

# \*RENTAL APPLICATION 2021\*

## **APPLICATION DIRECTIONS:**

1. **ALL OCCUPANTS OVER 18 YEARS OF AGE MUST COMPLETE AN APPLICATION.**
2. **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.
3. **Include a copy of your driver's license and your non-refundable application fee of \$40 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. **APPLICATIONS TURNED IN WITHOUT THE APPLICATION FEE OR WITHOUT LEGIBLE DRIVER'S LICENSE(S) ARE CONSIDERED INCOMPLETE AND WILL NOT BE PROCESSED.**
4. **Include Proof of income** – last 2 pay stubs (or last 3 months of bank statements) - **APPLICATIONS TURNED IN WITHOUT INCOME DOCUMENTATION ARE CONSIDERED INCOMPLETE.**
5. **ANIMALS--applicants must complete pet profiles for each animal/pet** (cost is \$20 for the first pet profile and \$15 for each additional profile, No cost for service animals). 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.**
6. **Credit Freeze Notice:** If you have a credit freeze and/or fraud alert on your Experian® credit profile, you must remove the freeze AND fraud alert completely before submitting your application. Passcodes/passwords will not be accepted—it must be a complete temporary removal of the freeze/alert. We can not process your application until it is removed. Only 2 attempts will be made to pull the report. After the second blocked attempt, your application will be denied and another application fee will be due to process it for a third time.

## **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 utility collections/charge offs.
- Must meet income requirements of 3x the monthly rental amount and be able to produce proof of income and/or employment.

***Notice of Landlord's Right to Continue to Show the Property: APPROVED APPLICATIONS DO NOT "HOLD THE PROPERTY"- THE PROPERTY WILL CONTINUE TO BE SHOWN UNTIL DEPOSIT IS PAID AND LEASE IS SIGNED. Until the lease is signed and the deposit is paid, the Property remains on the market and Landlord may continue to show the Property to other prospective tenants and accept another offer/application.***

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

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



## **APPLICATION CHECKLIST - will not be processed without the following items completed & on file:**

- ☐ Full Application(s) packet complete and signed
- ☐ Proof of income – last 2 pay stubs (or last 3 months of bank statements)
- ☐ Application fee(s) paid (or credit card form turned in with application)
- ☐ Legible Color Copy of Valid state Driver License(s) or military ID
- ☐ **IF YOU HAVE ANIMALS:** PetScreening Verification filled out and completed—*required for all pets or service animals.*

Go to: <https://picketfence.petscreening.com/> to complete. (Cost is free for service animals & \$20 for first pet and \$15 for add'l pet-please note this screening is through a third party vendor, so pricing is subject to change.)

## **TENANT SELECTION CRITERIA**

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 the lease, requiring an 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 your previous rental history using the information provided by you on the Lease Application. Previous landlord information must include complete dates of occupancy and names, addresses, and phone numbers for all landlords covering the previous 3 yrs. Failure to provide the information, inaccurate info, or info learned upon contacting previous landlords may influence Landlord's decision to lease the Property to you. **Absolutely no prior evictions, judgments or charge-offs from apartments, former Landlords or property management companies.**

**CURRENT INCOME/EMPLOYMENT:** **Gross income must be at least three times the amount of rent and must be verified to qualify.** Attach your last 2 pay stubs or 3 months of bank statements to this application. Landlord may ask for additional pay stubs, bank statements or tax returns, if needed. Applicants receiving social security or other federal assistance must provide documentation thereof, including a statement of benefits and bank statements showing the income being received. Self-employed or 1099 applicants may need to provide additional documentation. The sufficiency of your income along with the ability to verify the stated income and longevity of employment/income source, may influence Landlord's decision to lease the Property to you.

**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 legal 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 would constitute a direct threat to the health or safety of other individuals or whose tenancy could result in substantial physical damage to the property of the owner or others may influence Landlord's decision to lease the property to you.

**FAILURE TO PROVIDE ACCURATE INFORMATION IN APPLICATION:** Your failure to provide accurate information in your application or your provision of information that is unverifiable will be considered by Landlord when making the decision to lease the Property to you. Misrepresentations & falsification of information are grounds for denial. Application must be completed in full—incomplete applications, illegible applications & falsified information will be rejected. Applications that are incomplete will not be processed. **PLEASE PRINT CLEARLY SO THERE IS NO DELAY IN YOUR APPLICATION.**

**PETS:** Landlord may also review quantity and type of pets. Pets may be accepted on a case by case basis, depending on the owner's criteria and property suitability. Aggressive breeds are not allowed. Landlord may have other criteria, monthly fees and deposits pertinent to a particular property which will be disclosed in the ad. If you have concerns with pet acceptance, please call or office to discuss prior to submitting application. Pet screening fees and application fees are non-refundable.

**CO-APPLICANTS** – Applicant must live in the rental unit & must disclose all persons that will be occupying the unit. All persons residing in the property are subject to background checks prior to occupancy. All persons 18 years of age or older must be a leaseholder and qualify for the unit with the applicant. Any notice Picket Fence Realty gives to you or your co-applicant is considered notice to all applicants & co-applicants; any notice from you or your co-applicant is considered notice to Picket Fence Realty from all applicants & co-applicants.

**AUTOMATIC DECLINE:** Applicants will be automatically declined for the following: Anyone having been evicted by a prior landlord for cause, Falsification of application, Invalid Social Security number, Failure to pay Application Fee, violent/threatening or abusive behavior, any application that has not been fully completed.

**PROPERTY ACCEPTANCE:** Prospective tenant(s) are accepting the property in AS-IS condition. Requests for changes to the property must be submitted in writing with the application. If you are applying for a property sight unseen, you agree that the property is being offered in as-is condition with no warranties. It is recommended that you schedule an appointment to see the property first hand.

**APPLICATION APPROVAL– APPROVED APPLICATIONS DO NOT “HOLD THE PROPERTY”- THE PROPERTY WILL CONTINUE TO BE SHOWN UNTIL 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 and accept another offer. Lease period must begin within 10 days from the application approval date.

Picket Fence Realty, Inc, Lisa Priest, Broker and its agents/property managers are acting as agents for the property owner. 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\*\*\*\***

Credit/Debit Card Information
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): ☐ \$40 (one application) ☐ \$80 (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.



## RESIDENTIAL LEASE APPLICATION

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS®, INC. IS NOT AUTHORIZED.  
©Texas Association of REALTORS®, Inc. 2018

***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)

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

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 \_\_\_\_\_  
Soc. Sec. No. \_\_\_\_\_ Driver License No. \_\_\_\_\_ in \_\_\_\_\_ (state)  
Date of Birth \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye Color \_\_\_\_\_  
Hair Color \_\_\_\_\_ Marital Status \_\_\_\_\_

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

Name and Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
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: \_\_\_\_\_

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

Applicant's Previous 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 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all vehicles to be parked on the Property:

Type	Year	Make	Model	License Plate No./State	Mo. Payment

Will any animals (dogs, cats, birds, reptiles, fish, and 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?	Rabies Shots Current?	Assistance Animal?
						<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

If any of the animals listed above are assistance animals, please provide appropriate documentation with a reasonable accommodation request for the assistance animal(s).

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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?

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

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<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?  
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.  
had any credit problems, slow-pays or delinquencies? If yes, provide more information below.  
Is there additional information Applicant wants considered?

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 \$ 40.00 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.

**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 ☐ fax ☐ in person that Applicant was  
☐ approved ☐ not approved. Reason for disapproval: \_\_\_\_\_



## 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®, INC. IS NOT AUTHORIZED.  
©Texas Association of REALTORS®, Inc. 2018

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, Inc** \_\_\_\_\_ (name)  
\_\_\_\_\_ **710 W Main** \_\_\_\_\_ (address)  
\_\_\_\_\_ **Palestine, TX 75801** \_\_\_\_\_ (city, state, zip)  
\_\_\_\_\_ **(903)729-7530** \_\_\_\_\_ (phone) \_\_\_\_\_ **(903)723-8895** \_\_\_\_\_ (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 & ASSISTANCE ANIMALS\***

**Approved applicants are required to complete a pet screening for each of their pets or companion animals prior to move-in.**

**PETS:** Most properties have restrictions on the number of pets and/or the size of the pet. Please check with the property listing for specific details. Landlord may have other criteria/restrictions, monthly pet fees and pet deposits pertinent to a particular property which will be disclosed in the ad. If you have concerns with requirements, please call our office to discuss prior to submitting application. PetScreening™ fees and application fees are non-refundable.

**SUPPORT ANIMALS:** Picket Fence Realty, in accordance with Federal Fair Housing Laws, does not consider a support animal a pet, nor do we require or collect additional security deposits or rent for such. All support animal owners must submit a PetScreening™ application (link to application: <https://picketfence.petscreening.com/>) for each animal. There is no charge (\$0) for submitting a reasonable accommodation request for an assistance animal. PetScreening™ may ask that you provide them a signed copy of the letter indicating your need for a support animal where it will be reviewed by the legal review team per the FHAct guidelines. Please be aware of your state's statutes or ordinances for criminal offenses and/or penalties for committing assistance animal fraud. Any additionally requested information will be at the discretion of PetScreening™. All Support animals are prohibited from the property until the process is complete and approved or "recommended" by PetScreening™.

## **HOW TO MAKE A PROFILE -**

Pet Owners should gather the following to start:

- Vaccination Records
- Microchip Information
- Photos of Your Pet

1. All applicants should visit:  
<https://picketfence.petscreening.com/>
2. Review the policies and click the 'Start Here' button for No Pets, Household Pets, or Assistance Animals.
3. Enter your contact information, read and accept the Terms of Service, and click 'Create Profile'.
4. *Pet/Animal Owners:* Select the type of animal then click Create a Pet Profile. If you are making an accommodation request for an Assistance Animal, the request box will be preselected.
5. On the next page, click on each section within the profile to enter details, upload photos and attach documents.
6. *For Pets:* Click the green Proceed to Payment button at the top right of the profile, enter payment details and submit. *For Animals:* Click the green Submit for Review button at the top right of the profile.
7. Your Pet Profile will be shared automatically with your housing provider.

## **ABOUT**

We use a third-party animal application service that is simple and secure while storing your pet's information in one place.

This service makes it easy for Pet/Animal Owners to share their animal records with their Housing Provider, pet groomers, doggy daycares, dog walkers, pet sitters, vets, pet friendly hotels, and more.

## **PRICING**

- \$20 for individual Pet Profile\*
- \$15 for each additional pet profile\* (Note: please make sure the property you are applying for will accept multiple pets)
- No charge (\$0) for an Assistance Animal Accommodation Request

All profiles are active for one year upon completion.

\*please note this screening is through a third party vendor, so pricing is subject to change.)

PetScreening is a third party service and it's Prices subject to change.