

## Residential Lease Qualifying Criteria

**Submit Application and Supporting Documents to:**  
**Region Realty, Inc.**  
**519 E Interstate 30, Ste 123**  
**Rockwall, TX 75087**  
**Phone: 972-980-8811**  
**Fax: 972-346-6903**  
**Email: [info@RegionRealty.net](mailto:info@RegionRealty.net)**

### Dear Prospective Tenant:

We are pleased that you are interested in leasing one of our homes. The decision to approve your application is entirely up to the Landlord of the Property in which you are applying for. Below are the guidelines and requirements of our qualifying criteria so that we may make a recommendation to the Landlord based upon the following factors:

**1) Complete the Lease Credit Application:**

Applicants must be a minimum of 18 years of age. All occupants 18 years of age or older must complete a Lease Credit Application, pay all Application Fees (\$40 per person over 18) and are required to be on the lease as a resident.

**2) Security Deposit and Application Fees:**

An application fee of \$40 per person over 18 (payment in person or online at our website) is required at time the application is submitted. A Security Deposit is accepted in certified funds or on our website ONLY, and is recommended at the time of application. The security deposit is not required at the time of application, but is recommended to strengthen your application. \*If paying online by check you will incur a \$2.00 fee, and more for credit cards (see our website under Pay Your Rent for more details)\* THE PROPERTY IS NOT TAKEN OFF THE MARKET UNTIL THE FULLY COMPLETED APPLICATION HAS BEEN APPROVED AND THE SECURITY DEPOSIT RECEIVED.

**3) Pet Deposit or Fee:**

If the owner permits a pet, an additional security deposit and /or non-refundable pet fee may be required and is at the Landlord's discretion. Pets are always reviewed on a case-by-case basis.

**4) Income:**

Applicant's income must be at least three times the amount of the rent. Employees must provide the last 60 days' pay stubs. The self-employed must provide a copy of the last two years' income statement and the previous 3 months' bank statements. Retirees are to provide documentation indicating monthly income and the previous 3 months' bank statements.

**5) Photo I.D.:**

All applicants must provide a legible copy of their driver's license or other approved photo I.D.

**6) Employment:**

A minimum of two years of employment history is required. A fulltime student that does not meet this requirement will require a co-signer. The co-signer for any applicant must meet all qualifying criteria.

**7) Verifiable Residency:**

Applicants must have 2 years of verifiable resident history.

- \* Previous rental history reports from landlords must reflect timely payment, no NSF checks, sufficient notice of intent to vacate, no complaints of noise or disturbance, and no damage to unit at time of termination
- \* Relatives are not an acceptable rental reference
- \* Daytime phone numbers are needed for rental references
- \* If you do not have landlord references but are in the process of selling your home, provide a copy of the real estate contract.

**8) Occupancy Standard:**

Occupancy is limited to no more than two persons per bedroom.

Applicant's Initials: \_\_\_\_\_

Applicant's Initials: \_\_\_\_\_

Rev 6/10

**9) Non-Smoking:**

All units are non-smoking unless otherwise stated in the lease. If it has been detected that smoking has occurred in the unit or the garage, your entire deposit will be forfeited, and you will be required to submit an additional deposit and compensate the Landlord to have the smell eradicated.

**10) Typical Lease Obligations:**

- \* Rents are due on the 1<sup>st</sup> of the month, and a late fee is assessed on the 4<sup>th</sup> day of the month and continues until rent is received. Once payment is received, it will first be applied to non-rent items (i.e. late fees), then rent last
- \* The NSF fee for returned checks or returned electronic payments is \$40.00. Should a rental payment be returned for non-payment, it will be treated as unpaid rent, and you will incur all late charges until certified funds are received covering the full amount.
- \* Tenant is responsible for all pest control – inside and out
- \* Upon move-out, Tenant must, at Tenant’s expense, have all carpets professionally cleaned by a verifiable company. Receipt to be provided as proof.

**11) Credit:**

A Credit Report must be processed for each applicant.

**Qualifying Criteria (based on prior two years)**

Credit Issues past 24 months	Deposit Required
Foreclosure	Double Security Deposit (equal to 2x’s the monthly rent)
Petitioned or Dismissed Bankruptcy	Double Security Deposit
Broken lease or negative rental history	Double Security Deposit
More than 50% negative credit	Double Security Deposit
50% negative credit AND 50% positive credit with good rental	½ Additional Security Deposit
More than 50% POSITIVE credit with good rental	Single Security Deposit
Good Rental with no credit or lack of credit	Co-Signer or ½ Additional Security Deposit
No rental and no credit	Double Security Deposit or ½ Additional Security Deposit with Co-Signer

**12) Automatic Decline:**

Applicants will be automatically declined for the following:

- \* Eviction and/or monies owed to a previous landlord
- \* If you have filed for bankruptcy and it has not yet been finalized
- \* Insufficient income
- \* Criminal conviction, history of violent or sexual crime committed by an Applicant or by other occupants (including children) who plan to live in the unit.
- \* Unruly or destructive behavior by Applicant, Applicant’s children or Applicant’s guests.
- \* Poor rental profile of any Applicant. A positive record of prompt monthly payment, sufficient notice, with no damages expected. (Rental history reports are obtained).
- \* Violence to persons or property by Applicant, Applicant’s children or Applicant’s guests.
- \* Poor supervision of Applicant’s children
- \* Poor housekeeping
- \* Not properly maintaining the rental property or grounds
- \* Falsification of application
- \* Invalid social security number
- \* Failure to pay application fee
- \* Submitting an incomplete application

**13) Property Acceptance:**

Prospective tenant(s) are accepting the property in an as is condition. Requests for changes to the property must be submitted in writing with the application. Applicant must submit security deposit and signed lease within 48 hours of acceptance of application. Failure to do so will result in cancellation of the application.

**14) Signature:**

By signing this you have reviewed the Residential Lease Qualifying Criteria and understand that this is the basis of how the results of your application will be determined.

\_\_\_\_\_  
Prospective Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prospective Tenant Signature

\_\_\_\_\_  
Date

**Lease Credit Application**

**Submit Application and Supporting Documents to:**

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*Each applicant 18 years or older must submit an application*

Property Address for Which Applying: \_\_\_\_\_

Applicant's Agent Name and Agency: \_\_\_\_\_

Phone Number and E-mail of Agent: \_\_\_\_\_

Desired Move-in Date: \_\_\_\_\_ Desired Move-Out Date: \_\_\_\_\_

Total Number of Adult Resident's Associated with this Application: \_\_\_\_\_

**YOU MUST PRINT LEGIBLY, OR THIS APPLICATION MAY BE DENIED**

**APPLICANT #1**

Name: \_\_\_\_\_

Social Sec #: \_\_\_\_\_

Phone: \_\_\_\_\_ Bus: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

DOB: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

**APPLICANT #2**

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Phone: \_\_\_\_\_ Bus: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

DOB: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

**Present Address**

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Dates (Mo/Yr): From: \_\_\_\_\_ To: \_\_\_\_\_ \$/Mo: \_\_\_\_\_

Owner/Mgr: \_\_\_\_\_

Mortg. Co/Acct#: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Cell: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Bus: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Dates (Mo/Yr): From: \_\_\_\_\_ To: \_\_\_\_\_ \$/Mo: \_\_\_\_\_

Owner/Mgr: \_\_\_\_\_

Mortg. Co/Acct#: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Cell: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Bus: \_\_\_\_\_

**Former Address**

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Dates (Mo/Yr): From: \_\_\_\_\_ To: \_\_\_\_\_ \$/Mo: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Dates (Mo/Yr): From: \_\_\_\_\_ To: \_\_\_\_\_ \$/Mo: \_\_\_\_\_

Owner/Mgr: \_\_\_\_\_

Owner/Mgr: \_\_\_\_\_

Mortg. Co/Acct#: \_\_\_\_\_

Mortg. Co/Acct#: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Bus: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Bus: \_\_\_\_\_

Present Employer

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Dates (Mo/Yr) From: \_\_\_\_\_ To: \_\_\_\_\_

Dates (Mo/Yr) From: \_\_\_\_\_ To: \_\_\_\_\_

Gross Mo Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Gross Mo Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Supv/Mgr/Hr: \_\_\_\_\_

Supv/Mgr/Hr: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Previous Employer

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Dates (Mo/Yr) From: \_\_\_\_\_ To: \_\_\_\_\_

Dates (Mo/Yr) From: \_\_\_\_\_ To: \_\_\_\_\_

Gross Mo Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Gross Mo Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Supv/Mgr/Hr: \_\_\_\_\_

Supv/Mgr/Hr: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Other Income Source (if provided, please include proof of this income)? \_\_\_\_\_

Do you or the other occupants SMOKE?  YES  NO  
Will you or the other occupants have a PET  YES  NO

If so, where? \_\_\_\_\_  
Where kept? \_\_\_\_\_

Type & Breed	Name	Color	Weight	Age	Gender	Spayed/Neutered?	Declawed?	Rabies Shots Current?
1. _____						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. _____						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

Vehicles:

Type	Make	Model	Year	License Plate	State
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

In case of EMERGENCY notify:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail: \_\_\_\_\_

In case of serious illness or death or tenant, is above person authorized to enter premises and remove any or all of the contents?  YES  NO

**Occupancy:** List name, relationship and age of ALL persons to be occupying the leased premises.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Note: There may be NO changes in Tenants and/or Pets without prior written approval of landlord. (And, may be subject to administrative charges.)

Reason for leaving present address: \_\_\_\_\_

Have you ever been evicted, sued for non-payment or rent or damages, broken a rental agreement or lease contract, had property foreclosed or given deed in lieu of foreclosure?  YES  NO

If "YES", please state the details of such occurrence: \_\_\_\_\_

Are you aware of any late payments, collections, liens, judgments, lawsuits or bankruptcy on your credit history?  YES  NO

If "YES", please state the details of such occurrence: \_\_\_\_\_

Have you or any co-applicant ever been convicted of a felony or misdemeanor?  YES  NO

Do you have a commercial vehicle, boat, trailer, RV or motorcycle?  YES  NO If "YES", they may not be prohibited on the premises.

Are you or co-applicant in military active duty or reserve?  YES  NO

**CORRECT INFORMATION**

The undersigned person(s) represent that all above statements are true and complete and hereby authorize verification of such information. False information given shall be grounds for Landlord's rejection and non-return of application fee(s), deposit(s), and termination of right of occupancy. Landlord may use credit reporting services to obtain credit and background check regarding this application and you are notified that you are entitled to know the name and address of such reporting organization upon request including all other rights under the Fair Credit Reporting Act. All parties signing this application affirm they are not on US Government's OFAC list of "Specifically Designated Nationals" and Region Realty has permission to check against the OFAC list to determine if any of the individuals are prohibited by federal law from participating in real estate transactions

**NON-REFUNDABLE APPLICATION FEE**

A non-refundable application fee of \$40 per applicant will be paid to Landlord's Broker at the time application is made.

**DEPOSIT AGREEMENT**

Applicant has delivered or will deliver to Landlord's Broker a deposit in the amount indicated below. If Applicant(s) is approved the deposit will not be refunded but will be credited to the required security deposit. If Applicant(s) is not approved the deposit will be refunded promptly.

**THIS APPLICATION IS PRELIMINARY ONLY AND DOES NOT OBLIGATE LANDLORD OR LANDLORD'S BROKER TO EXECUTE A LEASE.**

Non-Refundable Application Fee: \$ 40.00 per applicant Deposit: \$ \_\_\_\_\_ Pet Deposit: \$ \_\_\_\_\_

Monthly Rent: \$ \_\_\_\_\_ (rent will be prorated for partial month, if any) Move In Date: \_\_\_\_\_

Deposit check made payable to: \_\_\_\_\_

Applicant #1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant #2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **AUTHORIZATION TO RELEASE INFORMATION**

This release and authorization acknowledges that Region Realty may now, or any time while I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant requirements. The results of this verification process will be used to determine tenant eligibility under Region Realty's tenant policies.

I authorize Region Realty, Inc. and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative of Region Realty, Inc.

**I have read and understand this release and consent, and I authorize the background verification.** I authorize persons, schools, current and former employers, current and former landlords and other organizations and Agencies to provide Region Realty, Inc. with all information that may be requested. I hereby release all of the persons and Agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

I do hereby agree to forever release and discharge Region Realty, Inc., and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any Agency arising from retrieving and reporting of information. According to the Federal Fair Credit Reporting Act, I am entitled to know if tenant was denied based on information obtained by my prospective employer and to receive a disclosure of the public record information and of the nature and scope of the investigative report.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print