# RPM LEASING GUIDELINES

Thank you for choosing a Real Property Management home to lease. This packet must be completed in its entirety. Sign and return to our office by fax, email, or deliver in person.

Texas Real Estate Commission requires that we disclose to you Information About Brokerage Services, which states Real Property Management "RPM" is a licensed Broker in the State of Texas and has signed a written contract with the owner to fully represent them (Agent for Owner) in all business dealings as they pertain to the rental property you are applying to lease. Please contact a Realtor if you have any questions about your rights concerning the lease of this property. Please see Page 2, Paragraph 2 of the application for full details concerning Brokerage Services.

**Requirements in order to proceed with the application of a RPM rental property:**

1. All occupants 18 years of age and older must fill out an application.
2. Applications are to be submitted with a $40.00 application fee per occupant 18 or over. Applications will not be processed until the application fee is paid. The application fee is non-refundable. ***Application fees may be paid by money order, cashier's check, or credit card authorization. (NO personal checks or cash accepted)**
3. Each occupant over 18 years of age must provide a valid photo I.D.
4. RPM will run a background check on each applicant, which includes credit and criminal history, current and previous employment, and previous tenant history. This process can take 2-3 business days, if accurate information is provided.
5. If your employer can not be reached to confirm your employment, you will need to submit your most recent pay stubs (2-4) to RPM. If you are self-employed, one or more previous year's tax return and/or banking information will need to be submitted.
6. If you have a pet, an additional pet deposit is required for each pet.
7. You must specify your preferred move in date on your application.

**Approval Process:**

1. In order to be approved for the rental, the following items will be verified and approved:
    a. Approved credit and criminal background checks
    b. Approved previous and current employment & income
    c. Approved tenant history
2. You will be notified of approval or denial. If you are denied, you will be mailed a notice allowing you to receive a copy of your credit report at no charge.
3. The lease agreement will be signed and explained in detail.
4. You are required to setup your utilities 5 business days prior to move-in. A copy of the utility confirmation numbers are to be submitted to our office.
5. Please note, the rental property stays on the market and will continue to be shown until all funds are paid and the lease has been executed.

**ALL PERSONS WILL BE TREATED FAIRLY AND EQUALLY WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, FAMILIAL STATUS, DISABILITY, NATIONAL ORIGIN, OR SOURCE OF INCOME.**

Real Property Management
7155 Old Katy Rd, Ste S222, Houston, TX 77024
Phone 713.830.1888, Fax 281.727.0347
www.houstonrpm.com

# Real Property Management Tenant Selection Criteria

Pursuant to Texas Property Code Section 92.3515 and the Fair Credit Reporting Act, 15 U.S.C.A., Section 1681, Chapter 41, the following tenant selection criteria is being provided to you. The following constitute grounds upon which Landlord will be basing the decision to lease a property to an applicant:

1. **Current Income:** Landlord may ask for verification of income as stated on the Lease Application. Based upon the rent rate, the Landlord may require verifiable, sufficient income to lease the property to you.

2. **Credit History:** Landlord will obtain a Credit Report and verify your credit history and the Landlord's decision to lease the property may be based upon information obtained from this report.

3. **Criminal History:** Landlord will obtain a criminal history check on all applicants 18 years of age and older who are applying for the property. Landlord's decision to lease property may be influenced by criminal activity.

4. **Rental History:** Landlord will contact and confirm your previous rental history. Landlord's decision to lease you the property may be influenced by the information provided to us by your previous landlord.

5. **Applicant Information Must be Factual:** Failure to provide accurate information on the application will be considered by Landlord when making the decision to lease the Property.

6. **General:** Landlord may have specific criteria that pertains to a specific unit. This will be given to the applicant if it pertains to the home they are inquiring about.

7. **Approval Criteria:** The following items may negatively affect your application approval:
    - Incomplete Rental History, Evictions, Insufficient Income, Convicted Sex Offender, Drug Convictions including Intent to Sell, Credit Score, Domestic Violence Convictions, Previous offenses against Landlords, and/or Bankruptcy

Signing this acknowledgment indicates that you have had the opportunity to review the landlord's tenant selection criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income, and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.

Applicant Signature: _____

Date: _____

This form must be signed, dated, and returned by each applicant along with the completed application.

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# RESIDENTIAL LEASE APPLICATION

Property Address_____ City_____ Zip_____
Anticipated Move in Date _____ Monthly Rent $_____ Security Deposit $_____
Applicant was referred by: Realtor _____ Sign _____ Internet _____
Applicant's Name (first, middle, last) _____
Applicant's Former Last Name (maiden or married) _____
Email _____ Home Phone _____Cell _____ Work _____
Social Security _____ Drivers License _____ Date of Birth ___/___/___
U.S. Citizen _____ Documentation from the Bureau of Citizenship and Immigration_____

Emergency Contact Information: Name _____ Phone _____
Address _____ Email _____ Relationship_____

List all occupants that will occupy the property:
Name_____ Relationship _____ Age _____
Name_____ Relationship _____ Age _____
Name_____ Relationship _____ Age _____
Name_____ Relationship _____ Age _____

Applicant's Current Address _____ City _____ Zip _____
Landlord's Name _____ Email _____
Phone *home:* _____ *work:* _____ *cell:* _____ *fax:* _____
Date of Move-In _____ Date of Move-Out _____ Rent $_____
Reason for Leaving _____

Applicant's Previous Address _____ City _____ Zip _____
Landlord's Name _____ Email _____
Phone *home:* _____ *work:* _____ *cell:* _____ *fax:* _____
Date of Move-In _____ Date of Move-Out _____ Rent $_____
Reason for Leaving _____

Applicant's Current Employer _____
Supervisor's Name _____ Phone _____ Fax _____
Start Date _____ Gross Monthly Income $_____ Position _____

*Note: If self employed, Landlord may require one or more previous year's tax return and/or banking information.*

Applicant's Previous Employer _____
Supervisor's Name _____ Phone _____ Fax _____
Start Date _____ Gross Monthly Income $_____ Position _____

*Note: If self employed, Landlord may require one or more previous year's tax return and/or banking information.*

List all vehicles to be parked on the property:
Year _____ Make _____ Model _____ License Plate _____
Year _____ Make _____ Model _____ License Plate _____

List all pets to be kept on the property (dogs, cats, birds, reptiles, fish, or other pets)
Type and Breed _____ Weight _____ All shots current: YES/NO
Type and Breed _____ Weight _____ All shots current: YES/NO

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Does anyone that will occupy the property smoke? YES/NO
Will applicant maintain renter's insurance? YES/NO
Has applicant ever been evicted or breached a lease agreement? YES/NO If yes, when/explain _____
Has applicant ever filed for bankruptcy? YES/NO If yes, when _____
Has applicant ever been convicted of a crime? YES/NO If yes, when/explain _____
Is the applicant a registered sex offender or ever been convicted of a sexual crime? YES/NO
Is the applicant a member of the military? YES/NO If yes, status _____

**NON-REFUNDABLE CREDIT AND CRIMINAL CHECK**
Applicant submits herewith a non-refundable payment in the amount of $40.00 per applicant 18 or over for the credit check and processing charge. I hereby authorize Real Property Management "RPM" (Agent) to contact credit service organizations, personal and credit references given herein, plus my employers to verify the information I have given. I also authorize Agent to report to credit service organizations any information relevant to my unsatisfied obligations to Agent or Landlord after I vacate the property. I also authorize Agent to share the information on this application and related verification data to anyone Agent feels is part of the qualifying process including the owner of the property. I acknowledge this application is the property of the Agent.
_____ (Initial)

**INFORMATION ABOUT BROKERAGE SERVICES - AGENCY DISCLOSURE**
I understand that Real Property Management is the Agent and representative for the owner and will be paid a fee by the Owner. I also understand that Real Property Management has signed an agreement with the owner of this property, and by law and according to the guidelines set forth by the Texas Real Estate Commission, Real Property Management must only represent and act in the best interest of the owner in negotiations, representations, and leasing this property. Real Property Management is a licensed Broker in the state of Texas. I have read the Information About Brokerage Services -Agency Disclosure and fully understand that Real Property Management is the Owner's representative in all dealings pertaining to this property.
_____ (Initial)

**PROPERTY CONDITION**
I also understand that this property is being leased **"AS IS"** in its present condition. Any stipulations, changes or modifications which I require of the property or the lease term are written on the back of this application and signed by each applicant. Your requests will be submitted to the owner, and verbal agreements must be put in writing to be valid and legal.
_____ (Initial)

**SECURITY DEPOSIT DEPOSIT AMOUNT $_____**
It is my desire to enter into a lease agreement with the Agent for the property listed above, and agree that my payment of the deposit is a binding agreement between myself and Real Property Management. RPM agrees to accept the deposit amount above to secure my tenancy at the above property, pending the approval of my application. This deposit is non-refundable if I am approved by RPM as a tenant for the specified property listed above, whether or not I move into the property. Upon signing the lease, this deposit will become a part of the lease agreement and will be applied to the tenant's security deposit. If RPM declines my application, I will be reimbursed the full amount of the deposit.
_____ (Initial)

**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 all funds are paid and a lease is signed by all parties. Landlord will continue to show the property to other prospective tenants and accept another offer.
_____ (Initial)

**ADMINISTRATIVE FEE**
I understand an administrative fee of $200.00, made payable to Real Property Management, is due at lease closing.
_____ (Initial)

_____ _____
Applicant Date

_____ _____
Real Property Management Date

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# AUTHORIZATION TO RELEASE INFORMATION RELATED TO A RESIDENTIAL LEASE APPLICANT

I, _____ (Applicant) have submitted an application to lease the property located at _____.

The Landlord's Agent is Real Property Management, located at 7155 Old Katy Rd, Ste S222, Houston, TX 77024. The contact information is: Phone 713.830.1888, Fax 281.727.0347

Acknowledgements & Representation:

(1) I had the opportunity to review the Landlord's Agent 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) I understand 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 me in breach of any lease I may sign.
(3) I represent that the statements in this application are true and complete.

I hereby give my permission:

(1) To my current and former employers to release my information about my employment history and income history to Real Property Management.
(2) To my current and former landlords to release any information about my rental history to Real Property Management.
(3) To my bank to provide a verification of funds I have on deposit to Real Property Management.
(4) To Real Property Management to obtain a copy of my consumer credit and criminal report from any consumer reporting agency and to obtain background information about me.

Applicant _____ Date _____

Real Property Management _____ Date _____

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# Credit Card Payment Authorization Form

**This Forms Excludes Any Rental Payments**

Transaction amount: $_____ Payment type:_____
(Please do not include the transaction fee) (Ex. Application fee)

Card Number: __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ (Visa or Mastercard)
Card Expiration Date: __ __ / 20__ __
CVV2 Number: __ __ __
(3 digits on back of credit card)

**Cardholder's Information:**
First Name: _____
Last Name: _____

**Resident's Information:**
First Name: _____
Last Name: _____

**Billing Information (address where statement is mailed):**
Address: _____
City: _____
State: ____ Zip/Postal Code: _____

*A copy of the front and back of card must be submitted with this form in order to be processed.

I agree to the charges detailed above and I understand that each payment through Real Property Management will incur a $5.00 fee. I will not dispute this charge.
Cardholder Signature: _____

**Property Management Use Only**

Property Address: _____
Property City: _____ State: ____ ZIP/Postal Code: _____

**PLEASE FAX TO: 281.727.0347**

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