

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 \$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.
- ☐ **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.

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.

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
- Via fax: 903-723-8895

Call 903-729-7530 with any questions.



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 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. Unverifiable income will not be accepted. 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 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: 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 and/or illegible applications will not be processed.

ANIMALS: Landlord may also review quantity and type of animals. 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/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.

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: having been evicted by a prior landlord for cause, Falsification of information, failure to pay application fee, violent/threatening or abusive behavior, any application that has not been fully completed (including the required supplemental documents). Any application that documentation that is requested and not returned to the office within 7 calendar days.

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 in person before applying.

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 (and final) time.

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.

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*****

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.

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 _____

D. Applicant Information:

Housing:

Applicant's Current Address: _____ Apt. No. _____
(city, state, zip)

Landlord or Property Manager's Name: _____

Email: _____

Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____

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: Day: _____ Nt: _____ Mb: _____ Fax: _____

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: _____
Name: _____	Relationship: _____	DOB: _____
Name: _____	Relationship: _____	DOB: _____
Name: _____	Relationship: _____	DOB: _____

F. Vehicle Information:

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

<u>Type</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>License Plate No./State</u>	<u>Mo. Payment</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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:

<u>Type & Breed</u>	<u>Name</u>	<u>Color</u>	<u>Weight</u>	<u>Age in Yrs.</u>	<u>Gender</u>	<u>Neutered?</u>	<u>Bite History?</u>	<u>Rabies Shots Current?</u>	<u>Assistance Animal?</u>
_____	_____	_____	_____	_____	_____	<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).**H. Additional Information:**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 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

<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"/>

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.

Residential Lease Application concerning _____

Yes No

☐ ☐

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 \$ 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

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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:

_____	_____	(name)
_____	_____	(address)
_____	_____	(city, state, zip)
_____	_____	(phone)
_____	_____	(fax)
_____	_____	(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.



REPRESENTATION DISCLOSURE

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CONCERNING THE PROPERTY AT _____

Broker/Broker Firm Name: Picket Fence Realty Inc License No.: 9001540

Broker's Associate's Name: Lisa Priest & John Priest License No.: 620297/729149

A. Texas law (Section 1101.558, Occupations Code) requires a real estate license holder who represents a party in a proposed real estate transaction to disclose, orally or in writing, that representation at the license holder's first contact with:

- (1) another party to the transaction; or
- (2) another license holder who represents another party to the transaction.

B. Broker represents the following party:

☒ Seller/Landlord: _____

☐ Buyer/Tenant: _____

C. 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.

The undersigned persons acknowledge there is no agency relationship with Broker as of the date of this disclosure:

Printed Name

Printed Name

Signature

Date

Signature

Date

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

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

- **As low as \$30 for individual Pet Profile***

- **Reduced cost for each additional pet profile***

(Note: please make sure the property you are applying for will accept multiple pets BEFORE completing profile)

- **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.

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.