

Award Property Management
Rental Application Packet

initial / sign / date all pages where indicated

- X_____ Award will review and process fully completed applications as they are received. Applications must be fully completed with supporting documents and application fees to be considered. If multiple applicants for a property have submitted completed applications, Award will notify each applicant asking if they wish to proceed with the application process before continuing. If multiple applicants are being considered for a property, the Owner(s) will make the final decision after reviewing qualifying applications.
- X_____ All applicants above the age of eighteen (18) are required to be listed on the lease as a resident and submit the following: A complete Award application packet including; initialed / signed / 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 meet all qualifying criteria individually.
 - If a guarantor is required, all guarantors are to submit: a completed "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 until the office has received the following from each applicant: certified application fee, a fully completed application, and if applicable, a complete guarantor application with certified application fee.**
- X_____ Submit all items mentioned above along with your supporting financial documents to our office at: 6001 Granbury Road, Fort Worth, Texas 76133, by fax: 817-346-2649 -or- by email: info@AwardPM.com

- X_____ Applications will be thoroughly verified before they are presented to the property owner for their final decision. Though our owners may have different criteria to be met, all applicants must meet Award's minimum requirements listed under our Requirements for Occupancy. *If you do not meet all listed requirements, we highly suggest you contact the office before submitting an application.

Acceptance and Move-in Procedures

- X_____ Upon approval, applicants have 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 signed and 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. 30-45 minutes, depending 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.

- X_____ **UTILITY & MAINTENANCE REDUCTION PROGRAM:** In addition to your monthly rent Tenant will pay \$20 to have HVAC filters delivered to their home approximately every 30 days (exception 4") under the Utility & Maintenance Reduction Program. Resident shall properly install the filter that is provided within two (2) days of receipt. Tenant hereby acknowledges that the filters will be dated and subject to inspection by Landlord upon reasonable notice to verify replacement has been timely made. If at any time Resident is unable to properly or timely install a filter Tenant shall immediately notify Landlord in writing. Tenant's failure to properly and timely replace the filters is a material breach of this agreement and Landlord shall be entitled to exercise all rights and remedies it has against Tenant and Tenant shall be liable to Landlord for all damages to the property, A/C or heating system caused by Tenant's neglect or misuse.

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 rental 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 or previous landlord you must provide written release from management. **History of residing with family or under a relatives 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 filled in the 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.

NOTICE TO APPLICANTS

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

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.

X Applicant Signature

Date

Received on _____ (date) at _____ (time)



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 _____ (name) _____ (phone) _____ (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"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

- Will any waterbeds or water-filled furniture be on the Property?
- Does anyone who will occupy the Property smoke?
- Will Applicant maintain renter's insurance?
- 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?
- 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 any 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.
- Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.
- 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 _____, _____ (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 _____



**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:

_____ Award Property Management _____ (name)
_____ 6001 Granbury Road _____ (address)
_____ Fort Worth, TX 76133 _____ (city, state, zip)
_____ (817)294-2353 _____ (phone) _____ (817)346-2649 _____ (fax)
_____ info@awardpm.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.



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.

<u>Award Property Management</u>	<u>0382438</u>	<u>Info@AwardPM.com</u>	<u>(817)294-2353</u>
Licensed Broker /Broker Firm Name or	License No.	Email	Phone
Primary Assumed Business Name			
<u>Kenneth E. Jones, Jr.</u>	<u>0326402</u>	<u>kenneth@kennethjones.com</u>	<u>(817)338-9000</u>
Designated Broker of Firm	License No.	Email	Phone
<u>Licensed Supervisor of Sales Agent/ Associate</u>	<u>License No.</u>	<u>Email</u>	<u>Phone</u>
<u>Sales Agent/Associate's Name</u>	<u>License No.</u>	<u>Email</u>	<u>Phone</u>

Buyer/Tenant/Seller/Landlord Initials

Date