

Lease Application Instructions  
Incomplete Applications Will Not Be Processed  
\*\*Please Write Legibly\*\*

REQUIRED ITEMS

- ONE FULLY COMPLETED Residential Lease Application (TAR-2003) must be submitted FOR EACH PERSON 18 YEARS OLD AND OLDER who will be residing in the residence.
- SIGNED Tenant Selection Criteria must be submitted FOR EACH PERSON 18 YEARS OLD AND OLDER who will be residing in the residence.
- SIGNED Lease Application Instructions must be submitted FOR EACH PERSON 18 YEARS OLD AND OLDER who will be residing in the residence.
- A CLEAR COPY of each applicant's valid state issued Driver's License or ID must be submitted.
- ONE FULL MONTH'S MOST RECENT PAY STUBS copies or other verification of income copies must be submitted for each household member who contributes any source of income in order for that income to be considered.
- LETTER TO THE LANDLORD may be submitted for anything requiring explanation or for anything that the applicant(s) would like to share with the Landlord.
- A NON-REFUNDABLE application fee of \$40 FOR EACH PERSON 18 YEARS OLD AND OLDER must be submitted prior to processing any application. Applicant will pay at MySmartMove.com after receiving an invitation to complete the background check.

The above items can be submitted either in person or via email (see below)

PLEASE NOTE:

\*\*A BACKGROUND CHECK consisting of a credit check, criminal and terrorist background check, and eviction check will be completed on each applicant.

Application's Signature	Date	Application's Signature	Date
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TENANT SELECTION CRITERIA

Pursuant to Texas Property Code Section 92.3515 and the Fair Credit Reporting Act, 15 U.S.C.A., Section 168, Chapter 41, the following tenant selection criteria are being provided to you. The following constitute grounds upon which Landlord will be basing the decision to lease a property to an applicant.

- 1. Criminal History: Landlord will perform a criminal history check on each applicant residing in a property who is 18 years of age and older. Landlord’s decision to lease property may be influenced by criminal activity.
2. Previous Rental History: Landlord will verify a previous rental history using the information provided on the Lease Application. 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 for verification of income as stated on the Lease Application. Depending upon the rental amount being asked for the property, sufficiency of income along with the ability to verify the stated income, may influence Landlord’s decision to lease the property to you. Verifiable income must be at minimum 3x rent.
4. Credit History: Landlord will obtain a Credit Reporting Agency (CRA) report, commonly referred to as a credit report, in order to verify credit history. Landlord’s decision to lease the property may be based upon information obtained from this report.
5. Failure to Provide Accurate Information in Application(s): Failure to provide accurate information on the application or provision of information that is unverifiable will be considered by Landlord when making the decision to lease the property.
6. Other: Landlord may have other criteria pertinent to a particular property which will be disclosed.
7. Negatives: The following items shall be considered negatives and may provide sufficient grounds to decline an applicant(s) and household members:
a. Any OPEN bankruptcy which has not been discharged.
b. Negative or incomplete rental reference or would not re-rent documentation.
c. Any collection filed by a property management company or apartment complex.
d. Any eviction or unlawful detainer action.
e. Any income level or combined income level which does not meet the minimum income requirements.
f. Any conviction or, or reasonable cause to believe, that any illegal drug is currently being used and/or has in the past been used, possessed or sold by any household member.
g. Any false or misleading information provided by the applicant on the written application or omission of material fact.
h. A credit report that shows current instability.
i. Any conviction of criminal activity by any household member
j. Any household member that is a registered or unregistered sex offender.
k. Two (2) or more charges for Domestic Violence (defendant in criminal case) or charges that are Domestic Violence related, and/or two (2) or more petitions filed against applicant for Orders of Protection (respondent in civil cases).
l. Reasonable likelihood to believe that a household member’s abuse or pattern of abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the resident community.
m. Reasonable likelihood to believe that a household member’s illegal use or pattern of illegal use of a drug may interfere with health, safety, or right to peaceful enjoyment or the resident community.
n. Reasonable likelihood that the applicant will be unwilling to unable to pay rent.
o. Reasonable likelihood that the applicant or those acting under his or her control will interfere with the health, safety, security, or right to peaceful enjoyment of the resident community.
p. Reasonable likelihood that the applicant or those acting under his or her control will cause intentional damage or destruction to the property or surrounding premises.

All applicants must have a legal and verifiable social security number. If any information provided on the application is given in error resulting in multiple consumer/background reports to be ordered additional fees will be charged.

Signing this acknowledgement indicates that you have had the opportunity to review the landlord’s tenant selection criteria. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application will be rejected and your application fee will not be refunded. Application fee is non-refundable.

Application’s Signature

Date

Application’s Signature

Date



### 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 **Candice Williams** (name) **(281)942-2920** (phone) **candice@candicesoldit.com** (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?
						<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
						<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

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? 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: \_\_\_\_\_



**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:

\_\_\_\_\_ (name)  
\_\_\_\_\_ (address)  
\_\_\_\_\_ (city, state, zip)  
\_\_\_\_\_ (phone) \_\_\_\_\_ (fax)  
\_\_\_\_\_ (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.*