



# 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.  
©Texas Association of REALTORS®, Inc. 2014

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

Property Address: \_\_\_\_\_  
Anticipated: Move-in Date: \_\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_

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)  
 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)  
Previous Landlord or Property Manager's Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: Day: \_\_\_\_\_ Nt: \_\_\_\_\_ Mb: \_\_\_\_\_ Fax: \_\_\_\_\_

Residential Lease Application concerning \_\_\_\_\_

Date Moved-In \_\_\_\_\_ Date Moved-Out \_\_\_\_\_ 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/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?
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

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?

Is any occupant a registered sex offender?

Are there any criminal matters pending against any occupant?

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 \$ 75.00 to Austin Landmark Property Svcs (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.

©Texas Association of REALTORS®, Inc. 2014

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

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

_____ <b>Austin Landmark Property Services Inc</b> _____	(name)
_____ <b>11573 Jollyville Rd</b> _____	(address)
_____ <b>Austin, TX 78759</b> _____	(city, state, zip)
_____ <b>(512) 794-8171</b> _____ (phone) _____ <b>(512) 794-3997</b> _____	(fax)
_____ <b>info@alpsmgmt.com</b> _____	(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.*

# Criteria For Residency

---

Thank you for your interest in one of ALPS homes. Our goals are to find the best residents for our homes and to provide excellent service to our residents.

## General Requirements

1. Positive picture ID is required.
2. All applicants 18 and over must complete an application.
3. In the case of multiple residents, at least one person must qualify. Incomes cannot be combined unless occupants are married.
4. Application must be completely filled out and signed. Incomplete applications will not be processed.
5. Each person 18 years and older, including any guarantor if applicable, must pay an application fee prior to processing the rental application; Checks should be made payable to ALPS, Inc.
6. Property will remain on the market during the approval process. Submission of the application deposit will expedite the process after approval.
7. Applicant acknowledges and accepts that ALPS represents the owner of the property for which applicant is applying.

## Rental Requirements

1. Two years of verifiable, favorable residence history from a third-party landlord is required.
2. Rental history demonstrating residency, but not by a third party, may require an additional security deposit.
3. A criminal background check will be performed.
4. Home ownership will be verified through tax assessor's office or credit report.
5. The following factors will be considered in denying an application or changing the offering terms:
  - a. Having been sent a 3 day notice to vacate
  - b. Giving insufficient funds check(s)
  - c. Previous eviction
  - d. Previous past due rent or other charges outstanding to a landlord
  - e. Previous property damage
  - f. Failure to have given a proper 30 day notice/Breach of lease
  - g. Previous or present rude and disruptive behavior
  - h. Making false statements on the application

## Income Requirements

1. Monthly income must equal approximately three (3) times the monthly rent.
2. If monthly income does not equal at least three (3) times the stated monthly rent amount, the last month rent or additional deposit may be requested to be paid in advance.
3. If we are unable to verify income, a current paycheck stub will be required.
4. If applicant is unemployed the application will be denied unless acceptable proof of income from other sources is provided.
5. Self-employed applicants must provide two years' tax returns or a P & L statement acceptable to ALPS.

## Employment Requirements

1. Verifiable employment and/or other income is required.
2. Applicant will be denied if we are unable to verify the income or employment status.
3. Self-employed applicants must produce written verification of work history through tax returns or bank statements.
4. If applicant does not meet the stated employment criteria but otherwise qualifies, an additional deposit may be required.

## Credit Requirements

1. Good credit is required.
2. Outstanding bad debts being reported on credit report may result in denial or require an additional deposit, additional rent paid in advance and/or a qualifying guarantor.
3. Excessive collections may result in denial.
4. Outstanding debt to property management or landlord may result in denial.
5. Non-discharged bankruptcy will result in denial.
6. After discharged bankruptcy, applicant must show six (6) months of positive established credit.
7. A credit score of 550 or above is required

## Dogs

1. Dogs must be at least 1 year old and weigh 35 pounds or less. No puppies are allowed. A non-refundable fee for the pet will be charged to process the application and prepare the forms. A refundable pet deposit will be charged for each animal. The rent may be increased per month for each pet. The following breeds will not be accepted in the property: Doberman, Chow, Pit Bull, Rottweiler and other large breeds. ALPS may require breed and weight information from a veterinarian. Support and Service animal status must be verified free of charge at [www.petscreening.com](http://www.petscreening.com)

**Criminal Convictions- continued on next page**

1. Criminal Conviction Criteria - We abide by principles of equal opportunity, and welcome all responsible renters into our homes. Upon receipt of the rental applications and screening fee, landlord will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime. Your application will be subject to denial if our search establishes the following:
  - a. A conviction, guilty plea or no-contest plea, ever for child sex crimes; or
  - b. A conviction, guilty plea or no-contest plea, within the last seven years for: any felony involving serious injury, kidnapping, death, arson, rape, sex crimes, or drug-related offenses (sale, manufacture, delivery or possession with the intent to distribute) class A felony burglary or class A felony robbery; or
  - c. A conviction, guilty plea or no-contest plea within the last seven years for any other felony charges not addressed in b) above ;  
or
  - d. A conviction, guilty plea or no-contest plea, within the last seven years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, delivery or possession) property damage or weapons charges;  
or
  - e. A conviction, guilty plea or no-contest plea, within the last 2 years for: any class B or C misdemeanor in the above categories or any misdemeanors involving criminal trespass, theft, dishonesty or prostitution.
  - f. A multiple offender

Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held waiting resolution of pending charges.

Austin Landmark Property Services, Inc.,  
CRMC® PO Box 202344  
Austin TX 78720  
(512) 794-8171  
ALPS, Inc. Licensed Real Estate Brokers in the state of Texas

# PRIVACY POLICY FOR ALPS, INC.

## 1. Possible Personal Information Collected

Personal information is:

- (1) information in a consumer report; or
- (2) an individual's first name or initial and last name in combination with any of the following:
  - (a) birth date;
  - (b) social security number or other government issued identification number;
  - (c) unique electronic identification number or routing code;
  - (d) financial institution account or information.

A consumer report is a report related to a person's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living prepared by or obtained from an agency that collects such information such as a credit reporting agency.

## 2. Method By Which Personal Information is Collected

This company obtains personal information in the following ways:

- (1) in consumer reports from reporting agencies to which this company subscribes in connection with lease applications, loan applications, or for other reasons that the consumer may authorize this company to obtain;
- (2) in management agreements a client completes;
- (3) in lease applications a prospective tenant completes;
- (4) in auto deposit authorization forms a client completes;
- (5) in other real estate related forms the customer or client completes in or related to a transaction; and
- (6) in tax reporting forms that the customer or client is required to complete and which are given to this company.

When completing the forms required above, the customer or client may send the information to this company by mail, fax, personal delivery, or by e-mail. Customers or clients may occasionally provide personal information to this company or its agents by other means such as telephone calls, fax messages, or e-mail messages in order to expedite a transaction in which the customer or client is involved. Changes in personal information must be submitted in writing.

## 3. How and when is the personal information used?

Personal information from Prospective Tenants: The personal information that prospective tenants provide to this company is primarily used to obtain consumer reports (credit checks). It may also be used to perform criminal background checks and rental history searches. The information in the consumer reports may be discussed with landlords for whom this company manages property. This company also reports information to credit reporting agencies and uses personal information to complete those reports. Social security numbers and driver's license numbers are kept on file but not placed on any Disposition of Security Deposit form prepared after May 1, 2007.

Personal information from owners of Properties Managed by the Company: When this company acts as a property manager for a property owner, the company uses the property owner's personal information only: (a) to deliver the required management services; (b) to file any required reports with governmental agencies (for example, the IRS); (c) to establish ACH deposits; or (d) for other purposes the property owner may authorize, such as providing utilities.

Personal Information from Clients: When this company represents a person (buyer, seller, landlord, or tenant) in a transaction the agent servicing the client may, on the client's behalf and at the client's instruction, convey personal information he or she provides to the agent to service providers (for example, mortgage lenders and title companies) as those service providers may require for the products or services the client needs or requests. If this company represents a prospective tenant in a lease transaction, the personal information may, on the tenant's behalf and with the tenant's knowledge, be discussed with and provided to landlords or their agents. This company and its agents exercise reasonable discretion when discussing any personal information with others.

#### **4. Methods By Which The Personal Information is Protected**

Written files in this company are kept under lock and key.

Electronic records are protected under an access name and password assigned to persons in this company.

This company and its agents and employees exercise reasonable discretion when discussing any personal information with others and releases personal information to others only as described by this policy.

This company does not permit its employees or agents to make unauthorized copies of consumer reports or records of insurance claims. The consumer reports retained in the company's files are not to be accessed in the future as a convenience to customers or clients.

Any individual outside agents that work with this company are independent contractors and the agent with whom a customer or client works with may maintain a separate transaction file. The company instructs its agents to not permit other persons to access the personal information in files the agents maintain. The company instructs its agents to protect the personal information in the agents' files in the same manner as described in this policy.

#### **5. Access to Personal Information**

The following personal have access to personal information in this company's files:

- (1) the agent or broker who is servicing or coordinating the transactions;
- (2) the office manager to whom the agent reports;
- (3) application processors;
- (4) employees who need to access the information to assist agents, brokers, accountants, office manager in processing or performing a task

Property owners for whom the company manages properties do not have access to personal information in the company's files. However, the company and its agents may discuss the information in a tenant's consumer report or lease application with a property owner.

Personal information from a buyer, seller, landlord, or tenant may be discussed with others (such as mortgage lenders or prospective landlords) only as is reasonably necessary to negotiate or close the transaction or to provide the services the customer or client seeks from this company. Requests for personal information must be submitted in writing.

This company may, at the customer's or client's request, provide personal information to service providers in a transaction such as a title company or mortgage company if it is necessary to expedite or complete a transaction. Rental history will be shared with other landlords who have proper authorization to receive such information.

If the company is required by law to allow others to access the personal information in the company's files, the company will comply with the law (for example, compliance with court orders, subpoenas, or governmental investigations). The company will also allow law enforcement agencies access to personal information in order to cooperate with such investigations.

You may have provided personal information to other companies such as your real estate agent. We suggest you obtain a copy of their privacy policy as it may be significantly different than our policy.

#### **6. Disposal of Personal Information**

Personnel are not to destroy documents without permission of management. The company uses reasonable measures to dispose of personal information. Personal information is usually disposed of by erasing electronic files by means that make the files unreadable or undecipherable, or by eradicating personal information from documents or electronic files in way that make the personal information unreadable. Paper documents are shredded in-house or the firm may employ a document and record destruction company.

#### **7. Erroneous Records**



If this company erroneously reports information to a consumer reporting agency, the company will act to correct the information in the company's records and request the reporting agency to correct the information in its records promptly after the company has learned and determined that the report was in error.

If this company maintains an erroneous record that a consumer has issued a dishonored check, the company will promptly delete the record after the company and consumer agree that the information is in error or after the consumer provides the company with a law enforcement agency report stating that the dishonored check was not authorized.

**Notice: This company asks any person who provides personal information to this company or one of its agents to identify the information at that time as "personal information."**

## 8. Online Privacy

ALPS is committed to online security. Physical, electronic and managerial procedures have been employed to safeguard the security and integrity of personal information. All ALPS employees with access to personal information obtained on the ALPS web site are bound to adhere to our privacy policies regarding personal information

To access client and tenant statements online, clients and tenants create logon accounts with usernames, passwords and a property manager ID.

### a. Personal Information Online

ALPS collects personal information online including names, postal and e-mail addresses, phone and facsimile numbers. ALPS does not knowingly collect or maintain any personal information from children under the age of 18.

### b. Sharing of Personal Information

Unless you otherwise consent, we will use your personal information only for the purpose for which it is submitted such as to reply to your emails and handle your requests. ALPS will route the request or general email to the appropriate staff member who can best process the request or email. We never sell or rent your personal information.

### c. Special Circumstances Under Which We May Share Your Information

1. Where release is required by law (for example, a subpoena) or regulation or requested by a governmental agency;
2. Where records indicate that a person may be engaged in fraudulent activity or other deceptive practices that a governmental agency should be made aware of;
3. To appropriate persons, where your communication suggests possible harm to other;

### d. Help Us To Keep Your Personal Information Accurate

If your personal information in our files changes please e-mail us with the new information at [info@alpsmgmt.com](mailto:info@alpsmgmt.com)

### e. Computer Tracking and Cookies

Our site logs do generate certain kinds of non-identifying site usage data, such as the number of hits and visits to our site. This information is used for internal purposes by technical support staff to provide better services to the public and may also be provided to others, but again, the statistics contain no personal information and cannot be used to gather such information. A cookie is a small amount of data that is sent to your browser from a Web server and stored on your computer's hard drive. ALPS uses cookies to provide access to certain areas of the site that require a log on. You can still use most of the ALPS site if your browser is set to reject cookies, but you will have to enable cookies to use any portion of the site requiring a log on.

### f. Problems or Complaints with ALPS Privacy Policy

If you have a complaint about ALPS' compliance with this privacy policy, you may contact us at [info@alpsmgmt.com](mailto:info@alpsmgmt.com).