

QUALIFYING STANDARDS

1. **Income:** Income must be at least three times the amount of rent. If self-employed or retired we require a copy of previous year's tax return, W-2, or bank statement. Income must be verified for occupancy.
2. **Employment:** A prospect must have current verifiable employment. A full-time student that does not meet all requirements for the property will require a cosigner if approved by the owner. A cosigner for any applicant must meet all qualifying criteria.
3. **Rental History:** 24 months verifiable prior residency. No outstanding debt to a landlord (not just in the last 24 mo.) and compliance with all items of the lease and community policies is required. (Living in a property that is owned by a relative does not constitute a tenant/landlord relationship for rental; verification purposes.)
Owning your previous occupancy can take place of rental history. Occupancy has to be verifiable.
4. **Age:** Applicant must be at least 18 years of age. All occupants 18 years of age or older must complete an application, pay all application fees, and are required to be on the lease as a resident.
5. **Security Deposit & Application Fees** An application fee of \$35.00 (cash or money order) is required at time of application. A security deposit in certified funds (Cashiers check or money order, no cash or personal checks) is recommended at time of application. The security deposit is not mandatory, but any application that is received without a security deposit cannot guarantee that the property will be secured for the applicant. The first qualified applicant that has a security deposit turned into Kautz Property Management, and has no additional requests, will be accepted for the property. The application fee is non-refundable, and will not be waived. A Separate Application and application fee is required for each occupant over the age of 18.
6. **Pet Deposit:** If the owner permits a pet, a pet fee is required (Usually \$175 Non-Refundable). Only one pet per living unit accepted unless owner authorizes exception.
7. **Credit:** A credit report must be processed for each applicant to show at least the last 24 months credit history. Medical or voluntary repossession will be waived in determining acceptable credit.
8. **Automatic Rejection:** Applicants will be automatically rejected for the following:
 - A. Anyone having been evicted by a prior landlord for cause.
 - B. Anyone convicted of a felony or manufacture, possession or distribution of a controlled substance.
 - C. Falsification of application.
 - D. Outstanding debt to a previous landlord.
 - E. Invalid Social Security Number.
 - F. Failure to pay application fee.
 - G. Any application that has not been fully filled out, including applicants signing all pages of application.
9. **Property Acceptance:** Prospective tenant(s) are accepting the property in an as-is condition. Requests for changes to the property may be submitted in writing with the application.
10. **Photo ID:** Part of the application process is that all applicants must provide a driver's license (or other approved photo ID) so the leasing/management service can make a photocopy of it to put with the application.
11. **Signature:** By signing this you have reviewed the Qualifying Standards, and understand that this is the basis of how the results of your application will be determined.
12. **Disclosure:** Real estate brokers and salespersons are required by law to make properties available without regard to race, color, religion, national origin, sex, disability, or family status.

Prospective Renter Signature

Prospective Renter Signature



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 _____ (name) _____ (phone)

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. _____
Landlord or Property Manager's Name: _____ (city, state, zip)
Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____
Date Moved-In _____ Move-Out Date _____ Rent \$ _____
Reason for move: _____

Applicant's Previous Address: _____ Apt. No. _____
Previous Landlord or Property Manager's Name: _____ (city, state, zip)
Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____

(TAR-2003) 1-1-14

Residential Lease Application concerning _____

Date Moved-In _____ Date Moved-Out _____ 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 <input type="checkbox"/> | No <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: |
| <input type="checkbox"/> | <input type="checkbox"/> | been evicted? |
| <input type="checkbox"/> | <input type="checkbox"/> | been asked to move out by a landlord? |
| <input type="checkbox"/> | <input type="checkbox"/> | breached a lease or rental agreement? |
| <input type="checkbox"/> | <input type="checkbox"/> | filed for bankruptcy? |
| <input type="checkbox"/> | <input type="checkbox"/> | lost property in a foreclosure? |
| <input type="checkbox"/> | <input type="checkbox"/> | had <u>any</u> credit problems (including any outstanding debt (e.g., student loans or medical bills)), slow-pays or delinquencies? |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 \$ _____ 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: _____

Residential Lease Application concerning _____



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:

_____ **Kautz Property Management** _____ (name)
_____ **PO Box 150107** _____ (address)
_____ **Arlington TX 76015** _____ (city, state, zip)
_____ **(817) 419-0088** (phone) _____ **(817) 419-1098** (fax)
_____ **kautzrepairs@gmail.com** _____ (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.

