



1229 Main St.
Garland TX 75040

Office: 972.205.9500
Fax: 888.896.1024
Text: 214.577.6444

PROPERTY LEASING REQUIREMENTS

Linda Waller, Property Manager, supports The Fair Housing Act, as amended, prohibiting discrimination in housing based on race, color, religion, sex, national origin, handicap or family status. The following are the guidelines and requirements of the qualifying criteria.

1. **Completion of Lease Application.** Applicants must be 18 years of age. All occupants 18 years of age or older must complete a Lease Application at LindaWaller.com. The Lease Application must be **completed in its entirety**, including each applicant's Social Security number. There is an Application fee of \$50.00 per applicant. The fee(s) must be paid by cash, money order or cashier's check made to **Linda Waller** or by the PayPal link at LindaWaller.com. Applications may be delivered, mailed, faxed or scanned to LindaWaller.com or Linda Waller 1229 Main St. Garland TX 75040. There is a night drop in the front door.
2. **Income.** Monthly income must be at least three times the amount of rent. Applicant must provide two recent pay check stubs and any additional documented income the applicant desires to be considered. If self employed, applicant must provide the prior year's tax return.
3. **Credit.** A credit and criminal background report will be ordered on each applicant 18 years of age and older. These reports (including social security numbers) are sent to an outside vendor to process. Excessive late payments, defaults, and/or unpaid rental related debt may be grounds for denial. If there are any credit problems, additional deposit may be required for approval. Landlord's decision to lease may be influenced by criminal activity. **Once the credit report has been run, the application fee will not be refunded.**
4. **Photo Identification.** Applications are required to provide a copy of each applicant's Drivers License or other approved photo ID.
5. **Rental History.** All rental history provided on the Lease Application will be verified. Failure to provide all required information, providing inaccurate information, or information learned upon contacting previous landlords may influence the applicant's approval by the Landlord.
6. **Automatic Decline of Application.** Applicants will automatically be declined for the following reasons: false or misleading information provided on the Lease Application, invalid social security number, failure of all applicants to pay application fee, incomplete applications missing required data or not signed by applicant, any household member that is a registered or unregistered sex offender. **Once the credit report has been run, the application fee will not be refunded.**

7. **Term.** A two (2) year lease is required in most cases.
8. **Approval Process.** Once Landlord approves an application, the Move-in funds (security deposit, pro rata rent and pet deposit) must be paid in guaranteed funds (cashier's check, money order, cash or by credit card at LindaWaller.com) and the lease executed within 48 hours of acceptance. **Until that time, the property will remain on the market.**
9. **Rent.** If you move in any day other than the 1st day of the month, your prorated rent is due the 1st day of the 2nd month. If you need your rent to be due on a date other than the 1st day of the month, discuss prorated amount with Linda Waller.
10. If all occupants over 18 years of age die during the lease, Landlord may: (i) permit the person named below to access the property at reasonable times in Landlord's or Landlord's agent's presence; (ii) permit the named person to remove your personal property; and (iii) refund the security deposit, less deductions, to the named person. **If approved for Lease,** do you want the emergency contact listed on you Application used for this? Yes If not please fill in below.

Name: _____ (relationship to you) _____
 Address: _____
 Phone #: _____
 E-mail address: _____

11. **Lawn Care.** We do not provide lawn maintenance.
12. **Décor.** Occupants may not paint. If a color change is wanted, the property manager will have a contractor paint at the occupant's expense. Call for a quote.
13. **Appliances.** Refrigerators are **NOT** provided.
14. **Pets.** Are you aware of any prior incident or propensity/predisposition for any of the pets described in your lease to harm persons or other animals? Yes or No
15. **Miscellaneous.** Call or e-mail Linda with any questions at 972-205-9500 or dallasmayfair@aol.com. There is a night drop in front door at 1229 Main St. Garland TX 75040. No applications will be processed until the application fee is received. **Once the credit report is run, the application fee is nonrefundable.**

I acknowledge that I have read, understand and agree with the above screening criteria.

 Signature Date

 Signature Date

 Signature Date

 Signature Date



Received on _____ (date) at _____ (time)



RESIDENTIAL LEASE APPLICATION

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS®, INC. IS NOT AUTHORIZED.
©Texas Association of REALTORS®, Inc. 2022

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 has has not viewed the Property in-person prior to submitting this application.

Applicant is strongly encouraged to view the Property in-person 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 _____

Emergency Contact: *(Do not insert the name of an occupant or co-applicant.)*

Name and Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____

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: _____

Residential Lease Application concerning _____

Applicant's Previous 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 Current Employer: _____

Address: _____ (street, city, state, zip)

Employment Verification Contact: _____ 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)

Employment Verification Contact: _____ Phone: _____

Fax: _____ E-mail: _____

Employed from _____ to _____ Gross Monthly Income: \$ _____ Position: _____

Note: Applicant is responsible for including the appropriate contact information for employment verification purposes.

Describe other income Applicant wants considered: _____

List all vehicles to be parked on the Property:

Type	Year	Make	Model	License Plate No./State	Mo. Payment

Will any animals (dogs, cats, birds, reptiles, fish, and other animals) be kept on the Property? yes no
If yes, list all animals to be kept on the Property:

Type & Breed	Name	Color	Weight	Age in Yrs.	Gender	Neutered?	Bite History?	Rabies Shots Current?	Assistance Animal?
						<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

If any of the animals listed above are assistance animals, please provide appropriate documentation with a reasonable accommodation request for the assistance animal(s).

<u>Yes</u>	<u>No</u>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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?

Residential Lease Application concerning _____

Vertical columns of checkboxes for applicant history.

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?
been convicted of a crime? If yes, provide the location, year, and type of conviction below.
Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.
had any credit problems, slow-pays or delinquencies? If yes, provide more information below.
Is there additional information Applicant wants considered?

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 \$ _____ to _____ (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.
(4) Applicant is responsible for any costs associated with obtaining information.

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**

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS®, INC. IS NOT AUTHORIZED.
©Texas Association of REALTORS®, Inc. 2018

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

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

_____	Linda Waller	_____	(name)
_____	1229 Main St.	_____	(address)
_____	Garland, TX 75040	_____	(city, state, zip)
_____	(972)205-9500	_____	(phone)
_____	(888)896-1024	_____	(fax)
_____	DallasMayfair@aol.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.



Information About Brokerage Services

Texas law requires all real estate licensees 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 coincidental 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.

<u>Linda Sydow Waller</u>	0429703	DallasMayfair@aol.com	(972)205-9500
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
<u>Linda Sydow Waller</u>	0429703	DallasMayfair@aol.com	(972)205-9500
Designated Broker of Firm	License No.	Email	Phone
_____	License No.	Email	Phone
Licensed Supervisor of Sales Agent/ Associate			
_____	License No.	Email	Phone
Sales Agent/Associate's Name			
_____	_____	_____	_____
Buyer/Tenant/Seller/Landlord Initials		Date	

Regulated by the Texas Real Estate Commission

Information available at www.trec.texas.gov
IABS 1-0 Date
Page 7 of 7