



### RESIDENTIAL LEASE APPLICATION

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**Each occupant and co-applicant 18 years or older must submit a separate application.**

Property Address: **3845 Convent Street #7, Dallas, Texas 75204**  
Anticipated: Move-in Date: \_\_\_\_\_ Monthly Rent: \$ **4,500.00** Security Deposit: \$ **4,500.00**  
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 **Julie Nguyen** (name) **(214)683-0939** (phone) **info@julieRE.com** (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: \_\_\_\_\_

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 checked="" 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?

<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"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<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?  
 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**

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I, \_\_\_\_\_ (Applicant), have submitted an application to lease a property located at 3845 Convent Street #7, Dallas, Texas 75204 \_\_\_\_\_ (address, city, state, zip).

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

<u>Julie Nguyen</u>	(name)
<u>5220 Spring Valley Rd Ste 160</u>	(address)
<u>Dallas, Texas 75254</u>	(city, state, zip)
<u>(214)683-0939</u> (phone)	<u>(972)980-9394</u> (fax)
<u>info@julieRE.com</u>	(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.*

## NOTICE OF ELIGIBILITY REQUIREMENTS

**\* Please allow up to 72 hours to process your application. Review & Approval may take additional time. \***

- ✓ Each adult age 18 & over must fill out and complete separate application.
- ✓ **Color** copy of each applicant driver's license or State ID and another form of ID.
- ✓ Application fee is \$75 per adult 18+ years, must be paid at time of application, via Zelle ,Venmo, or certified funds (cashier's check/money order) made out to JULIE NGUYEN. **Application fees are not refundable.**
- ✓ Minimum total combined household income is a minimum of 3 times the rent amount.
- ✓ 3 most recent pay stubs or proof of income per applicant. Self-employed – 3 months of bank statements and the most recent signed tax return.
- ✓ Less than perfect credit might be considered with additional deposits.
- ✓ Owner reserves the right to decline any applicant based on insufficient income, credit report, background check, and/or rental history.
- ✓ Each applicant must NOT have Felony Criminal Record, previous evictions, landlord collections, outstanding judgements or bankruptcy, or utility collections.
- ✓ **Multiple applications may be accepted on a single property simultaneously.**
- ✓ Incomplete applications can delay processing and/or may not be processed, such as phone numbers, emails, previous landlord, references, employer, etc.
- ✓ **All applications are subject to owner approval.**

In the event pets are allowed, it will be on a case by case basis. A \$500 of non-refundable pet fee per pet.

- Pets must be current with vaccinations. Proof of pet's vet record is required.
- A photo of each pet must be submitted with the application.
- Some breed restrictions and/or weight limit for dogs will apply.
- **Owner approval is required for any pet.**

If the application is approved, the security deposit must be paid within 24 hours of approval. If not received, landlord has the rights to move forward with additional applications. All deposits must be paid in certified funds (cashier's check or money order). Until the deposit hold and lease are signed, the deposit is 100% refundable and the property will remain **ACTIVE** on the market. Lease must be signed by all parties for it to be effective. Any pro-rated rent for a partial month and the first full month's rent (including pet deposit, if applicable) along with a one-time \$150 admin processing fee are due on or before move in.

**Fair Housing** – Our brokerage is committed to be in compliance with fair housing laws and do not engage in unlawful discrimination on the basis of race, color, religion, sex, national origin, familial status, disability or any other characteristics protected by law.

**Acknowledgement** – Signing this Notice of Eligibility Requirements indicates that Applicant has review and read to above Landlord's tenant selection criteria and agrees to provide accurate information.

Signature: \_\_\_\_\_ Print Name \_\_\_\_\_

Email Address: \_\_\_\_\_ Date: \_\_\_\_\_



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