



REQUIREMENTS FOR APPLICATION PROCESS

- Complete and accurate application is required
- **EACH** occupant over the age of 18 **MUST** complete an application
- Qualifying recommended Federal Fair Housing Guidelines allow no more than 2 people per bedroom
- Monthly income should equal 3x the rent
- Monthly income must be verifiable
- Self-employed applicants will need to show proof of income through copies of the 2 most recent prior tax returns
- Verifiable rental history or mortgage history will be run
- Credit and criminal background checks will be run
- A conviction of a felony or a no contest plea for any sex crime are grounds for denial
- Documentation concerning breed, age and shot history will be required on all pets
- We will endeavor to make your application work but we will need your cooperation

Signature

Date

Printed Name

RENTAL NETWORK

Texas and New Mexico

Leasing and Property Management
 5400 N. Mesa Ste. D
 El Paso, TX 79912
 915-581-4900 FAX 915-581-1026
 www.rentalnetwork-el Paso.com




- \$35 NON-REFUNDABLE APPLICATION FEE REQUIRED PAYABLE TO RENTAL NETWORK **TENANT SELECTION CRITERIA MAY INCLUDE: CRIMINAL HISTORY; PREVIOUS RENTAL HISTORY; CURRENT INCOME; CREDIT HISTORY
- **APPLICATION DEPOSIT REQUIRED AT THE TIME OF APPLICATION**
- EACH CO-RESIDENT AND EACH OCCUPANT OVER 18 YEARS OF AGE MUST SUBMIT A SEPARATE APPLICATION

APPLICATION FOR RENTAL

Property Address: _____
 Anticipated Move-In Date _____ Monthly Rent: \$ _____ Security Deposit: \$ _____
 Applicant was referred to Landlord by: _____
 † Real Estate Agent: _____ (name) _____ (phone) _____
 † 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) _____
 Social Security No _____ Driver License No. _____ State _____
 Date of Birth _____ Height _____ Weight _____ Eye Color _____
 Hair Color _____ Marital Status _____ Citizenship Country _____
 E-mail _____ Work Phone _____ Home Phone _____
 Emergency Contact Name & No _____ Cell Phone _____

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: _____
 Landlord's Name: _____
 Landlord's Phones: _____ (day) _____ (night) _____ (cell)
 Date Moved In: _____ Move out date _____ Rent \$ _____
 Reason for move: _____

Applicant's Previous Address: _____
 Landlord's Name: _____
 Landlord's Phones: _____ (day) _____ (night) _____ (cell)
 Date Moved In: _____ Move out date _____ Rent \$ _____
 Reason for move: _____

Applicant's Previous Address: _____
 Landlord's Name: _____
 Landlord's Phones: _____ (day) _____ (night) _____ (cell)
 Date Moved In: _____ Move out date _____ Rent \$ _____
 Reason for move: _____

Applicant's Current Employer: _____
 Address: _____ (street, city, state, zip)
 Supervisor's Name: _____ Phone: _____ Fax: _____
 Start Date: _____ Gross Monthly Income: _____ Position: _____

Applicant's Previous Employer: _____
 Address: _____ (street, city, state, zip)
 Supervisor's Name: _____ Phone: _____ Fax: _____
 Start Date: _____ Gross Monthly Income: _____ Position: _____

Applicant's Previous Employer: _____
 Address: _____ (street, city, state, zip)
 Supervisor's Name: _____ Phone: _____ Fax: _____
 Start Date: _____ Gross Monthly Income: _____ Position: _____

Describe other income Applicant wants considered: _____

Will any waterbeds or water filled furniture be in the Property? † Yes † No

Will any occupant smoke in the dwelling? Yes No Will Applicant maintain a renter's insurance policy? Yes No

List all vehicles to be parked on the Property (cars, trucks, trailers, recreational vehicles, motorcycles, boats, etc)

Type _____ Year _____ Make _____ License No./State _____
Type _____ Year _____ Make _____ License No./State _____
Type _____ Year _____ Make _____ License No./State _____

Will there be any pets on the property? Yes No Number of pets _____

DESCRIPTION OF PET: No pet, including mammals, reptiles, birds, fish, rodents, or insects, may be kept on the property unless it is specifically described in this paragraph.

Type: _____ Breed: _____ Color: _____
Weight: _____ Age: _____ Gender: _____
Neutered? _____ Declawed? _____ Name of Pet: _____
Name of Owner: _____ Rabies shot current? _____

Type: _____ Breed: _____ Color: _____
Weight: _____ Age: _____ Gender: _____
Neutered? _____ Declawed? _____ Name of Pet: _____
Name of Owner: _____ Rabies shot current? _____

Other (e.g. fish, birds, reptiles, etc.) and explain manner in which kept: _____

Additional information: _____

Write Yes (Y) or No (N): Has Applicant or any other occupant ever: been evicted? _____; filed bankruptcy? _____; lost property due to foreclosure? _____; had any credit problems? _____; been convicted of a felony? _____; have any pending criminal matters pending against them? _____ If the answer to any of the preceding questions is Yes, please explain (attach additional sheets if necessary) _____

If Applicant is a member of the Armed Forces: Has Applicant requested or received military orders transferring Applicant within one year? Yes No Is Applicant presently serving temporary orders limiting Applicant's stay to one year or less? Yes No

Will any person be signing a Lease Guaranty? Yes No

Name _____
Relationship _____ Phone _____ (wk) _____ (fax) _____
Address _____ City, State, Zip _____

In case of emergency, notify _____
Relationship _____ Phone _____ (wk) _____
Address _____ City, State, Zip _____

Representation: Application represents that the above statements are true and complete. Providing false information is grounds for relection, termination of a lease, and retention of monies tendered to Landlord held as liquidated damages.

Authorization: Application authorizes Landlord or Landlord's agent, at any time before, during, or after any tenancy, to: (1) obtain a copy of any consumer or credit report related to this application; and (2) to verify any rental history, employment history, or any other information related to this application; and (3) discuss information in the consumer report with Landlord and Landlord's agent.

**** AGREEMENT FOR APPLICATION DEPOSIT TO HOLD PROPERTY ****

Applicant hereby tenders an Application Deposit to the Landlord in the amount of \$ _____ in consideration for Landlord removing the Property (described in Application above) from the market until such time Landlord approves or refuses to approve Applicant as a tenant. If approved, Applicant shall sign a lease agreement with Landlord for the Property to commence on the _____ day of _____ and end on the _____ day of _____, for the monthly rent in the amount of \$ _____ and a security deposit in the amount of \$ _____.

The Application Deposit shall be: (a) credited to the Security Deposit in the Lease if Landlord approves Applicant as a tenant, or (b) refunded if Landlord does not approve Applicant as a tenant.

If Applicant fails to sign a lease with Landlord within three (3) days after receiving notice that Landlord approves Applicant as a Tenant, Landlord may retain this Application Deposit as liquidated damages for Landlord's forbearance in leasing the property to any other applicant and shall have no further obligation to Applicant. Landlord shall approve or refuse to approve Tenant within seven (7) days from the date this Agreement is signed by Landlord or Landlord's Representative. Applicant shall be responsible for contacting Landlord or Landlord's Representative to determine if approval has been obtained. Landlord expressly reserves the right to refuse to enter into a lease and terminate this Agreement if Landlord does not approve Applicant as a tenant.

Agreed this day by:

Signature of Applicant _____ Date _____

Landlord or Landlord's Agent _____ Date _____

Texas law requires all real estate licensees to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

Information About Brokerage Services

Before working with a real estate broker, you should know that the duties of a broker depend on whom the broker represents. If you are a prospective seller or landlord (owner) or a prospective buyer or tenant (buyer), you should know that the broker who lists the property for sale or lease is the owner's agent. A broker who acts as a subagent represents the owner in cooperation with the listing broker. A broker who acts as a buyer's agent represents the buyer. A broker may act as an intermediary between the parties if the parties consent in writing. A broker can assist you in locating a property, preparing a contract or lease, or obtaining financing without representing you. A broker is obligated by law to treat you honestly.

IF THE BROKER REPRESENTS THE OWNER:

The broker becomes the owner's agent by entering into an agreement with the owner, usually through a written - listing agreement, or by agreeing to act as a subagent by accepting an offer of subagency from the listing broker. A subagent may work in a different real estate office. A listing broker or subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first. The buyer should not tell the owner's agent anything the buyer would not want the owner to know because an owner's agent must disclose to the owner any material information known to the agent.

IF THE BROKER REPRESENTS THE BUYER:

The broker becomes the buyer's agent by entering into an agreement to represent the buyer, usually through a written buyer representation agreement. A buyer's agent can assist the owner but does not represent the owner and must place the interests of the buyer first. The owner should not tell a buyer's agent anything the owner would not want the buyer to know because a buyer's agent must disclose to the buyer any material information known to the agent.

IF THE BROKER ACTS AS AN INTERMEDIARY:

A broker may act as an intermediary between the parties if the broker complies with The Texas Real Estate License

Act. The broker must obtain the written consent of each party to the transaction to act as an intermediary. The written consent must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. The broker is required to treat each party honestly and fairly and to comply with The Texas Real Estate License Act. A broker who acts as an intermediary in a transaction:

- (1) shall treat all parties honestly;
- (2) may not disclose that the owner will accept a price less than the asking price unless authorized in writing to do so by the owner;
- (3) may not disclose that the buyer will pay a price greater than the price submitted in a written offer unless authorized in writing to do so by the buyer; and
- (4) may not disclose any confidential information or any information that a party specifically instructs the broker in writing not to disclose unless authorized in writing to disclose the information or required to do so by The Texas Real Estate License Act or a court order or if the information materially relates to the condition of the property.

With the parties' consent, a broker acting as an intermediary between the parties may appoint a person who is licensed under The Texas Real Estate License Act and associated with the broker to communicate with and carry out instructions of one party and another person who is licensed under that Act and associated with the broker to communicate with and carry out instructions of the other party.

If you choose to have a broker represent you, you should enter into a written agreement with the broker that clearly establishes the broker's obligations and your obligations. The agreement should state how and by whom the broker will be paid. You have the right to choose the type of representation, if any, you wish to receive. Your payment of a fee to a broker does not necessarily establish that the broker represents you. If you have any questions regarding the duties and responsibilities of the broker, you should resolve those questions before proceeding.

Real estate licensee asks that you acknowledge receipt of this information about brokerage services for the licensee's records.

Buyer, Seller, Landlord or Tenant

Date

Texas Real Estate Brokers and Salespersons are licensed and regulated by the Texas Real Estate Commission (TREC). If you have a question or complaint regarding a real estate licensee, you should contact TREC at P.O. Box 12188, Austin, Texas 78711-2188 or 512-465-3960.



(TAR-2501) 1/1/96

01A

TREC No. OP-K

Nat Holzer 5400 North Mesa, El Paso TX 79912

Phone: (915) 581-4900

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Linda

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