



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: _____

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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"/>	Will any waterbeds or water-filled furniture be on the Property?
<input type="checkbox"/>	<input type="checkbox"/>	Does anyone who will occupy the Property smoke?
<input type="checkbox"/>	<input type="checkbox"/>	Will Applicant maintain renter's insurance?
<input type="checkbox"/>	<input type="checkbox"/>	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?
<input type="checkbox"/>	<input type="checkbox"/>	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 <u>any</u> 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.
<input type="checkbox"/>	<input type="checkbox"/>	Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.
<input type="checkbox"/>	<input type="checkbox"/>	Is there additional information Applicant wants considered?

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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 \$ **75.00** to **Austin Landmark Property Svcs** (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: _____



**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:

Austin Landmark Property Services Inc (name)
11573 Jollyville Rd (address)
Austin, TX 78759 (city, state, zip)
(512)794-8171 (phone) (512)794-3997 (fax)
info@alpsmgmt.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.

Criteria For Residency

Thank you for your interest in one of ALPS homes. Our goals are to find the best residents for our homes and to provide excellent service to our residents.

General Requirements

1. Positive picture ID is required.
2. All applicants 18 and over must complete an application.
3. In the case of multiple residents, at least one person must qualify. Incomes cannot be combined unless occupants are married.
4. Application must be completely filled out and signed. Incomplete applications will not be processed.
5. Each person 18 years and older, including any guarantor if applicable, must pay an application fee prior to processing the rental application; Checks should be made payable to ALPS, Inc.
6. Property will remain on the market during the approval process. Submission of the application deposit will expedite the process after approval.
7. Applicant acknowledges and accepts that ALPS represents the owner of the property for which applicant is applying.

Rental Requirements

1. Two years of verifiable, favorable residence history from a third-party landlord is required.
2. Rental history demonstrating residency, but not by a third party, may require an additional security deposit.
3. A criminal background check will be performed.
4. Home ownership will be verified through tax assessor's office or credit report.
5. The following factors will be considered in denying an application or changing the offering terms:
 - a. Having been sent a 3 day notice to vacate
 - b. Giving insufficient funds check(s)
 - c. Previous eviction
 - d. Previous past due rent or other charges outstanding to a landlord
 - e. Previous property damage
 - f. Failure to have given a proper 30 day notice/Breach of lease
 - g. Previous or present rude and disruptive behavior
 - h. Making false statements on the application

Income Requirements

1. Monthly income must equal approximately three (3) times the monthly rent.
2. If monthly income does not equal at least three (3) times the stated monthly rent amount, the last month rent or additional deposit may be requested to be paid in advance.
3. If we are unable to verify income, at least 3 months of paycheck stubs or other proof of income will be required.
4. If applicant is unemployed the application will be denied unless acceptable proof of income from other sources is provided.
5. Self-employed applicants must provide two years' tax returns or a P & L statement acceptable to ALPS.

Employment Requirements

1. Verifiable employment and/or other income is required.
2. Applicant will be denied if we are unable to verify the income or employment status.
3. Self-employed applicants must produce written verification of work history through tax returns or bank statements.
4. If applicant does not meet the stated employment criteria but otherwise qualifies, an additional deposit may be required.

Credit Requirements

1. A credit score of 600 or above is required
2. Outstanding bad debts being reported on credit report may result in denial or require an additional deposit, additional rent paid in advance and/or a qualifying guarantor.
3. Excessive collections may result in denial, require an additional deposit, additional rent paid in advance and/or a qualifying guarantor.
4. Outstanding debt to property management or landlord may result in denial.
5. Non-discharged bankruptcy will result in denial.
6. After discharged bankruptcy, applicant must show six (6) months of positive established credit.

Dogs and Cats

1. Dogs and cats must be at least 1 year old and weigh 35 pounds or less. No puppies or kittens are allowed. Larger dogs of accepted breeds may be allowed with an increased pet deposit; check with management company prior to application. A non-refundable fee for the pet will be charged to process the application and prepare the forms. A refundable pet deposit will be charged for each animal. The rent may be increased per month for each pet. The following breeds will not be accepted in the property: Doberman, Chow, Pit Bull, Rottweiler and other large breeds. ALPS may require breed and weight information from a veterinarian. Support and Service Animal status must be verified.

Criminal Convictions

1. Criminal Conviction Criteria - We abide by principles of equal opportunity, and welcome all responsible renters into our homes. Upon receipt of the rental applications and screening fee, landlord will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime. Your application will be subject to denial if our search establishes the following:
 - a. A conviction, guilty plea or no-contest plea, ever for child sex crimes; or
 - b. A conviction, guilty plea or no-contest plea, within the last seven years for: any felony involving serious injury, kidnapping, death, arson, rape, sex crimes, or drug-related offenses (sale, manufacture, delivery or possession with the intent to distribute) class A felony burglary or class A felony robbery; or
 - c. A conviction, guilty plea or no-contest plea within the last seven years for any other felony charges not addressed in b) above ;
or
 - d. A conviction, guilty plea or no-contest plea, within the last seven years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, delivery or possession) property damage or weapons charges;
or
 - e. A conviction, guilty plea or no-contest plea, within the last 2 years for: any class B or C misdemeanor in the above categories or any misdemeanors involving criminal trespass, theft, dishonesty or prostitution.
 - f. A multiple offender

Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held waiting resolution of pending charges.

Vehicles and Parking

1. Vehicle restrictions are different for each property. Typically, 2 cars are allowed for a single family home with a 2 car garage, and more vehicles can often be allowed.
2. Condominiums, apartments, and other multi-unit properties often have special parking rules, restrictions and limit the number and type of vehicles allowed.
3. It is the responsibility of the applicant to verify the subject property will accommodate the parking and vehicle needs of the applicant.
4. No boats, trailers, rv's, or other mobile towed property are allowed to be stored in driveway or public spaces on properties.

Austin Landmark Property Services, Inc.,
CRMC® PO Box 202344
Austin TX 78720
(512) 794-8171

ALPS, Inc. Licensed Real Estate Brokers in the state of Texas