

R&M Management Group

2508 Little Rd, Suite 400 Arlington, TX 76016

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RENTAL APPLICATION PROCESS FORM

R&M Property Management Group is pleased that you are interested in leasing one of our properties. For us to process your application accurately and with minimal delay, the following information should be **read carefully**. *Applications are generally processed within 3 business days, providing all verifiable documentation has been provided.*

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

Each prospective tenant 18 years of age or older must submit a separate application (including each spouse if married), cosigners must also submit a complete application. Each prospective tenant must provide the following:

1. Submit one form of Government issued I.D. – Driver’s License, Texas I.D., Passport/Visa, or Permanent Residence card.
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. Initial, sign, and date this Rental Application Process Form to indicate that you have read and understand the rental and qualification process.
5. Submit a **NON-REFUNDABLE** application fee in the amount of \$55 for each applicant and cosigner. Application fees shall be by cash (receipt provided), certified funds (money order, cashier’s check) made payable to R&M Properties Management Group or electronic (Zelle, Venmo, Cash App, Google Pay or Chime).
6. Lease, Security, and Pet Deposit to be paid no 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 Group. The property will not be taken off the market until a deposit is rendered and a lease is executed.
7. Prospective tenants are accepting the property in an “as is” condition. Requests for and changes to the property may be submitted in writing with the application.
8. **ONE FULL MONTH’S 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 1st 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, 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.

Initialed for Identification by Applicants: 1) _____ 2) _____ 3) _____ 4) _____

TENANT SELECTION CRITERIA

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 the previous year's tax return(s)
2. **Employment:** You **MUST** have current and verifiable employment history unless unemployed or retired. Any applicant that does **NOT** meet all requirements (such as a 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 negative credit history, they are encouraged to explain on page 2 of the application.
4. **Rental History:** You **MUST** provide three (3) 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 to apply. 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
 - c. Be listed on the lease as an occupant
6. **Disclosure:** By law, real estate professionals are obliged to make properties available regardless of race, color, creed, religion, gender, 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 damaged 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 of violent crime
 - g. Currently pending the outcome of a felony or misdemeanor charge
 - h. Bankruptcy in the past five (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

Initialed for Identification by Applicants: 1) _____ 2) _____ 3) _____ 4) _____

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.reconls.tsdps.state.ix.us Sex Offender Listings.

Applicants are responsible for verifying schools and square footage.

CHECKLIST

1. Residential Lease Application _____
2. Authorization to Release Information Related to a Residential Lease Form _____
3. Application Fee of \$55 per applicant included _____
4. Information About Brokerage Services Form signed and dated _____
5. Copy of Driver's License _____
6. Copy of check stubs for past thirty (30) days _____

APPLICATION FEES

Fees and Rent may be paid using the following methods.

Cash, Money Order, or Cashier's Check (Payable to R&M Properties Management Group)

Google Pay (JennRed08@gmail.com)

Zelle (jenn@rmpropertymgt.com)

Venmo (Jenn-Rasco Redmond)

Cash App (JennRed08)

Chime (\$JennRed08)

Applications as well as all supporting documentation can be dropped off at our office. If we are out of the office, there is a drop box to the left of the front door.

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

_____ X

_____ X

_____ X

_____ X



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 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.

The Michael Group Real Estate Services	0520106	hurst@themichaelgroup.com	(817)577-9000
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
Kern Coleman	0504220	kern@themichaelgroup.com	(817)577-9000
Designated Broker of Firm	License No.	Email	Phone
Kern Coleman	0504220	kern@themichaelgroup.com	(817)577-9000
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
Jenn Redmond	0702790	jenn@rmpropertymgmt.com	(817)925-1201
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

TEXAS ASSOCIATION OF REALTORS®
RESIDENTIAL LEASE APPLICATION

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

Texas Association of REALTORS®, Inc. 2018

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 _____ (name) _____ (phone) _____ (email)
 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's 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: _____ Email: _____

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: _____ Night: _____ Mailbox: _____ Fax: _____

Date Moved-In: _____ Move-Out Date: _____ Rent: \$ _____

Reason For Move: _____

Applicant's Previous Address: _____ Apt. No. _____

(city, state, zip)

Landlord or Property Managers Name: _____ Email: _____

Phone; Day: _____ Night: _____ Mailbox: _____ Fax: _____

Residential Lease Application Concerning _____

Date Moved-In: _____ Move-Out Date: _____ Rent: \$ _____
 Reason for move: _____

Applicant's Current Employer: _____
 Address: _____ (street, city, state, zip)
 Supervisors Name: _____ Phone: _____ Fax: _____
 E-mail: _____
 Start Date: _____ Gross Monthly Income: \$ _____ Position: _____

(Note: If 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)
 Supervisors 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 (Car, Truck, SUV)	Year	Make	Model	License Plate No.	Monthly Payment

Will any pets (dogs, cats, birds, reptiles, fish, and other pets) be kept on the Property? Yes No

If yes, please list all pets to be kept on the Property:

Name	Breed	Type	Color	Age (years)	Weight	Gender

Will all pets be Spayed/Neutered? Yes No (if no, which one(s) and why?) _____

Will all pets be declawed? Yes No (if no, which one(s) and why?) _____

Will all pets have current rabies shots, and can you provide proof? Yes No (if no, which one(s) and why?) _____

Do any pets have a biting history? Yes No (if yes, which one(s) and why?) _____

Will any waterbeds or water-filled furniture be on the Property? Yes No

Does anyone who will occupy the Property smoke? Yes No

Will Applicant maintain the renter's insurance? Yes No

Is Applicant or Applicant's spouse, even if separated, in military? Yes No

If yes, is the military person serving under orders limiting the military persons stay to one year or less?

Has Applicant ever:

Been evicted? Yes No

Been asked to move out by a landlord? Yes No

Breached a lease or rental agreement? Yes No

Filed for bankruptcy? Yes No

Lost property in a foreclosure? Yes No

Had any credit problems, including outstanding debt (e.g. student loans or medical bills), slow-pays, or delinquencies? Yes No

Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below. Yes No

Is there additional information Applicant wants considered? Yes No

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 apply 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
<input type="checkbox"/> Applicant <input type="checkbox"/> _____, by <input type="checkbox"/> phone <input type="checkbox"/> mail <input type="checkbox"/> e-mail <input type="checkbox"/> fax <input type="checkbox"/> in person that Applicant was	
<input type="checkbox"/> approved <input type="checkbox"/> 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
©Texas Association of REALTORS. INC. 2018

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 Group (name)
2508 Little Road Suite 400 (address)
Arlington, Texas 76016 (city, state, zip)
817-451-1791 (phone) 817-295-3768 (fax)
jenn@rmpropertymgmt.com (email)

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 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.