



# Herman Boswell Property Management

## Rental Application - Primary

<b>Property Information</b>	
Address:	Date:

<b>Applicant Information</b>			
Applicant's Full Name (Last, First, Middle Initial)	Date of Birth	Social Security Number	Drivers License #
Phone # (Main)	Phone # (Work)	Email:	
<i>Name of Co-Applicant(s) (Separate Application required)</i>			
(Last, First, Middle Initial)	(Last, First, Middle Initial)	(Last, First, Middle Initial)	

<b>Applicant's Past Residencies</b>			
<i>Current Residence</i>			
Applicant's Current Address	City	State	Zip Code
			Move in/out Dates: From - To
Current Landlord's Name	Landlord's Phone #		Monthly Rent \$:
Reason Moved?			

<i>Previous Residence</i>			
Applicant's Previous Address	City	State	Zip Code
			Move in/out Dates: From - To
Landlord's Name	Landlord's Phone #		Monthly Rent \$:
Reason Moved?			

Applicant's Previous Address	City	State	Zip Code
			Move in/out Dates: From - To
Landlord's Name	Landlord's Phone #		Monthly Rent \$:
Reason Moved?			

Applicant's Previous Address	City	State	Zip Code
			Move in/out Dates: From - To
Landlord's Name	Landlord's Phone #		Monthly Rent \$:
Reason Moved?			

<b>Applicant Employment-List minimum of last 2 years</b>			
Current Employer		Address	Monthly Income \$
Supervisor Name	Supervisor Phone #	Position	Employed From _____ To _____
Previous Employer		Address	Monthly Income \$
Supervisor Name	Supervisor Phone #	Position	Employed From _____ To _____

# Herman Boswell Property Management

## Rental Application – Co-Applicant

<b>Property Information</b>	
Address:	Date:

<b>Co-Applicant Information</b>			
Co-Applicant's Full Name (Last, First, Middle Initial)	Date of Birth	Social Security Number	Drivers License #
Phone # (Main)	Phone # (Work)	Email:	
<i>Name of Primary/Co-Applicant(s) (Separate Application required)</i>			
Primary Applicant Name	(Last, First, Middle Initial)	(Last, First, Middle Initial)	

<b>Co-Applicant's Past Residencies</b>			
<i>Current Residence</i>			
Co-Applicant's Current Address	City	State	Zip Code
			Move in/out Dates: From - To
Current Landlord's Name	Landlord's Phone #		Monthly Rent \$:
Reason Moved?			

<i>Previous Residence</i>			
Co-Applicant's Previous Address	City	State	Zip Code
			Move in/out Dates: From - To
Landlord's Name	Landlord's Phone #		Monthly Rent \$:
Reason Moved?			

Co-Applicant's Previous Address	City	State	Zip Code
			Move in/out Dates: From - To
Landlord's Name	Landlord's Phone #		Monthly Rent \$:
Reason Moved?			

Co-Applicant's Previous Address	City	State	Zip Code
			Move in/out Dates: From - To
Landlord's Name	Landlord's Phone #		Monthly Rent \$:
Reason Moved?			

<b>Co-Applicant Employment-List minimum of last 2 years</b>			
Current Employer		Address	Monthly Income \$
Supervisor Name	Supervisor Phone #	Position	Employed From _____ To _____
Previous Employer		Address	Monthly Income \$
Supervisor Name	Supervisor Phone #	Position	Employed From _____ To _____

List all persons occupying the dwelling but not signing the lease		
Name:	Relationship:	Age:
Name:	Relationship:	Age:
Name:	Relationship:	Age:

List all Vehicles to be parked at the property (cars, trucks, motorcycles, trailers, boats, etc.)		
Vehicle 1		
Type: _____	Make: _____	Year: _____
Color: _____	License #: _____	State: _____
Vehicle 2		
Type: _____	Make: _____	Year: _____
Color: _____	License #: _____	State: _____
Vehicle 3		
Type: _____	Make: _____	Year: _____
Color: _____	License #: _____	State: _____

List all pets you will have on the property				
Type:	Breed:	Age:	Weight:	Gender:
Type:	Breed:	Age:	Weight:	Gender:
Type:	Breed:	Age:	Weight:	Gender:
Other pet (fish, birds, reptiles etc.) Explain how kept:				
_____				
_____				

Emergency Contact (over 18 & not living at property)				
Name	Address	City	State	Zip Code
Phone # (Main)	Phone # (Work)	Relationship		

Additional Information	
Will any occupant smoke in the dwelling? _____	_____
Will any waterbeds be in the dwelling? _____	_____
Any other income you would like considered.	_____
Explain on the right:	_____

Additional Rental and/or Criminal History. Please answer yes (Y) or no (N) to each question
Has applicant, spouse, co-applicant or any occupant ever:
Been evicted or asked to move out? _____ broken a rental agreement? _____ filed bankruptcy? _____
Been sued for rent or property damage? _____ Lost property due to foreclosure? _____
Been arrested for a felony or sex related crime that resolved by conviction, probation, deferred adjudication, court ordered community supervision, or pretrial diversion? _____
Been arrested for a felony or sex related crime that has not been resolved yet? _____
If yes to any of the questions listed above, explain:
_____
_____
_____

**Application Agreement**

I (we) certify that the foregoing information is accurate and true to the best of my (our) knowledge and hereby authorize verifications of such information via credit reports, rental history verification, employment verification, criminal background check and other means.

1. **APPLICATION FEE (NOT REFUNDABLE).** An application fee in the amount of \$50.00 for each applicant/occupant over 18 years of age will be delivered to Herman Boswell Property Management prior to the commencement of the application process. Again, the **APPLICATION FEE IS NOT REFUNDABLE.** (HBPM DOES NOT ACCEPT PERSONAL CHECKS FOR THESE FEES)
2. **APPROVAL.** A Herman Boswell Representative will notify the applicant(s) of approval within three (3) business days after all necessary information has been received. Applicants must bring in the security deposit within three (3) business days of approval and make an appointment to sign the lease.
3. **WITHDRAWAL BY APPLICANT.** If applicant or any co-applicant withdraws an application or notifies Herman Boswell Property Management that they changed their mind about renting the dwelling, any security deposit already paid will be retained by the owner as liquidated damages and all parties have no further obligation to each other.
4. **KEYS.** Keys and/or access devices will be furnished on the lease commencement date only (a) after the lease and all other rental documents have been signed by the owner's agent, all applicants/co-applicants, and (b) after all applicable security deposits have been paid in full.
5. **Herman Boswell Property Management represents the owner on all rental transactions.**
6. **ALL MONIES FOR DEPOSIT(S) AND FIRST MONTH RENT MUST BE PAID SEPARATELY BY CASHIER'S CHECK(S) OR MONEY ORDER(S) PAYABLE TO: HERMAN BOSWELL PROPERTY MANAGEMENT**

**Notice:** This property may not be taken off the market and we may continue to accept additional applications until:

- a. your completed application is received, processed and approved
- b. funds for the security deposit and first month's rent have been received
- c. the lease has been fully executed

Applicant's Rental Offer:

Address of Dwelling _____		
Move-In Date _____	Length of Lease _____	
Monthly Rent _____	Security Deposit _____	Pet Deposit _____
Other Requirements _____		

An Application Fee of \$50.00 Is Required For All Tenants/Occupants Over 18 Years of Age  
YOU MUST READ THE FULL APPLICATION AGREEMENT BEFORE SIGNING.

**Applicant grants Herman Boswell Property Management permission to process their application (Verifying Employment, Rental History, Criminal Background and Credit History) and applicant grants Herman Boswell Property Management permission to share this information with the Property Owner.**

Applicant's Signature _____	Date _____
Co-Applicant's Signature _____	Date _____
Payment Method for Application Fee: <input type="checkbox"/> Cash <input type="checkbox"/> Credit <input type="checkbox"/> Money Order <input type="checkbox"/> Cashier's Check	
Owner's Agent Signature <i>Tamara Merton</i>	Date _____

**Herman Boswell Property Management**

1125 W Abram St. Arlington TX 76013  
817-274-1800 Main / 817-795-8008 Fax

**CREDIT CARD AUTHORIZATION FORM**

DATE: \_\_\_\_\_

AMOUNT CHARGED: \$ \_\_\_\_\_

CARD HOLDER'S NAME: \_\_\_\_\_

CARD TYPE: \_\_\_\_\_

CARD #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ / \_\_\_\_\_ CVV \_\_\_\_\_

CARDHOLDER'S COMPLETE BILLING ADDRESS (ASSOCIATED WITH CARD):

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

I agree to pay the above amount according to the card issuer agreement.

X \_\_\_\_\_

(Customer Signature)

**For Office Use Only:**

AGENT'S NAME: Tamara Merton

PROPERTY ADDRESS: \_\_\_\_\_

## NOTICE TO APPLICANTS

The personal information you have provided on your lease application is protected under the privacy act. This company has a privacy policy that is available upon request.

Applicants should satisfy any concerns regarding sex offenders in any area where they might consider residing. This information is available free of charge at [www.records.tsdps.state.tx.us](http://www.records.tsdps.state.tx.us) Sex Offender Listings.

Applicants are responsible for verifying schools and square footage.

### CHECKLIST

- \_\_\_ Residential Lease Qualifying Criteria Form
- \_\_\_ Rental Application
- \_\_\_ Application Agreement – Authorization to Release Information Related to a Lease Form
- \_\_\_ Information About Brokerage Services Form signed and dated
- \_\_\_ Application Fee of \$50.00 Per Applicant Included
- \_\_\_ Copy of Valid Driver's License or Government Picture ID
- \_\_\_ Proof of Income – current check stubs or tax returns are usually sufficient

Upon Approval:

- \_\_\_ Administrative Fee of \$75.00 Per Property
- \_\_\_ Proof of Renter's Insurance carrying \$100,000 to \$300,000 liability policy which names the Owner and Herman Boswell Property Management as an "additional insured" is required.

**My signature below indicates that I had the opportunity to review the Residential Lease Qualifying Criteria. The Residential Lease Qualifying Criteria may include factors such as criminal history, credit history, current income and rental history. I understand that if I do not meet the qualifying criteria or if I provide inaccurate or incomplete information, my application may be rejected and my application fee will not be refunded.**

**I also grant Herman Boswell Property Management permission to share my information on this application, including credit information and criminal background, with the Property Owner(s).**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date



# Information About Brokerage Services

Texas law requires all real estate licensees to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

**TYPES OF REAL ESTATE LICENSE HOLDERS:**

- **A BROKER** is responsible for all brokerage activities, including acts performed by sales agents sponsored by the broker.
- **A SALES AGENT** must be sponsored by a broker and works with clients on behalf of the broker.

**A BROKER'S MINIMUM DUTIES REQUIRED BY LAW (A client is the person or party that the broker represents):**

- Put the interests of the client above all others, including the broker's own interests;
- Inform the client of any material information about the property or transaction received by the broker;
- Answer the client's questions and present any offer to or counter-offer from the client; and
- Treat all parties to a real estate transaction honestly and fairly.

**A LICENSE HOLDER CAN REPRESENT A PARTY IN A REAL ESTATE TRANSACTION:**

**AS AGENT FOR OWNER (SELLER/LANDLORD):** The broker becomes the property owner's agent through an agreement with the owner, usually in a written listing to sell or property management agreement. An owner's agent must perform the broker's minimum duties above and must inform the owner of any material information about the property or transaction known by the agent, including information disclosed to the agent or subagent by the buyer or buyer's agent.

**AS AGENT FOR BUYER/TENANT:** The broker becomes the buyer/tenant's agent by agreeing to represent the buyer, usually through a written representation agreement. A buyer's agent must perform the broker's minimum duties above and must inform the buyer of any material information about the property or transaction known by the agent, including information disclosed to the agent by the seller or seller's agent.

**AS AGENT FOR BOTH - INTERMEDIARY:** To act as an intermediary between the parties the broker must first obtain the written agreement of each party to the transaction. The written agreement must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. A broker who acts as an intermediary:

- Must treat all parties to the transaction impartially and fairly;
- May, with the parties' written consent, appoint a different license holder associated with the broker to each party (owner and buyer) to communicate with, provide opinions and advice to, and carry out the instructions of each party to the transaction.
- Must not, unless specifically authorized in writing to do so by the party, disclose:
  - o that the owner will accept a price less than the written asking price;
  - o that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
  - o any coincidental information or any other information that a party specifically instructs the broker in writing not to disclose, unless required to do so by law.

**AS SUBAGENT:** A license holder acts as a subagent when aiding a buyer in a transaction without an agreement to represent the buyer. A subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first.

**TO AVOID DISPUTES, ALL AGREEMENTS BETWEEN YOU AND A BROKER SHOULD BE IN WRITING AND CLEARLY ESTABLISH:**

- The broker's duties and responsibilities to you, and your obligations under the representation agreement.
- Who will pay the broker for services provided to you, when payment will be made and how the payment will be calculated.

**LICENSE HOLDER CONTACT INFORMATION:** This notice is being provided for information purposes. It does not create an obligation for you to use the broker's services. Please acknowledge receipt of this notice below and retain a copy for your records.

<b>Herman Boswell, Inc.</b> Licensed Broker /Broker Firm Name or Primary Assumed Business Name	<b>0413374</b> License No.	<b>info@boswellrentals.com</b> Email	<b>(817)274-1800</b> Phone
<b>Jerry Wayne Boswell</b> Designated Broker of Firm	<b>221287</b> License No.	<b>hermanboswellpm@gmail.com</b> Email	<b>(817)274-1800</b> Phone
<b>Sheri Lyn Swaine</b> Licensed Supervisor of Sales Agent/ Associate	<b>597469</b> License No.	<b>sswaine@boswellrentals.com</b> Email	<b>(817)274-1800</b> Phone
<b>Tamara Merton</b> Sales Agent/Associate's Name	<b>606813</b> License No.	<b>tamara@boswellrentals.com</b> Email	<b>(817)274-1800</b> Phone

\_\_\_\_\_  
Buyer/Tenant/Seller/Landlord Initials

\_\_\_\_\_  
Date

Regulated by the Texas Real Estate Commission

Information available at [www.trec.texas.gov](http://www.trec.texas.gov)

This form was produced by the subscriber named below through Texas FormSource.

IABS 1-0 Date  
TXR 2501