

APPLICATION PROCESS AND LEASING QUALIFICATIONS

Thank you for choosing a property offered by Williams Trew Property Management as your new home. We appreciate the opportunity to be of service to you. In order to make the application process easier, please follow the directions below. **WHEN MULTIPLE APPLICANTS APPLY FOR A PROPERTY, EACH APPLICANT IS EVALUATED SEPARATELY AND EACH MUST MEET THE QUALIFYING CRITERIA. The Property Owner(s) have the right of final approval of applications.**

Each prospective tenant 18 years of age or older must submit a separate application (including each spouse if married). Cosigners and Guarantors must also submit a complete application. In order to process your application, EACH prospective tenant must:

1. Sign and date the Application Process and Leasing Qualifications Form (this form) indicating that you have read it;
2. Sign and date the Information About Brokerage Services Form;
3. Complete, sign and date the Texas Association of Realtors Rental Application and Authorization to Release Information;
4. Sign and date the Agreement for Application Deposit and Hold on Property and provide an application deposit in the amount of one month's lease amount. This will hold the property for you after the owner has approved your application. (This document and the application deposit are not required; however, the property will continue to be marketed until you have submitted it or have executed a lease.);
5. Submit all of the above WITH A CASHIER'S CHECK, MONEY ORDER or CERTIFIED CHECK ONLY (NO PERSONAL CHECKS) for:
 - a. the nonrefundable application fee of \$50.00 for the first applicant and \$50.00 for each additional applicant and cosigner except that the fee for married couples is \$50.00 only, and
 - b. the application deposit of one month's lease payment. The application deposit will become the security deposit upon move in. If your application is denied, the application deposit will be returned to you.

The following items are the leasing qualifications which each applicant must meet:

1. **Income:** You must have verifiable monthly income of at least three times the amount of monthly rent. If self employed, you must provide one of the following:
 - a) A copy of your previous year's tax return;
 - b) Copies of your previous six months' bank statements indicating a stable income source; or
 - c) A letter from your attorney or CPA certifying that your income meets our qualifications.
2. **Employment:** You must have current, verifiable employment and two years' employment history unless self employed. An applicant who does not meet all requirements (such as a full time student) will require a cosigner or guarantor who meets all requirements.

3. Credit History: We will process a credit report for each applicant. Your credit history must meet our predetermined credit rating. Exceptions for medical reasons or prior bankruptcy will be considered.
4. Rental History: You must provide three 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. 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, and c) be listed on the lease as an occupant.
6. Automatic Rejection: Your application will be automatically rejected for any of the following;
 - a) Eviction by a prior landlord;
 - b) Outstanding debt or unpaid damages to a previous landlord;
 - c) Undisclosed criminal record, felony or misdemeanor; including currently pending charges;
 - d) Being registered as a sex offender;
 - e) Conviction of spousal abuse;
 - f) Bankruptcy in the past 2 years that has not been discharged/released;
 - g) Invalid social security number;
 - h) Outstanding federal tax lien, the repayments terms for which are not current;
 - i) False information on your application;
 - j) Incomplete application, including applicant signature on all pages of the application and this form;
 - k) Failure to pay the application fee and application deposit at the time of application submittal.

Regarding Pets: If the owner permits a pet, a non-refundable Pet Fee and Pet Deposit are required. The non-refundable Pet Fee is \$100.00, and the Pet Deposit is \$200.00 per pet. This fee and deposit are paid in addition to the security deposit in the lease. The deposit is made part of the security deposit for all purposes. More than one pet, or pets weighing over 30 pounds, are approved on an individual basis and with the owner's permission only.

NOTICE TO APPLICANTS

- 1) 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.records.txdps.state.tx.us Sex Offender Listings.
- 2) Applicants are responsible for verifying schools and square footage.
- 3) Our Privacy Policy is available on our website, wtlease.com, and at our office.

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.

Applicant Signature Date

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Please deliver your completed application including all documents listed above, your application fee and your application deposit to our office at 2509 Merrick St., Fort Worth, TX 76107. For your convenience, we have a mail slot next to our front door that you may use to deliver your application any time of the day.