

TS RENTAL APPLICATION

Date _____

Premises Desired _____ Date Desired _____

APPLICANT

Name _____ SSN# _____ D.O.B. _____

Present Add. _____ City _____ State _____

Zip _____ Phone # _____

Present Landlord _____ Phone # _____

Length of Time:

From _____ To _____ Reason For Leaving _____

Previous Add. _____ City _____ State _____

Zip _____

Previous Landlord _____ Phone # _____

Length of Time:

From _____ To _____ Reason For Leaving _____

Employer _____ Occupation _____

Rank _____ Unit _____

Length of Employment _____ Salary (monthly) _____ Work # _____

Immediate Supervisor _____ Work # _____

SPOUSE

Name _____ SSN# _____ D.O.B. _____

Present Add. _____ City _____ State _____

Zip _____ Phone # _____

Present Landlord _____ Phone # _____

Length of Time:

From _____ To _____ Reason For Leaving _____

Previous Add. _____ City _____ State _____

Zip _____

Previous Landlord _____ Phone # _____

Length of Time:

From _____ To _____ Reason For Leaving _____

Employer _____ Occupation _____

Rank _____ Unit _____

Length of Employment _____ Salary (monthly) _____ Work # _____

Immediate Supervisor _____ Work # _____

Applicant's Driver's License # _____ State _____

Spouse's Driver's License # _____ State _____

NAMES OF ALL PERSONS WHO WILL OCCUPY THE PREMISES **AGES**

PETS

Type _____ Size _____ Weight _____

Type _____ Size _____ Weight _____

No Rottweilers, Doberman Pinschers, Pit Bulls, Great Danes, Chows, American Bulldogs, or any mix thereof are allowed at all. Acceptance of any pets is at the sole discretion of the Property Manager.

Car (make & color) _____ State _____ Plate # _____

Car (make & color) _____ State _____ Plate # _____

Car (make & color) _____ State _____ Plate # _____

Has Applicant ever been evicted? Yes _____ No _____

Are there any criminal matters pending against occupant? Yes _____ No _____

If Applicant is a member of the Armed Forces: Has Applicant requested or recieved military orders transferring Applicant within one year? Yes _____ No _____

If Applicant is a member of the Armed Forces: Is Applicant presently serving temporary orders limiting Applicant's stay to one year or less? Yes _____ No _____

I,OR WE, AUTHORIZE TOWN SQUARE PROPERTY MANAGEMENT & SALES, INC.

TO VERIFY THE ABOVE INFORMATION BY ALL MEANS.

Application fee must be in cash or money order only (exact change, please).

Application Fee Is Non-Refundable.

APPLICANT & DATE

SPOUSE & DATE

TENANT QUALIFYING CRITERIA

FOR TOWN SQUARE PROPERTY MANAGEMENT & SALES, INC

We are pleased that you are interested in leasing a dwelling with us. In order to help you in making your decision, we have listed below the criteria for qualifying as a tenant with us. We work on a first come, first serve basis. A separate rental application must be fully completed, dated, and signed by each applicant. Spouses can complete one rental application. Roommates must qualify individually for properties. We do not combine incomes to meet income requirements for roommates. Two-roommate maximum per property. No co-signers or guarantors.

Each applicant must pay the required non-refundable application fee.

Individual and married applicants will be charged a \$50.00 fee per application; \$50.00 for a second applicant. Application fees must be paid with cash, money order, or cashier's check. The rental application will be reviewed when submitted so we'll have all information needed to determine your eligibility. Each applicant must provide a government photo identification and allow it to be photocopied. If applicant's family will be occupying the dwelling, the family size must be appropriate for the available dwelling.

Applicant(s) may be denied occupancy for the following reasons:

- Falsification of application by any applicant
- Incomplete application by any applicant
- Insufficient income
- Certain felony convictions against you or other proposed occupants of the dwelling
- Poor credit history of any applicant (credit reports are obtained).
- We run credit reports on all persons over 18 years of age.
- Unsatisfactory credit report of any applicant. An unsatisfactory credit report reflects past or current bad debts, late payments or unpaid bills, liens, judgments, or bankruptcies.
- Poor rental profile of any applicant (rental history reports are obtained). Rental history of:
- Non-payment or frequent late payment of rent
- Eviction
- Lease violations
- Drug use
- Poor housekeeping
- Poor supervision of applicant's children
- Unruly or destructive behavior by applicant, applicant's children, or applicant's guests
- Violence to persons or property by applicant, applicant's children, or applicant's guests

An application may be accepted with marginal credit with an additional deposit paid, at the sole discretion of the management.

If an appointment made for a Lease signing is missed, another appointment will be made. If two appointments are missed the applicant may be denied occupancy, at the sole discretion of the management

Pets are only allowed on certain properties and at the sole discretion of the management. Pet Fee (non-refundable) required is \$350.00 per pet, maximum two pets. The following dogs are prohibited on all properties: Pit Bull, Rottweiler, Chow, Doberman Pinscher, Great Dane, American Bulldog, or any mix of these breeds.

We do not discriminate on the basis of race, color, creed, religion, sex, national origin, disability, or familial status. I acknowledge that I had an opportunity to review the rental selection criteria, which includes reasons why my application may be denied, such as criminal history, credit history, current income, and rental history. I understand that if I do not meet the rental selection criteria or if I fail to answer any question or give false information, the management may reject the application, retain all application fees, administrative fees, and deposits as liquidated damages for its time and expense, and terminate my right of occupancy.

APPLICANT'S SIGNATURE & DATE

APPLICANT'S SIGNATURE & DATE



Information About Brokerage Services

11-2-2015

Texas law requires all real estate license holders 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.

Licensed Broker/Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
Designated Broker of Firm	License No.	Email	Phone
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
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

TAR 2501

IABS 1-0

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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.
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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:

_____	_____	(name)
_____	_____	(address)
_____	_____	(city, state, zip)
_____	_____	(phone)
_____	_____	(fax)
_____	_____	(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.