

# \*RENTAL APPLICATION\*

## BASIC LEASING REQUIREMENTS

- Must have 600 credit score or higher, stable verifiable income and good references.
- All residents must be over the age of 18 with valid form of I.D. and verifiable social security number.
- No prior evictions/judgments/charge offs for property damages, unpaid rent or utilities.
- Must have verifiable income of 3x the monthly rental amount
- See attached tenant selection criteria for more detailed information.

### **APPLICATION CHECKLIST-** Application will not be processed without the following items:

- ALL OCCUPANTS OVER 18 YEARS OF AGE MUST COMPLETE AN APPLICATION.**
- Fill out application as completely as possible and as neatly as possible.** If the application is unreadable or not filled out completely, it will be considered incomplete and returned to you for clarification. If something does not apply to you, write "N/A" on that line.
- Legible Color Copy of Valid state Driver License(s) or military ID**
- Non-refundable application fee of \$45 for each applicant.**
  - Application fee can be paid in money order, cash or credit/debit card only- no checks.
  - If paying by credit card/debit, attach the credit card authorization form with your application.
- Proof of income Documentation-** attach last 2 pay stubs (or last 3 months of bank statements)  
APPLICATIONS TURNED IN WITHOUT INCOME DOCUMENTATION ARE CONSIDERED INCOMPLETE.
- ANIMALS--applicants must complete screening profiles for each animal** (Cost is free for service animals & \$30 for first household pet and charge for add'l pet-please note this screening is through a third party vendor, so pricing is subject to change.) Go to <https://picketfence.petscreening.com/> to complete the application. Incomplete profiles will be considered as an incomplete application and the application will not be processed until complete.

### **WHERE TO TURN IN APPLICATION:**

- Via hand delivery at: Picket Fence Realty Office, 710 W. Main St, Palestine, Texas 75801 (there is also a "Drop box" on front porch, if you want to drop off after hours)
- Via email: [John@BuyPalestine.com](mailto:John@BuyPalestine.com)
- Via fax: 903-723-8895

Call 903-729-7530 with any questions.



### **FOR LANDLORD'S USE ONLY:**

APP FEE PAYMENT RECEIVED BY METHOD: \_\_\_\_\_ DATE: \_\_\_\_\_

## **TENANT SELECTION CRITERIA - PICKET FENCE REALTY INC**

Pursuant to Texas Property Code Section 92.3515 these Tenant Selection Criteria are being provided to you. The following constitute grounds upon which Landlord will be basing the decision to lease the Property to you. Based on the information you provide, Landlord may deny your application or may take other adverse actions against you (including, but not limited to, requiring a co-signer on lease, requiring additional deposit, or raising rent to a higher amount than for another applicant). If your application is denied or another adverse action is taken based upon information obtained from your credit report or credit score, you will be notified.

**RENTAL HISTORY:** Landlord will verify prior rental history using the information provided on the Lease Application. Applicants must supply complete and accurate landlord information, including names, addresses, phone numbers, and dates of occupancy for the past three (3) years. Failure to provide required information, providing inaccurate information, or negative information obtained from prior landlords may affect approval. **No prior evictions, judgments, or charge-offs with landlords or property management companies are permitted.**

**CURRENT INCOME/EMPLOYMENT:** Gross monthly income must equal at least 3 times the monthly rent and must be verifiable. Applicants must submit 2 most recent pay stubs or 3 months of most recent bank statements. Landlord may request additional documentation, including tax returns or additional statements, if necessary. Applicants receiving Social Security or other assistance must provide benefit statements and bank records showing deposits. Self-employed or 1099 applicants may be required to provide additional documentation. Unverifiable income will not be accepted. **Income amount, verification, and stability may impact approval.**

**CREDIT HISTORY:** Landlord will obtain a Credit Reporting Agency report in order to verify your credit history. Landlord's decision to lease the Property to you may be based upon information obtained from this report. We will NOT accept a copy of your credit report from you or your agent. All applicants must have a valid and verifiable social security number. **Applicants with 600 or higher credit score will be considered. No Judgments and/or charge-offs from utility service providers (ie: electric, water, phone, internet, cable, etc).**

**CRIMINAL HISTORY:** Landlord will perform a criminal history check on you to verify the information provided by you on the Lease Application. Criminal history which indicates that an applicant's tenancy could constitute a direct threat to the health or safety of other individuals or whose tenancy could result in substantial physical damage to the property may influence Landlord's decision to lease the property to you.

**FAILURE TO PROVIDE ACCURATE INFORMATION IN APPLICATION:** Failure to provide complete, accurate & verifiable information may affect approval. Omission, misrepresentation or falsification of info is grounds for denial. Applications must be fully completed & legible; incomplete/illegible applications will not be processed.

**ANIMALS:** Landlord may also review quantity and type of animals. Animals may be accepted on a case by case basis, depending on the owner's criteria & property suitability. Aggressive breeds are not allowed. Landlord may have other criteria/restrictions, monthly fees and deposits which will be disclosed in the ad. If you have concerns with animal acceptance, please call our office to discuss prior to submitting application. PetScreening.com Fees & application fees are non-refundable. All animals must be declared on initial application. If animals are declared after initial application, it is grounds for denial.

**CO-APPLICANTS:** Applicant must plan to occupy the unit and disclose all intended occupants on initial application. All occupants are subject to background screening prior to occupancy. All persons age 18 or older must apply, qualify, and be listed on the lease. Any notice given by Picket Fence Realty to one applicant or co-applicant is considered notice to all; likewise, any notice received from one applicant or co-applicant is considered notice from all.

**AUTOMATIC DECLINE:** Applications will be automatically declined for any of the following: prior eviction for cause, falsification of information, failure to pay the application fee, violent, threatening, or abusive behavior, submission of an incomplete application (including required supplemental documents), or failure to return requested documentation within seven (7) calendar days.

**PROPERTY ACCEPTANCE:** Applicants acknowledge the property is accepted in **AS-IS** condition. Any requests for changes must be submitted in writing with the application. Applications submitted sight unseen constitute acceptance of the property as-is, with no warranties. Applicants are encouraged to view the property in person prior to applying.

**CREDIT FREEZE NOTICE:** Applicants with a credit freeze and/or fraud alert on their Experian® credit report must fully remove the freeze and alert prior to applying. Codes or passwords are not accepted. Applications cannot be processed until the freeze/alert is removed. Only two (2) attempts will be made to obtain the credit report; after the second blocked attempt, the application will be denied and an additional application fee will be required to resubmit for a third and final attempt.

**APPLICATION APPROVAL – APPROVED APPLICATIONS DO NOT "HOLD THE PROPERTY"- THE PROPERTY WILL CONTINUE TO BE SHOWN UNTIL SECURITY DEPOSIT IS PAID AND LEASE IS SIGNED.** Upon application approval, the security deposit and lease must be signed/ paid within 24 hours of approval. 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 & accept another offer. Lease period must begin within 10 days from the application approval date.

**REPRESENTATION DISCLOSURE NOTICE:** Picket Fence Realty, Inc & its Broker and Agents represent the owner of this property offered for Lease. A real estate license holder, while acting as an agent, is a fiduciary. The primary duty of the license holder is to represent the interests of their client. The license holder must treat other parties to a transaction honestly and fairly, however, the duty to their client is primary. Picket Fence Realty, Inc, Lisa Priest, Broker and its agents/property managers are acting as agents for the property owner and do not represent tenants in lease transactions. Picket Fence Realty is committed to compliance with the federal Fair Housing Act, Equal Housing Opportunity and all state and local housing laws and the US Constitution. We offer application forms to everyone who requests one. Applications are considered on the same standards.

***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. All application fees are non-refundable.***

**Applicant's Signature** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **date:** \_\_\_\_\_

# **Credit/Debit Card Authorization Form**

Please complete all fields.

**\*\*\*\*\*USE THIS FORM ONLY IF PAYING APPLICATION FEE(S) VIA CARD\*\*\*\*\***

<b>Credit/Debit Card Information</b>				
Card Type:	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> Discover	<input type="checkbox"/> AMEX
Cardholder Name (as shown on card):				
Card Number:				
Security Code:				
Expiration Date (mm/yy):				
Billing ZIP Code:				

I authorize the property manager to charge my debit/credit card above non-refundable one-time application fee of (check one box): \$45 (one application) \$90 (two applications) Other Amount: \_\_\_\_\_.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **OTHER WAYS TO PAY APPLICATION FEE:**

**Application fee can also be paid in money order or cash (EXACT CHANGE ONLY- WE DO NOT CARRY CASH) or credit/debit card only- no checks.**

***Note: APPROVED APPLICATIONS DO NOT "HOLD THE PROPERTY"- THE PROPERTY WILL CONTINUE TO BE SHOWN & OTHER APPLICATIONS ACCEPTED UNTIL DEPOSIT IS PAID AND LEASE IS SIGNED.***



## 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: 12 (months)

### A. Applicant Identification:

Applicant's name (as listed on proof of identification) \_\_\_\_\_  
 Applicant's former last name (if applicable) \_\_\_\_\_  
 E-mail \_\_\_\_\_ Mobile Ph. \_\_\_\_\_  
 Work Ph. \_\_\_\_\_ Home Ph. \_\_\_\_\_  
 Do you consent to receiving text messages? [ ] yes [ ] no Soc. Sec. No. \_\_\_\_\_  
 Driver License/ID No. \_\_\_\_\_ in \_\_\_\_\_ (state) Date of Birth \_\_\_\_\_  
 Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_

Are there co-applicants? [ ] yes [ ] no      *Note: If yes, each co-applicant must submit a separate application.*

Co-applicant's name \_\_\_\_\_ relationship \_\_\_\_\_  
 Co-applicant's name \_\_\_\_\_ relationship \_\_\_\_\_  
 Co-applicant's name \_\_\_\_\_ relationship \_\_\_\_\_

### B. Property Condition:

Applicant [ ] has [ ] has not viewed the Property in-person prior to submitting this application.

**Applicant is strongly encouraged to view the Property in-person 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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### C. Representation and Marketing:

Is Applicant represented by a REALTOR® or other agent? [ ] yes [ ] no

If yes, Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Applicant was made aware of Property via:

[ ] Sign [ ] Internet [ ] Other \_\_\_\_\_

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

**D. Applicant Information:**

**Housing:**

**Applicant's Current Address:** \_\_\_\_\_ Apt. No. \_\_\_\_\_  
(city, state, zip)

Landlord or Property Manager's Name: \_\_\_\_\_

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

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

Move In Date: \_\_\_\_\_ Move Out Date: \_\_\_\_\_ Rent \$ \_\_\_\_\_

Reason for move: \_\_\_\_\_

**Applicant's Previous Address:** \_\_\_\_\_ Apt. No. \_\_\_\_\_  
(city, state, zip)

Landlord or Property Manager's Name: \_\_\_\_\_

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

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

Move In Date \_\_\_\_\_ Move Out Date: \_\_\_\_\_ Rent \$ \_\_\_\_\_

Reason for move: \_\_\_\_\_

**Employment and Other Income:**

**Applicant's Current Employer:** \_\_\_\_\_

Address: \_\_\_\_\_ (street, city, state, zip)

Employment Verification Contact: \_\_\_\_\_ 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)

Employment Verification Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Employed from \_\_\_\_\_ to \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_ Position: \_\_\_\_\_

*Note: Applicant is responsible for including the appropriate contact information for employment verification purposes.*

Describe other income Applicant wants considered: \_\_\_\_\_

**Emergency Contact: (Do not insert the name of an occupant or co-applicant.)**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

**E. Occupant Information:**

Name all other persons that are not co-applicants who will occupy the Property:

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

**F. Vehicle Information:**

List all vehicles to be parked on the Property (cars, trucks, boats, trailers, motorcycles, other types of vehicles):

Type	Year	Make	Model	License Plate No./State	Mo. Payment.
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**Note: State, local, and/or HOA ordinances may restrict your ability to park certain vehicles on the Property.****G. Animals:**

Will any animals (dogs, cats, birds, reptiles, fish, other types of animals) be kept on the Property?

[ ] yes [ ] no

If yes, list all animals to be kept on the Property:

Type & Breed	Name	Color	Weight	Age in Yrs.	Gender	Neutered?	Bite History?	Shots Current?	Rabies	Assistance	Animal?
						[ ] Y [ ] N	[ ] Y [ ] N	[ ] Y [ ] N	[ ] Y [ ] N		
						[ ] Y [ ] N	[ ] Y [ ] N	[ ] Y [ ] N	[ ] Y [ ] N		
						[ ] Y [ ] N	[ ] Y [ ] N	[ ] Y [ ] N	[ ] Y [ ] N		
						[ ] Y [ ] N	[ ] Y [ ] N	[ ] Y [ ] N	[ ] Y [ ] N		

*If any of the animals listed above are assistance animals, please provide appropriate documentation with a reasonable accommodation request for the assistance animal(s).***H. Additional Information:**Yes   No

[ ] [ ] Will any waterbeds or water-filled furniture be on the Property?

[ ] [ ] Does anyone who will occupy the Property smoke or vape?

[ ] [ ] 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:

Yes   No

[ ] [ ] been evicted?

[ ] [ ] been asked to move out by a landlord?

[ ] [ ] breached a lease or rental agreement?

[ ] [ ] filed for bankruptcy?

[ ] [ ] lost property in a foreclosure?

[ ] [ ] 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.

[ ] [ ] Has applicant had any credit problems, slow-pays or delinquencies? If yes, provide more information below.

[ ] [ ] Is there additional information Applicant wants considered?

Additional comments: \_\_\_\_\_

**I. Authorization:**

Applicant authorizes Landlord and Landlord's authorized 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 \$ 45.00 to Picket Fence Realty (entity or individual) for processing and reviewing this application.

Applicant  submits  will not submit an application deposit of \$ n/a to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed.

**Notice: Pursuant to Texas Property Code Chapter 5, Subchapter H, certain buyers and renters may be prohibited from purchasing real property or entering into leases for one year or more. Buyers and renters who believe these restrictions may apply to them should consult an attorney before entering into the transaction.**

**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.
- (4) Applicant is responsible for any costs associated with obtaining information.

Applicant's Signature

Date

**For Landlord's Use:**

On \_\_\_\_\_, \_\_\_\_\_ (name/initials) notified  Applicant  
 \_\_\_\_\_ by  phone  mail  e-mail  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:

**Picket Fence Realty** \_\_\_\_\_ (name)  
**710 W Main St** \_\_\_\_\_ (address)  
**Palestine, TX 75801** \_\_\_\_\_ (city, state, zip)  
**(903)729-7530** \_\_\_\_\_ (phone) \_\_\_\_\_ (fax)  
**John@BuyPalestine.com** \_\_\_\_\_ (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.*

# \* PETS & SUPPORT ANIMALS \*

We use a third-party animal application service that is required for all applicants. applicants are required to complete a petscreening.com profile for each of their animals prior to move-in.

**LINK TO CREATE YOUR ANIMAL PROFILES IS HERE: <https://picketfence.petscreening.com/>**

**PETS** – There may be restrictions on the number and/or size of the animals, check with the property listing or Agent for specific details prior to submitting application. *Fees Range from \$25-30 per pet.* \*Note: this screening is through a third party vendor, so pricing is subject to change.

**SUPPORT ANIMALS** - In accordance with Federal Fair Housing laws, support/assistance animals are not considered pets and are not subject to pet rent or deposits. There is no charge to submit a reasonable accommodation request. PetScreening™ may require documentation of the need for a support animal and will review submissions in accordance with applicable guidelines. Assistance animal fraud may be subject to criminal penalties under applicable laws. Support animals are not permitted on the property until the PetScreening™ process is complete and approved or recommended.

## HOW-TO Make a PetScreening Profile



### 1. Sign In To Your PetScreening Account At:

<https://picketfence.petscreening.com>

Tip: Please use the email address that was used for your property application.

### 2. Select Your Profile Type



#### Household Pet

##### Annual Fee Associated

If you have a household pet living in your home:  
Upload pet photos and add breed information, vaccination details, and behavioral history.



#### Assistance Animal

##### Free – No Associated Fee

If you have an assistance animal (support or service):  
Upload animal photos & medical documentation, if required. Add breed, vaccinations, and behavioral history details.



#### No Pet/Animal

##### Free – No Associated Fee

If you do not have any pets or animals:  
Affirm your property's affidavit and understand the pet policy in place.

### 3. Complete & Submit Your Profile!

Profiles are active for one year from creation date & should be updated annually. View your PetScreening account settings for auto-renewal options.