



Rental Application Policy

Each applicant's screening report shall be reviewed for two types of adverse information; **NEGATIVES** and **TERMINALS**.

NEGATIVES: The following items shall be considered negative items:

- Any collection, judgment, bankruptcy, or lien.
- Any landlord reference that includes poor rental history, late pays or non payments of rents.
- Any instance of damage where security/Pet deposit was not returned due to damage to the rental unit (beyond normal wear and tear).
- Any instance of proper Intent to Vacate notice not being given to a landlord.
- Any employment situation which is temporary or seasonal in nature.
- Any Landlord reference that cannot be verified.

TERMINALS: The following items shall be considered terminal, and shall be sufficient to decline the application:

- Any OPEN bankruptcy (a bankruptcy to which new claims can still be added).
- Any collection filed by a property management company.
- Any eviction or Unlawful Detainer action.
- Any current 3-Day Notice.
- Any income level which is less than 3 times the rental amount of the unit.
- Any conviction for the selling of drugs, possession of drugs with intent to sell,/delivery, violent or sexual crime
- Any gross distortion of the truth by the applicant on the written application.
- An incomplete application
- Any Undisclosed previous rental address.
- Any Non-response from applicant for additional information after 3 days.

Before you Begin the Rental Application here a few Criteria below

- Photo ID of any applicant
- Employment & income must be able to be verified . Pay stubs or electronic pay stubs with companies name printed on the stubs. At least 2 months worth of pay stubs
- Job offer letters with salary and hire date .
- Award letters for student loans, scholarships,entitlement letter for social security or disability. Retirement statements and or deposit receipts.
- Child support must have letter from attorney general office showing payment are being made. Deposit receipts for the last 6 months for child support or any other income that will be considered.
- Income must be 3 times the rental amount.

THE APPLICANT ACKNOWLEDGES THE FOLLOWING INFORMATION:

- 1. The application fee is non-refundable**
- 2. Security Deposit is required with in 24 hours after approval.**
- 3. Security Deposit shall be forfeited if the applicant decides to cancel for any reason**
- 4. Security Deposit shall be forfeited if applicant fails to sign a lease or take possession of the property by the agreed move in date.**
- 5. There is a maximum occupancy of TWO people per bedroom (except for children under the age of twelve months.**

EXTENUATING CIRCUMSTANCES: In some cases the manager may feel that an applicant who does not qualify under this policy might still be an acceptable risk due to extenuating circumstances. Such circumstances might include (but are not limited to) severe medical problems, recent death of a spouse, recent divorce, a temporary period of unemployment in the past, negative information confined to a single landlord reference, etc. In these situations the manager may request a review by their immediate supervisor who may, at their discretion, approve or decline the application.

ANTI-DISCRIMINATION: No applicant shall be declined residency on the basis of their race, sex, religion, marital status, family status, age, or by any other method of discrimination by treating one person or group different than other persons or groups who have the same characteristics, or by any laws, legal codes, or regulations that prohibits discriminatory practices.



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: _____

Residential Lease Application concerning _____

Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____
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? |
| <input type="checkbox"/> | <input type="checkbox"/> | If yes, is the military person serving under orders limiting the military person's stay to one year or less? |
| | | Has Applicant ever: |
| <input type="checkbox"/> | <input type="checkbox"/> | been evicted? |
| <input type="checkbox"/> | <input type="checkbox"/> | been asked to move out by a landlord? |
| <input type="checkbox"/> | <input type="checkbox"/> | breached a lease or rental agreement? |
| <input type="checkbox"/> | <input type="checkbox"/> | filed for bankruptcy? |
| <input type="checkbox"/> | <input type="checkbox"/> | lost property in a foreclosure? |
| <input type="checkbox"/> | <input type="checkbox"/> | had <u>any</u> credit problems, including any outstanding debt (e.g., student loans or medical bills), slow-pays or delinquencies? |
| <input type="checkbox"/> | <input type="checkbox"/> | been convicted of a crime? If yes, provide the location, year, and type of conviction below. |

Residential Lease Application concerning _____

- Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction 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 \$40.00 to Gunn Property Mgmt (entity or individual) for processing and reviewing this application. Applicant submits will not submit an application deposit of \$ N/A 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:

_____ (name)
Della Gunn Hale / Gunn Property Management
_____ (address)
6824 Wayne Ave, Suite 5
_____ (city, state, zip)
Lubbock Texas 79424
_____ (phone) 806-794-9798
806-771-8798 (fax)
_____ (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.