application (TAR-2003) providing contact information for verification purposes, Requirements of Occupancy, and a **non-refundable application fee of \$50.00 per applicant in certified funds** (cashier's check -or- money order).

X\_\_\_\_\_ In addition:

- when there are multiple applicants, each applicant is required to individually meet all qualifying criteria
- if a guarantor is required, all guarantors are to submit: a complete **"Residential Lease Guaranty"** (TAR-2007) application, meet all qualifying criteria, provide proof of income with supporting documents, and a **non-refundable application fee of \$45.00**

X\_\_\_\_\_ Under no circumstances will your application process begin, nor will the property be removed from the market until the office has received the following from each applicant: **certified application fee(s), a complete application, and if applicable, a complete guarantor application with certified application fee(s).**

X\_\_\_\_\_ Submit all items above along with your supporting financial documents to our office at: 6001 Granbury Road, Fort Worth, Texas 76133, fax: 817-346-2649 -or- by email: [info@AwardPM.com](mailto:info@AwardPM.com)

X\_\_\_\_\_ Applications will be thoroughly verified before it's presented to our property owner for their final decision. Though our owners may have slightly different criteria; all applicant(s) must meet Award's minimum requirements listed under our Requirements for Occupancy. *\*If you do not meet all listed requirements, you should contact the office before submitting your application*

## Acceptance and Move-in Procedures

X\_\_\_\_\_ Upon approval, applicant(s) has forty-eight (48) hours to submit their certified security deposit and must schedule their lease signing appointment to take place within four (4) days of their approval date. *\*If the lease has not been executed within four (4) days of approval; all applications and fees will be void*

- make your certified security deposit payable to: **Award Property Management** \*CASH WILL NOT BE ACCEPTED
- your lease signing appointment will be a brief meeting (approx. 30-45minutes, pending on questions) to execute your lease and go over Award's policies and procedures; be sure to bring a current photo identification card, i.e., driver's license, state ID, military ID or passport with you to your lease signing appointment

**I have fully read and understand the entire Award Property Management Rental Application Packet; Acceptance and Move-in Procedures, and Requirements for Occupancy.**

\_\_\_\_\_  
X Applicant Signature

\_\_\_\_\_  
Date

## Requirements for Occupancy

*To help ensure a quick application process provide necessary supporting documents with your application packet*

- X** Income: Monthly income must equal three (3) times the entire rent amount.
- X** Employment: Must have current verifiable employment with at least two (2) years solid employment history. Self-employed, retired or military see financial proof. Full-time students or applicants, who do not meet all qualifying criteria, will require a guarantor. *\*Guarantor/co-signer must meet all qualifying criteria*
- X** Financial: i.e., past four (4) most recent check stubs -or- direct deposit stubs from current employer -or- past two (2) bank statements reflecting direct deposits, previous years signed tax return. Self-employed or retired submit; copies of previous years signed tax return and past six (6) months bank statements reflecting stable income source. Military submit; current copy of your LES. *\*Income will be verified*
- X** Rental history: A minimum of two (2) years verifiable residency indicating no outstanding debt to any previous landlord(s) is required. If you broke your lease with current/previous landlord; must provide written release. *\*History of residing with family or under a relative owned property will not be considered for rental verification*
- X** Credit: A credit history report will be pulled on each individual applicant; credit history must meet our minimum score guidelines of 580. Exception applies toward medical; discharged/released bankruptcies over five (5) years old will be considered.
- X** Criminal: Criminal, Sex Offense, and Terrorist Database History will be thoroughly checked.
- X** Age: Anyone minimum eighteen (18) years of age to occupy residence must complete entire application process (see pg-1) and will be required to be listed on the lease as a resident.
- X** Pet deposit: If the property owner permits a pet; approval is required and an additional deposit per pet will be required.

**Automatically rejected for any of the following or similar reasons:** false, inaccurate or incomplete application(s), past evictions, money owed to previous landlord, judgments related to residency, outstanding federal tax liens, current bankruptcy proceedings, bankruptcy filed in past five (5) years that has not been discharged or released, current foreclosure proceedings, prior foreclosure within past ten (10) years, undisclosed criminal record, felony conviction within past ten (10) years, felony or misdemeanor conviction as a result of any physical, violent, domestic violence, spousal abuse or any sex offense crimes, registered sex offender, appearance on sexual offense or terrorist database(s), unpaid child support or excessive misdemeanors.

**Pending the reason for denial; the property owner may offer the option to pay an additional deposit and/or an increased monthly rent amount in order to reconsider authorizing an approval. *\*Ultimately, the property owner has the final decision***

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### NOTICE TO APPLICANTS

Information concerning sex offenders in any area may be obtained free of charge at:

[www.records.txdps.state.tx.us](http://www.records.txdps.state.tx.us)

**Disclosure:** Real estate brokers and sales agents are required by law to make properties available without regard to race, color, religion, national origin, sex, or familial status.

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**X Applicant Signature**

**Date**

Received on \_\_\_\_\_ (date) at \_\_\_\_\_ (time)



# 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: \$ \_\_\_\_\_

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: \_\_\_\_\_

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/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	
<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?
<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?

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 \$ 50.00 to Award Property Management (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 \_\_\_\_\_, \_\_\_\_\_ a \_\_\_\_\_ (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:

_____	<b>Award Property Management</b>	_____	(name)
_____	<b>6001 Granbury Road</b>	_____	(address)
_____	<b>Fort Worth, Texas 76133</b>	_____	(city, state, zip)
_____	<b>(817)294-2353</b>	_____	(phone)
_____	<b>(817)346-2649</b>	_____	(fax)
_____	<b>info@AwardPM.com</b>	_____	(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.*



## Information About Brokerage Services

Texas law requires all real estate licensees 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 coincidental 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>Award Property Management</u>	<u>0382438</u>	<u>Info@AwardPM.com</u>	<u>(817)294-2353</u>
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
<u>Kenneth E. Jones, J</u>	<u>0326402</u>	<u>kenneth@kennethjones.com</u>	<u>(817)338-9000</u>
Designated Broker of Firm	License No.	Email	Phone
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
<u>Joe Montes</u>	<u>0594465</u>	<u>Joe@AwardPM.com</u>	<u>(817)294-2353</u>
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](http://www.trec.texas.gov)

IABS 1-0 Date