



Reliable Property Management

RENTAL APPLICATION PACKAGE INSTRUCTIONS FOR LEASING AGENT

Thank you for choosing RPM Reliable Property Management. This packet contains all of the documentation you will need to submit an application for your clients. RPM requires the following documents to be filled out and signed when submitting an application for a rental property

1. **TENANT SELECTION CRITERIA**
Review with each applicant to determine that basic (minimum) requirements are met.
2. **INFORMATION ABOUT BROKERAGE SERVICES (TAR-2501) 11-2-15**
Applicant will need to sign and date. Please note that Reliable Property Management always represents the OWNER. You must represent the TENANT.
3. **RESIDENTIAL LEASE APPLICATION (TAR-2003) 2-1-18**
Instruct each applicant to complete all areas of the application with as much detail as possible and then sign and date the application.
4. **T.A.R AUTHORIZATION TO RELEASE INFORMATION RELATED TO A RESIDENTIAL LEASE APPLICANT (TAR-2203)**
5. **COPY OF EACH APPLICANTS DRIVER'S LICENSE**

Review all required documents to be certain that all areas are complete and that each form is properly initialed, signed, and dated. **INCOMPLETE OR ILLEGIBLE APPLICATIONS CANNOT BE PROCESSED.**

RENTAL APPLICATION PACKAGE INSTRUCTIONS FOR PAYING APPLICATION FEES AND DEPOSIT

Before RPM can run an application, we must receive the Application Fee and the full Deposit. These two fees can be paid using certified funds or online with a credit card only. If an applicant would like to pay the Application Fee or Deposit by credit card, they may set up an account on www.paylease.com. Payments made on PayLease with an electronic check are not accepted & fee is non-refundable. **Please be aware, if the applicant pays by credit card on Paylease for their security deposit and is not accepted, Paylease will not refund the 3.5% convenience fee.**

The applicant may go to www.landlordaustin.com and click on the PayPortal button located on the "Tenants" page. They will need to click on the Not Registered part of the screen to get started.

For any questions, contact our office directly at 512-732-8388 during business hours which are Monday – Thursday 8:00 a.m. to 4:30 p.m. and Friday 8:00 a.m. to Noon.

Deliver completed RENTAL APPLICATION PACKAGE to RPM at 4501 Spicewood Springs Road, Ste. 1040, Austin, TX 78759. For your convenience, an after hours drop box is provided near our front door. Directions to RPM's office are included in this packet. Be sure to attach your business card.

PETS

RPM has breed restrictions for the following dog breeds or mix thereof: Pit Bulls, Doberman Pinschers, Rottweilers, Chows, or German Shepherds. A \$1M liability insurance policy with RPM named additional insured is required for the restricted breeds above. Pet deposits are determined on a case-by-case basis with a minimum of \$300 per pet. The applicant must submit photos of any pets that will appear on an RPM lease.

Note: RPM cannot discuss specific results of the credit reports with the agent or even with the spouse of the applicant. If there are questions regarding something on the applicant's credit report, please contact RPM for more information. **ALL APPLICATIONS SUBMITTED BECOME THE PROPERTY OF RPM.**

RPM RELIABLE PROPERTY MANAGEMENT, INC.

512-732-8388

www.LandlordAustin.com

512-327-3283 Fax

APPLICANT REQUIREMENTS AND TENANT SELECTION CRITERIA

RPM does business in accordance with the federal, state, and City of Austin Fair Housing laws and does not discriminate against any person because of race, color, national origin, religion, familial status, mental or physical disability, and status as a student, marital status, sexual orientation or age.

To qualify for the property, **the combined income for applicants must be at least three times the monthly rent.** Proof of one month's income is required for acceptance. Each person over the age of 18, planning to reside at the property, must complete the following documents:

- Texas Association of Realtors Residential Lease Application -TAR 2003 (1-1-14)
- Texas Association of Realtors Authorization to Release Information Related to a Residential Lease Applicant (part of TAR 2003)
- Information About Brokerage Services (TAR 2501)

Along with these forms, **RPM collects a \$50 per person application fee.** The application fees must be in the form of Certified Funds or online by credit card. The security deposit must be in the form of a Certified Funds or online at www.paylease.com by **credit card**, separate from the application fee. **Payments made on PayLease with a bank draft (e-check) will NOT be accepted.** Please be aware, if you pay by credit card on Paylease for your security deposit and are not accepted, Paylease will NOT refund the 3.5% convenience fee.

Once the necessary forms and fees are in place, RPM will run a background check on the tenants through the National Tenant Network (ID AU 395). Each tenant must meet the following criteria:

Average credit score for the tenant must be at least **600**. For credit scores lower than this, RPM may consider accepting additional security deposit. RPM no longer accepts Guarantors to qualify for a lease.

No evictions or judgments. Cannot owe money to a former landlord or have any complaints. We will not work with an applicant that has a judgment on their credit report.

- Criminal convictions – Will be looked at on a case by case basis
- Does not appear in the Terrorist Database
- Does not appear in the Sexual Offense Database

Most properties accept pets if indicated on the listing. There is a minimum \$300 pet deposit per pet, determined on a case-by-case basis. RPM's breed restrictions (or mix thereof) include, but are not limited to: Pit Bulls, Rottweilers, Chows, Dobermans and German Shepherds . A \$1M liability insurance policy is required for the restricted breeds above. A photo of the pet(s) is required before approval.

Upon acceptance, an appointment is scheduled for lease signing. The applicant must execute lease within 7 days of acceptance. The applicant must pay one full month's rent, balance of deposit and any pet deposits at the lease signing or 48 hours before their move in date. These funds are payable via personal check, certified funds, or online payment.

Should the applicant not meet RPM's requirements, RPM will return the deposit money to the applicant along with a form letter designating the reason the applicant was not accepted. The applicant must sign for the release of the deposit check at RPM's office.

Applicant Initials _____, _____, _____, _____

Mailing Address:
P. O. Box 30525
Austin, Texas 78755

Physical Address:
4501 Spicewood Springs Road, Ste. 1040
Austin, Texas 78759

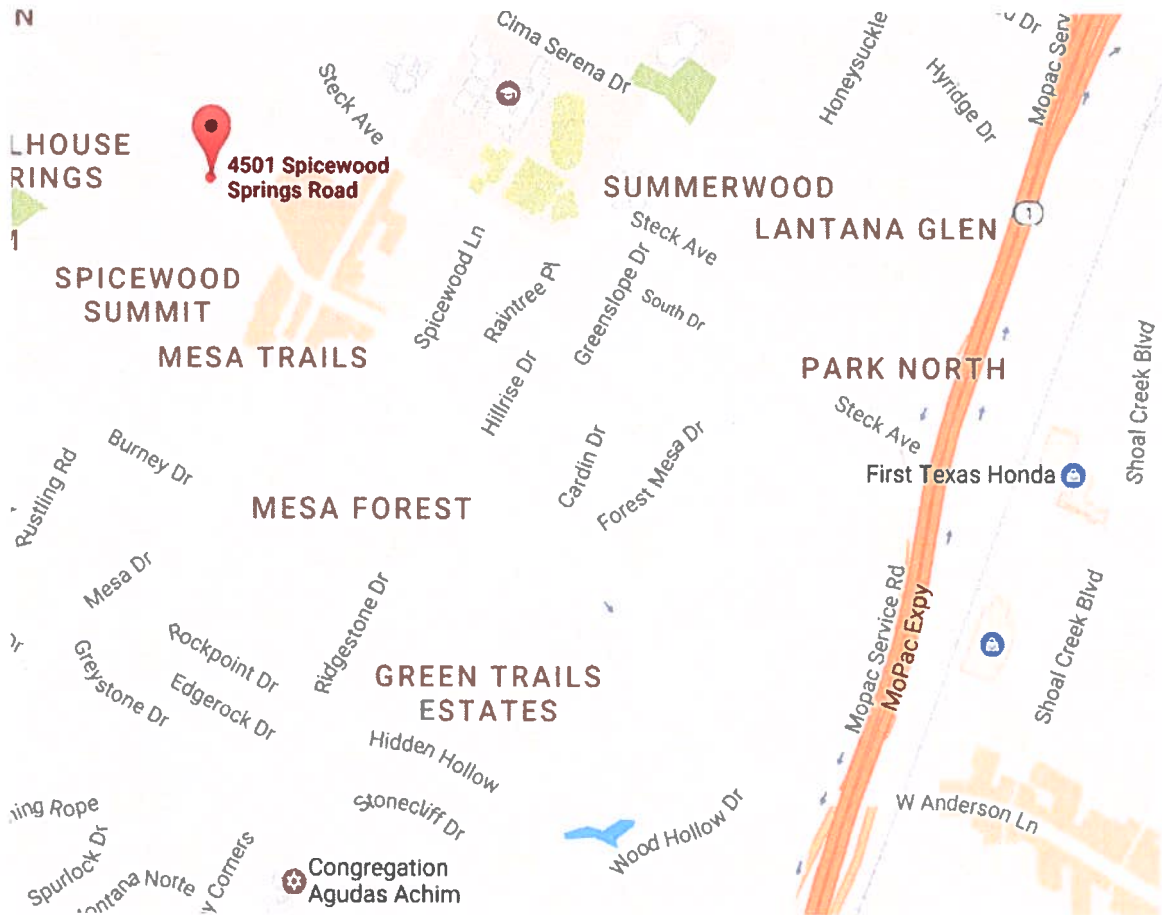


RPM OFFICE LOCATION

4501 Spicewood Springs Rd., Ste. 1040
Austin, TX 78759

MAILING ADDRESS: P. O. BOX 30525, AUSTIN, TEXAS 78755

512-732-8388 (OFFICE); 512-327-3283 (FAX)





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 confidential 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.

Terrance Godbold MPM, RPM	340768	terry@landlordaustin.com	(512)732-8388
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
RPM Reliable Property Management, INC	461022	diann@landlordaustin.com	(512)732-8388
Designated Broker of Firm	License No.	Email	Phone
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
Diann Love	340768	diann@landlordaustin.com	(512)732-8388
Sales Agent/Associate's Name	License No.	Email	Phone

Buyer/Tenant/Seller/Landlord Initials

Date

Regulated by the Texas Real Estate Commission

Information available at www.trec.texas.gov



Received on _____ (date) at _____ (time)

TEXAS ASSOCIATION OF REALTORS® RESIDENTIAL LEASE APPLICATION

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.
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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: _____

Residential Lease Application concerning _____

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?

Residential Lease Application concerning _____

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: _____



TEXAS ASSOCIATION OF REALTORS®
**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® IS NOT AUTHORIZED.
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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)
RPM Reliable Property Management, Inc.
_____ (address)
4501 Spicewood Springs Road Ste. 1040
_____ (city, state, zip)
Austin, TX 78759
_____ (phone) _____ (fax)
(512)732-8388 _____
(512)327-3283
_____ (e-mail)
diann@landlordaustin.com

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.



TEXAS ASSOCIATION OF REALTORS®
PET AGREEMENT

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ADDENDUM TO RESIDENTIAL LEASE CONCERNING THE PROPERTY AT _____

A. PET AUTHORIZATION AND PET DESCRIPTION:

- (1) Tenant may not keep any pet on the Property unless specifically authorized by this agreement. "Pet" includes any animal, whether mammal, reptile, bird, fish, rodent, or insect.
(2) Tenant may keep the following pet(s) on the Property until the above-referenced lease ends.

Type: _____ Breed: _____ Name: _____
Color: _____ Weight: _____ Age: _____ Gender: _____
Neutered? [] yes [] no Declawed? [] yes [] no Rabies Shots Current? [] yes [] no

Type: _____ Breed: _____ Name: _____
Color: _____ Weight: _____ Age: _____ Gender: _____
Neutered? [] yes [] no Declawed? [] yes [] no Rabies Shots Current? [] yes [] no

Type: _____ Breed: _____ Name: _____
Color: _____ Weight: _____ Age: _____ Gender: _____
Neutered? [] yes [] no Declawed? [] yes [] no Rabies Shots Current? [] yes [] no

Type: _____ Breed: _____ Name: _____
Color: _____ Weight: _____ Age: _____ Gender: _____
Neutered? [] yes [] no Declawed? [] yes [] no Rabies Shots Current? [] yes [] no

B. CONSIDERATION: In consideration for Landlord's authorization for Tenant to keep the pet(s) described in Paragraph A on the Property, the parties agree to the following. (Check any one or any combination of the following.)

- [] (1) On or before the date Tenant moves into the Property, Tenant will pay Landlord a pet deposit of \$ _____. The pet deposit is an increase in the security deposit in the lease and is made part of the security deposit for all purposes. This increase in the security deposit is not refundable before the lease ends, even if the pet is removed. Any refund of the security deposit, including this increase, is governed by the terms of the lease.
[] (2) The monthly rent in the lease is increased to \$ _____.
[] (3) Tenant will, upon execution of this agreement, pay Landlord \$ _____ as a one-time, non-refundable payment.

C. PET RULES: Tenant must:

- (1) take all reasonable action to insure that any pet does not violate the rights of other persons;
(2) comply with all applicable statutes, ordinances, restrictions, owners' association rules, and other enforceable regulations regarding any pet;
(3) keep the rabies shots of any pet current;
(4) confine any pet that is a dog or cat, when outside, by fences or on leashes under Tenant's control;
(5) confine any pet other than a dog or cat in appropriate cages at all times;

(TAR-2004) 1-1-14 Initialed for Identification by Tenants: _____, _____, _____, _____ and Landlord: _____, _____ Page 1 of 2

Pet Agreement concerning _____

- (6) promptly remove any pet waste from the Property, including all living areas, garages, storage areas, yards, porches, patios, courtyards, and decks; and
- (7) promptly remove from the Property any offspring of any pet.

D. ACCESS: Tenant must remove or confine any pet at any time that the pet is likely to limit or prohibit Landlord or other persons access to Property in its entirety as permitted by the lease.

E. DISCLOSURE CONCERNING PETS:

(1) Is Tenant aware of whether any of the pets described under this addendum has ever bitten or injured another person? Yes No

If yes, explain: _____

(2) Is Tenant aware of whether any of the pets described under this addendum has any propensity or predisposition to bite or injure someone? Yes No

If yes, explain: _____

F. TENANT'S LIABILITY:

- (1) Tenant is responsible and liable for:
 - (a) any damage to the Property or any item in the Property caused by any pet;
 - (b) any personal injuries to any person caused by any pet; and
 - (c) any damage to any person's property caused by any pet.
- (2) Tenant will pay all reasonable costs that are necessary to clean, deodorize, deflea, or repair any part of the Property, including but not limited to the carpets, doors, walls, drapes, wallpaper, windows, screens, furniture, appliances, sod, yard, fences, or landscaping.

G. INDEMNIFICATION: Tenant will protect, defend, indemnify, and hold Landlord, Landlord's property manager, and Landlord's agents harmless from any damages, costs, attorney's fees, and expenses that are caused by the act of any pet or Tenant.

H. DEFAULT: If Tenant breaches any provision in this pet agreement, Landlord may exercise all or any of the remedies described under Paragraph 9B of the lease.

I. SPECIAL PROVISIONS:

Landlord Date

Tenant Date

Landlord Date

Tenant Date

Or signed for Landlord under written property management agreement or power of attorney:

Tenant Date

By: _____

Printed Name: **Terry Godbold MPM, RMP, ARM**

Tenant Date

Firm Name: **RPM Reliable Property Management, Inc.**