

LEASING GUIDELINES and CHECKLIST

Thank you for choosing a **Real Property Management Houston** home to lease. This packet must be completed in its entirety. Please submit application to your Realtor and have them confirm all documents needed are included and this application is complete. This will expedite the processing of your application, we can only process complete applications. Your Realtor will submit your application via email to our Leasing Department – Leasing@houstonrpm.com or deliver to our office at 15715 Tuckerton Rd, Houston TX 77095.

Texas Real Estate Commission requires that we disclose to you Information About Brokerage Services, which states Real Property Management Houston “RPM Houston” is a licensed Broker in the State of Texas and has signed a written contract with the owner to fully represent them (Agent for Owner) in all business dealings as they pertain to the rental property you are applying to lease. Please contact a Realtor if you have any questions about your rights concerning the lease of this property. Please see *“Information About Brokerage Services”* for full details concerning Brokerage Services.

Application Checklist – ALL required documents MUST be submitted

1. All occupants 18 years of age and older needs to complete an application in full.
2. Each applicant provides a valid ID.
3. Submit your preferred actual move in date on your application. We do not accept “ASAP”. Move in date should be not before than 15-20 days out and not a Weekend or Holiday.
4. Applications are to be submitted with a \$55.00 application fee per applicant 18 or over. Applications will not be processed until the application fee is paid. The application fee is non-refundable. ***Application fees may be paid by Money Order, Cashier’s Check, or Credit Card**. For Credit Card option, please complete the Credit Card Authorization form and include a photo of the front and back of the card. A photo of a valid ID matching the name of the card holder must be submitted. **NO personal check or cash accepted**.
NOTE: RPM Houston will run a background check on each applicant, which includes credit, criminal, rental history, current and previous employment. This process can take 2-3 business days, if accurate information is provided.
5. Submit two Months of most current paystubs for each applicant whose income will be considered.
NOTE: If you are self-employed, most recent tax Return and three months of most recent bank statements will need to be submitted.
6. Provide documentation for all income to be considered in application, i.e. Child Support, Social Security, etc.
7. **Tenant must provide** current shot records, photo of your pet(s) and breed of pet from Veterinarian with application. List all pets to be kept on the property (dogs, cats, birds, reptiles, fish, or other pets). **We do not accept** "mutt" or "mixed" as a breed description. **We do not accept** breeds commonly associated as aggressive. An additional increase to the Security Deposit is required for each pet (Est \$250.00 per pet). Pet Rent of Est \$25 per pet, in addition to rent.
8. **If any of the animals listed are assistance animals, please provide appropriate documentation with a reasonable accommodation request for the assistance animal(s).**

Approval Process:

1. In order to be approved for the rental, the following items will be verified and approved:
 - a. Approved credit and criminal background checks,
 - b. Approved previous and current employment & income
 - c. Approved tenant rental history
2. Your Realtor will be notified via email of approval or denial. If you are denied, you will be mailed a notice allowing you to receive a copy of your credit report at no charge.
3. The lease agreement will be signed and explained in detail.
4. You are required to setup your utilities 5 business days prior to move-in. A copy of the utility confirmation submitted to our office.
5. Please note, the rental property stays on the market and will continue to be shown until all funds are paid and the lease has been executed.

Tenant Selection Criteria

Pursuant to Texas Property Code Section 92.3515 and the Fair Credit Reporting Act, 15 U.S.C.A., Section 1681, Chapter 41, the following tenant selection criteria is being provided to you. The following constitute grounds upon which Landlord will be basing the decision to lease a property to an applicant:

1. **Current Income:** Landlord may ask for verification of income as stated on the Lease Application. Based upon the rent rate, the Landlord may require verifiable, sufficient income to lease the property to you.
(i.e., paystubs, bank statements and or tax returns)
2. **Credit History:** Landlord will obtain a Credit Report and verify your credit history and the Landlord's decision to lease the property may be based upon information obtained from this report.
3. **Criminal History:** Landlord will obtain a criminal history check on all applicants 18 years of age and older who are applying for the property. Landlord's decision to lease property may be influenced by criminal activity.
4. **Rental History:** Landlord will contact and confirm your previous rental history. Landlord's decision to lease you the property may be influenced by the information provided to us by your previous landlord.
5. **Applicant Information Must be Factual:** Failure to provide accurate information on the application will be considered by Landlord when making the decision to lease the Property.
6. **General:** Landlord may have specific criteria that pertains to a specific unit. This will be given to the applicant if it pertains to the home they are inquiring about.
7. **Approval Criteria:** The following items may negatively affect your application approval:
 - Incomplete Rental History, Evictions, Insufficient Income, Previous offenses against Landlords, Convicted Sex Offender, Drug Convictions including Intent to Sell, Domestic Violence Convictions, Credit Score, and/or Bankruptcy

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.

Printed Name: _____

Applicant Signature: _____ Date: _____

This form must be signed, dated, and returned by each applicant along with the completed application.

Residential Lease Application

Property Address: _____ City: _____ Zip: _____
 Anticipated Move in Date: _____ Monthly Rent \$: _____ Security Deposit \$: _____
 Initial Term Requested: _____ (months)

Applicant is strongly encouraged to view the property in person 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 a lease: _____

Name of Realtor/Referral: _____
 Realtor's Email: _____ Ph #: _____

Applicant's Name: (first, middle, last) _____
 Applicant's Former Last Name: (maiden or married) _____
 Email: _____ Home and/or Cell: _____ Work #: _____
 Social Security: _____ Driver's License/State: _____ Date of Birth __/__/____
 Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____ Marital Status: _____
 U.S. Citizen: __Y__ N Documentation from the Bureau of Citizenship and Immigration: _____

Emergency Contact Information (Do not insert the name of an occupant or co-applicant.)

Name: _____ Phone: _____
 Address: _____ Email: _____ Relationship: _____

List all occupants that will occupy the property:

| | | | |
|-------------|---------------------|---------------|------------|
| Name: _____ | Relationship: _____ | Date of Birth | __/__/____ |
| Name: _____ | Relationship: _____ | Date of Birth | __/__/____ |
| Name: _____ | Relationship: _____ | Date of Birth | __/__/____ |
| Name: _____ | Relationship: _____ | Date of Birth | __/__/____ |
| Name: _____ | Relationship: _____ | Date of Birth | __/__/____ |

Applicant's Current Address: _____ Apt#: _____
 City: _____ State: _____ Zip: _____
 Landlord's Name: _____ Email: _____ Phone: _____
 Date of Move-In: _____ Date of Move-Out: _____ Rent \$: _____
 Reason for Leaving: _____

Applicant's Previous Address: _____ Apt#: _____
 City: _____ State: _____ Zip: _____
 Landlord's Name: _____ Email: _____ Phone: _____
 Date of Move-In: _____ Date of Move-Out: _____ Rent \$: _____
 Reason for Leaving: _____

Applicant's Current Employer: _____ Supervisor's Name: _____
 Supervisor's Phone: _____ Email: _____
 Start Date: __/__/__ Gross Monthly Income \$ _____ Position: _____

***Note: If self-employed submit last year's tax return and three months of most recent bank statements.**

Applicant's Previous Employer: _____ Supervisor's Name: _____
 Supervisor's Phone: _____ Email: _____
 Start Date: __/__/__ End Date: __/__/__ Gross Monthly Income \$ _____ Position: _____

Describe other income Applicant wants considered: _____

List all vehicles to be parked on the property:

Year: ____ Make: _____ Model: _____ License Plate: _____ Color: _____ Mo Payment: \$ _____
 Year: ____ Make: _____ Model: _____ License Plate: _____ Color: _____ Mo Payment: \$ _____
 Year: ____ Make: _____ Model: _____ License Plate: _____ Color: _____ Mo Payment: \$ _____

Tenant must provide current shot records, photo of your animal(s) and breed of animal from your veterinarian with application. List all animals to be kept on the property (dogs, cats, birds, reptiles, fish, or other pets). We do not accept "mutt" or "mixed" as a breed description. We do not accept breeds commonly associated as aggressive.

Name: _____ Breed: _____ Weight: _____ Age: ____ Color: _____ All Shots Current: ___ Yes ___ No
 Bite History? ___ Yes ___ No Assistance Animal? ___ Yes ___ No
 Name: _____ Breed: _____ Weight: _____ Age: ____ Color: _____ All Shots Current: ___ Yes ___ No
 Bite History? ___ Yes ___ No Assistance Animal? ___ Yes ___ No
 Name: _____ Breed: _____ Weight: _____ Age: ____ Color: _____ All Shots Current: ___ Yes ___ No
 Bite History? ___ Yes ___ No Assistance Animal? ___ Yes ___ No

If any of the animals listed above are assistance animals, please provide appropriate documentation with a reasonable accommodation request for each assistance animal.

Has applicant viewed property prior to applying? YES ___ NO ___ If no, will applicant allow their agent to view & accept property on their behalf? ___ YES ___ NO

Does anyone that will occupy the property smoke? ___ YES ___ NO Will applicant maintain renter's insurance? ___ YES ___ NO

Has applicant ever been evicted or breached a lease agreement? ___ YES ___ NO If yes, when/explain: _____

Has applicant ever filed for bankruptcy? ___ YES ___ NO If yes, when _____

Has applicant ever been convicted of a crime? ___ YES ___ NO If yes, when/explain _____

Is the applicant a registered sex offender or ever been convicted of a sexual crime? ___ YES ___ NO

Is the applicant or applicant's spouse in the military? ___ YES ___ NO If yes, status: _____

NON-REFUNDABLE CREDIT AND CRIMINAL CHECK

____ (Initial) Applicant submits herewith a non-refundable payment in the amount of \$55.00 per applicant 18 or over for the credit check and processing charge. I hereby authorize Real Property Management Houston "RPM Houston" (Agent) to contact credit service organizations, personal and credit references given herein, plus my employers to verify the information I have given. I also authorize Agent to report to credit service organizations any information relevant to my unsatisfied obligations to Agent or Landlord after I vacate the property. I also authorize Agent to share the information on this application and related verification data to anyone Agent feels is part of the qualifying process including the owner of the property. I acknowledge this application is the property of the Agent.

INFORMATION ABOUT BROKERAGE SERVICES - AGENCY DISCLOSURE

____ (Initial) I understand that RPM Houston is the Agent and representative for the owner and will be paid a fee by the Owner. I also understand that RPM Houston has signed an agreement with the owner of this property, and by law and according to the guidelines set forth by the Texas Real Estate Commission, RPM Houston must only represent and act in the best interest of the owner in negotiations, representations, and leasing this property. RPM Houston is a licensed Broker in the state of Texas. I have read the Information About Brokerage Services - Agency Disclosure and fully understand that RPM Houston is the Owner's representative in all dealings pertaining to this property.

PROPERTY CONDITION

____ (Initial) I also understand that this property is being leased "AS IS" in its present condition. Any stipulations, changes or modifications which I require of the property or the lease term are written on the back of this application and signed by each applicant. Your requests will be submitted to the owner, and verbal agreements must be put in writing to be valid and legal.

SECURITY DEPOSIT DEPOSIT AMOUNT \$ _____

____ (Initial) It is my desire to enter into a lease agreement with the Agent for the property listed above and agree that my payment of the deposit is a binding agreement between myself and RPM Houston. Pending the approval of my application, RPM Houston agrees to accept the deposit amount above to secure my tenancy at the above property. Upon signing the lease, this deposit will become a part of the lease agreement and will be applied to the tenant's security deposit. If RPM Houston declines my application, I will be reimbursed the full amount of the deposit.

NOTICE OF LANDLORD'S RIGHT TO CONTINUE TO SHOW THE PROPERTY

____ (Initial) Unless landlord and applicant enter into a separate written agreement otherwise, the property remains on the market until all funds are paid and a lease is signed by all parties. Landlord will continue to show the property to other prospective tenants and accept another offer.

ADMIN FEE

____ (Initial) I understand an administrative fee of \$200.00, made payable to RPM Houston, is due upon approval.

____ (Initial) I acknowledge Property Manager will charge a monthly \$4.99 technology fee to Tenant's "My" ledger which must be paid monthly.

Applicant Signature _____ Date _____

_____ Date _____

RPM Houston

AUTHORIZATION TO RELEASE INFORMATION RELATED TO
A RESIDENTIAL LEASE APPLICANT

I, _____ (Applicant) have submitted an application
to lease the property located at _____.

The Landlord’s Agent is Real Property Management Houston located at 15715 Tuckerton Rd, Houston TX 77095. The contact information by phone 713-830-1888.

Acknowledgements & Representation:

- (1) I had the opportunity to review the Landlord’s Agent tenant selection criteria, which is included in this application packet or available upon request. The tenant selection criteria may include factors such as criminal history, credit history, current income, and rental history.
- (2) I understand 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 me in breach of any lease I may sign.
- (3) I represent that the statements in the application are true and complete.

I hereby give my permission:

- (1) To my current and former employers to release my information about my employment history and income history to Real Property Management Houston.
- (2) To my current and former landlords to release any information about my rental history to Real Property Management Houston.
- (3) To my bank to provide a verification of funds I have on deposit to Real Property Management Houston.
- (4) To Real Property Management Houston to obtain a copy of my consumer credit and criminal report from any consumer reporting agency and to obtain background information about me.

Applicant Signature _____ Date _____

Real Property Management Houston _____ Date _____

Credit Card Payment Authorization Form
for Application Fees

Transaction Amount: \$ _____ Payment Type: _____
\$55.00 per person (18 yrs. and up) (Visa/Mastercard)

Card Number _____ (Visa or Master Card)

Card Expiration Date: __ __ / 20__ __

CVV2 Number: __ __ __
(3 digits on back of credit card)

Cardholder's Information:

Applicant's Information:

First Name: _____ First Name: _____

Last Name: _____ Last Name: _____

Billing Information (address where statement is mailed):

Street Address: _____

City: _____ State _____ Zip Code _____

***A copy of the front and back of card must be submitted with this form in order to be processed**

Cardholder Signature: _____

**Deliver to our office located: 15715 Tuckerton Rd, Houston TX 77095 or
email to Leasing@HoustonRPM.com**



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:
 - o that the owner will accept a price less than the written asking price;
 - o that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
 - o 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>Xterra Grou12, LLC</u> | 9002681 | <u>john.grey@xterrare.com</u> | (281)849-5000 |
| Licensed Broker /Broker Firm Name or Primary Assumed Business Name | License No. | Email | Phone |
| <u>John F. Grey</u> | 0581032 | <u>john.grey@xterrare.com</u> | (281)849-5000 |
| Designated Broker of Firm | License No. | Email | Phone |
| <u>Kathy A. Grey</u> | 0540778 | <u>kathy@houstonrpm.com</u> | (713)830-1888 |
| Licensed Supervisor of Sales Agent/ Associate | License No. | Email | Phone |
| <u>Teresa Jennings</u> | 757024 | <u>teresa@houstonrpm.com</u> | 281-744-8369 |
| 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