

# Property Pros Management Co

PROFESSIONAL PROPERTY MANAGEMENT SERVICES

**Chris Rosprim, CPM/REALTOR®/Broker**

SALES / LEASING / MANAGEMENT / INVESTMENTS

2434 Lillian Miller Pkwy., Denton, TX 76205

PO Box 51941, Denton, TX 76206

(940) 243-4000 – OFC / (940) 453-2180 - CELL / (940) 382-9826 FAX

[chris@texasrealtyteam.com](mailto:chris@texasrealtyteam.com)

May 6, 2016

TO: Residential Rental Prospects

FROM: Property Pros Management Co. / Chris Rosprim, CPM/REALTOR®/Broker

RE: Application For Rental - Residential Property

Thank you for your interest in one of our residential rental properties. General comments:

**APPLICATION:** Please complete the attached TAR standard application for rental for any and all occupants over 18 years old which authorizes us to obtain a consumer and/or business credit report. This is required in order for us to represent to the owner that any / all tenants being considered have the ability to pay the monthly rentals involved. Please complete the attached form (separate for each) as thoroughly and completely as possible (NEATLY and legibly) and submit it to my attention ASAP along with your cash, cashier's check or money order for \$35 for each adult to be named ON the lease made payable to Property Pros Management Co. for an application handling / processing / credit & reference check fee (non-refundable). We DO verify references & existing/prior landlord information as well as the sexual offender's database and a criminal background check. We cannot process the application without the form being complete and the fee submitted and the property is subject to being leased to others. Cash, check or money order accepted. Please print legibly and clearly to avoid mistakes in interpreting the information provided. Incomplete or illegible applications will not be processed. This fee is NON-REFUNDABLE. The review process cannot commence until the application – and the fees – are received in this office.

If there are multiple applicants – ie: Family (husband/wife, etc.) – ONE needs to fully fill in information regarding pets / automobiles, others can skip it.

**CREDIT:** We do not expect or require applicants to have “perfect” credit or adhere to a required pre-sct credit score. The results of the credit report are just a part of the consideration to approve an applicant to rent one of our available properties. Credit, Employment, Landlord Reference, Criminal Record, Fraud Search, Eviction Search, Bad Check Search, Driver's License and SS# verification, sexual offender database, etc. all are part of our review. We need to assure our property owners that applicants have the ability to and will pay the rent timely each month and would not potentially cause problems for neighbors.

**RENTAL REFERENCE:** REQUIRED. We may contact your listed rental references for verification that you have satisfactorily paid your rent in the past, left your rental in good order and considered to be a good tenant.

**EMPLOYMENT:** We may contact your employer to verify employment. Required to ascertain you have the ability to pay the rent!

**RESIDENCY:** Verification of the prior 2 years of residency is required and will be checked and verified. We will be looking for satisfactory payment record, proper notice of intent to vacate, no complaints pertaining to disturbances or illegal activities, no NSF checks, no damages left to previous rental units and no failure to leave the property clean and without damages. Any history of evictions or monies still owed to a prior landlord are unacceptable.

**OCCUPANCY:** In accordance with guidelines from the US Dept. of Housing and Urban Development (HUD), maximum occupancy is two (2) persons per bedroom. Some areas may prohibit or limit the number of non-related individuals residing in a single family home that we must adhere to.

**IDENTIFICATION:** Valid current GOVERNMENT ISSUED photo ID documentation (driver's license, state ID, military ID, passport) is required.

**DEPOSIT:** A security deposit equal to one month's rent is generally required on most all properties and this deposit will be refunded to you – within 30 days in whole or in part - after you have fulfilled the terms of the lease and leave the property in good condition - similar to that in which you found it. In the event of insufficient - none - or weak credit - additional security deposit funds (and/or a co-signor) may be negotiated to offset same.

**FUNDS:** Application fees, security / pet deposits, first month's rent – must be made in cash, cashier's check or money order ONLY.

**FIRST COME / FIRST SERVED:** All properties are offered on a first come / first served basis to be fair to all parties. We do not discriminate against anyone for anything. Our sole interest is to lease our properties to qualified individuals or companies that have demonstrated their ability to pay the rent and take care of the property. Please complete your application and submit to us for review / processing / approval. The property will continue to be marketed and shown and applications accepted and received until the owner approves a prospect and the lease is entered into. Several agents are involved in showing our various properties at any given time so time is of the essence. The property you looked at today – and want to think about until tomorrow – is the same property that someone looked at yesterday – and wanted to think about it until – today.

**FAIR HOUSING:** We fully subscribe and adhere to the US Fair Housing Act and the REALTOR & NARPM Codes of Ethics. We do not discriminate against anyone for any reason. All are treated fair and equal. The Fair Housing Act prohibits any discrimination on the basis of Sex, Sexual Orientation, Marital Status, Race, Creed, Religion, Age, Familial Status, Disability, Color, National Origin or any other protected class and is extended to include sexual orientation.

“If you need some space – we've got the place”

[www.texasrealtyteam.com](http://www.texasrealtyteam.com)

**UTILITIES:** In most cases - tenants are responsible for individually metered utilities (water, sewer, gas, electric, trash, phone, CATV). Some properties may charge a set monthly fee to offset the costs of such as water and/or sewer (ie: well and/or septic systems). In some cases - this may not be the case. Please inquire as to specifics for the property you are looking at. Once the lease is signed – effective as of the move in date - the Landlord will turn off any and all utilities he is responsible for and it will be up to you to have them turned on in your name. Utilities are required to be maintained during the lease term.

**AS IS:** Unless otherwise noted and agreed to - generally property is offered in an “as is” condition. Should you wish any specifics (modifications, repairs, etc.) please note these up front so the owner can consider same. The lease will contain stipulations as to what modifications, if any, are to be done by the landlord. Any modifications to the property you rent may be subject to you being required to restore the property to a condition similar to that at the time of your move in. Any damages may be deducted from your security deposit. Existing appliances are those that come with the property. In some cases – there may be appliances (typically refrigerator, washer, dryer) included with the property that may not be subject to being repaired or replaced in the event they need repair or replacement. Your lease will stipulate if this is the case for your property.

**PETS:** Some properties accept pets. Inquire for the property you are interested in. A pet deposit will be required. Consideration will be on a property by property basis and based on type and size of pet relative to the property and the owner. Pet deposits (refundable) are generally \$350@ but will vary. Additional pets considered depending on the property and the #, size, type, breed, etc. involved. Large potentially vicious dog breeds – such as Pit Bulls, Dobermans, Rottweiler’s, etc. will not be welcome due to potential damages, personal injury and increased liability. The penalty for an unauthorized pet is \$250 initial and \$25 per day as long as the pet is there. Unauthorized pets may subject the lease to termination and/or grounds for eviction.

**SMOKING:** All of our properties are NON-SMOKING properties. NO smoking is permitted inside any of our rental properties. Failure to adhere to this rule is subject to termination of your right to live in our rental property and cause for eviction. You will be charged for all expenses related to clean up of any issues stemming from smoking inside the property and any clean up of smoking debris on the outside.

**YARD SERVICE:** In most cases – involving single family homes – the tenant is responsible for yard service. For multi-family properties or condos and townhomes – typically this service is provided. If you wish to discuss or inquire about yard service or arrangements for a contract service – please do so. We have lawn services that can take care of the yard on a regular basis for reasonable fees and it can be paid along with the rental payment.

**RENTAL PAYMENTS:** Rental payments are typically due on or before the first of the month. Typically, the rent will be considered to be late if not received by the 3<sup>rd</sup> to the 5<sup>th</sup> day of the month (see specific lease) at which time a late payment fee will be assessed. A late payment fee of \$25 to \$50 initially will be followed with a daily late fee until the full rent is received in good funds. Partial rent and/or NSF checks will not reduce the late payment and daily late fees. Rental payments received may be applied to non-rental items first such as any outstanding / prior / current late fees or maintenance and repair charges, etc. and the balance applied towards your rental account. If the balance owed is not paid upon demand a notice to pay or vacate may be issued. Failure to pay amounts due may subject you to termination of the lease and eviction.

**ONLINE PAYMENTS:** Arrangements can be made to pay the rent & deposit fees ONLINE – inquire to get this set up. Will require an e-mail address and an address. Any fees associated with payment online will be a tenant expense.

**DISQUALIFICATIONS:** Any of the following by any applicant is cause for disqualification: Any recent drug related convictions; any conviction or adjudication other than acquittal of a sex offense; any conviction or adjudication other than acquittal of a felony; any felony charge relative to child abuse, endangerment, or sexually related crime or crimes of a violent nature.

**FALSE INFORMATION:** If any information provided on your application proves to be false or misleading, your application will be denied and your application fees forfeited.

**CONFIDENTIALITY:** Your privacy is important to us. Any and all information received from applicants shall remain confidential between us.

**RULES:** Tenants may not use the property for or permit any activity which may be considered to be a nuisance, offensive, noisy or otherwise dangerous; repairs of any vehicles; parking on the lawn; any business activities; any activity that violates any provisions of any applicable city code or ordinance or any violation of any applicable HOA rule;

If you have any questions, would like to review a copy of the lease agreement, etc. - just let us know. We thank you for your interest in our properties and look forward to having you as a tenant. FYI – we may – or may not be managing the property you are applying for.

Any and all information received and collected from you and other sources for the approval or denial of your application will be kept confidential and for our use only.

**AFFIRMATION BY APPLICANT(S)**

I / we affirm that I / we have read the application, lease agreement and all related documents thereto and that I / we understand all the terms and conditions and all applicable fees and charges.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**“If you need some space – we’ve got the place”**



# TEXAS ASSOCIATION OF REALTORS® RESIDENTIAL LEASE APPLICATION

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.  
©Texas Association of REALTORS®, Inc. 2014

**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 \_\_\_\_\_

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)

Previous Landlord or Property Manager's Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: Day: \_\_\_\_\_ Nt: \_\_\_\_\_ Mb: \_\_\_\_\_ Fax: \_\_\_\_\_

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 No

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?

Is any occupant a registered sex offender?

Are there any criminal matters pending against any occupant?

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 \$ 35.00 to Property Pros Mgmt Co. (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: \_\_\_\_\_



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.  
©Texas Association of REALTORS®, Inc. 2014

I, \_\_\_\_\_ (Applicant), have submitted an application to lease a property located at \_\_\_\_\_ (address, city, state, zip).

The landlord, broker, or landlord's representative is:

Property Pros Management Co. / Chris Rosprim (name)  
2434 Lillian Miller Parkway (address)  
Denton, TX 76205 (city, state, zip)  
(940) 243-4000 (phone) (940) 382-9826 (fax)  
chris@texasrealtyteam.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.*