



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?	
						Y	N	Y	N	Y	N	Y	N
_____	_____	_____	_____	_____	_____	<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"/>
_____	_____	_____	_____	_____	_____	<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"/>

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? 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.

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 \$ _____ 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.

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:

_____ (phone) _____ (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.



Security Deposit Agreement Statement

By submitting the Security Deposit for the Rental Property known as; _____
_____ in the amount of \$ _____, the undersigned agree that if
for any reason they (the undersigned) decide not to sign a Lease, move in and occupy the Property, the Security
Deposit becomes non-refundable and is retained by Cooksey & Company, REALTORS, LLC. When the Security
Deposit is received by Cooksey & Company, REALTORS, LLC the above property is placed on hold for the
prospective Tenant(s) until the projected move-in date, up to 30 days, and is no longer advertised or shown to
prospective Tenants.

Date: _____

4425 S 3rd ST

Abilene, TX 79605

325-698-3820

www.cookseyrealtors.com

Cooksey & Company, REALTORS®, LLC Rental Selection Criteria

Cooksey & Company, Realtors®, LLC observes the Fair Housing Act. The Fair Housing Act makes it illegal to deny housing based on familial status, race, color, national origin, religion, disability, or sex.

We utilized the Tenant Tracker system to verify credit, criminal and rental history. Tenant selection is based in part upon the following criteria.

Credit Worthiness - We do not base decisions on credit scores; however, generally 2 years of good credit history is required. No bankruptcies within the past 2 years. No recent collections or charge-offs especially for utility providers. We generally do not count medical or student loan debt against you. Upon signing a Lease, the Tenant is promising to pay the monthly rent on time for the period of the Lease.

Employment - Normally a 3 month employment history is required. If your employer usually does not release wage information, the submission of your last two pay check stubs is required. If you are an independent contractor, we will need to see the most recent tax return.

Current Income - Generally, three times the rent in gross income is required (before taxes are removed.) This is to ensure the tenant has adequate resources to pay the monthly rent. We combine income if applicants are married; otherwise, you generally must qualify individually. Those full time students applying with no verifiable income will be required to have their guarantor complete a Lease Guaranty.

Rental History - Generally, a satisfactory rent history is required. This includes a timely payment history, no recurring problems with the former Property Management, no eviction proceedings filed, proper termination notice given and no charges for past due rent or property damages on file. No broken lease agreements.

Criminal History - Although each case is considered individually, recent felonies, violent crimes, drug charges and crimes of a sexual nature will normally produce overall negative results.

HUD / Section 8 / Housing Voucher - Not all properties qualify for Section 8 housing allowance. Please verify that the property qualifies before submitting an application and fee. If property does not qualify for the program, then we cannot accept a voucher.

Each prospective tenant 18 years or older must complete an application. Application fee for married spouses (with the same last name) is \$40. For all other applicants there is an individual fee of \$40. We ONLY accept Money Orders in mail-drop or exact Cash during normal business hours. We will not run your application until we have received application fee(s). Incomplete applications are subject to denial.

Once notified your application is accepted, you have 3 business days to pay the Security Deposit. The property will be held up to 30 days once the security deposit is received. If you fail to pay the deposit in time, property can be rented to another applicant.

All application fees are NON-REFUNDABLE, so discuss any qualification issues and ensure you have Security Deposit funds prior to submitting application

