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

Residential Lease Qualifying Criteria

We are delighted that you are interested in leasing one of our properties. In order to help you in making your decision, we have listed below the criteria for qualifying as a resident with us.

1. A separate rental application must be completed, dated and signed by each applicant and all co-applicants that are 18 years of age or older. (The fee is $50.00 per applicant)
2. Applications must be complete with all necessary paperwork and application fees paid before it is considered a valid application and processing started.
3. Each applicant must provide the following:
   a. Copy of driver's license or government photo identification if you don't have a driver's license.
   b. Proof of employment and verifiable monthly income. Rent may be no more than 28% of total monthly income of applicants. In some circumstances, a guarantor may co-sign on the lease)
   c. 5 years of verifiable residency indicating no outstanding debt to any previous landlord.
4. Completed applications will be reviewed to ensure we have all the correct information necessary to determine your eligibility.
5. If pet(s) are permitted by the owner, a pet deposit is required. Aggressive breed of dogs (including Pit Bull, Rottweiler, Doberman or any other questionable dog breeds) are not permitted. **Damage to the home as well as to the yard is a deductible expense.**
6. This application includes a credit history evaluation (we don't use credit scores), a rental history verification, an employment/income verification and a criminal background check **ON ALL APPLICANTS .**
7. Causes for Rejection:
   a. Eviction by a previous landlord
   b. Outstanding debt or unpaid charges to a previous landlord
   c. Excessive late rent payments in the last 2 years
   d. Any felony for a violent crime
   e. Registered as a sex offender
   f. Any nonviolent felony less than 5 years old
   g. Habitual misdemeanors in the last 2 years
   h. Insufficient income or unprovable income
   i. Excessive delinquent credit accounts
   j. Excessive unpaid utility bills
   k. The inability to have all utilities put in one of the tenant's names
   l. Bankruptcy within the last 2 years that has not been discharged or dismissed
   m. Falsification of the rental application

We make all properties available to all persons regardless of race, color, religion, sex, handicap, familial status, national origin, sexual orientation or gender identity.

I HAVE READ AND UNDERSTAND THE RENTAL CRITERIA DESCRIBED ABOVE.

_____	_____	_____	_____
Applicant	Date	Applicant	Date

_____	_____
Owner's Agent	Date

Herman Boswell Property Management

Rental Application

Each co-applicant and each occupant over 18 must submit an application.
Please print and provide all requested information

Property Address_____ Date_____

Applicant	Co-Applicant
Name_____ Phone Main_____ Work_____ SOC. SEC. #_____ DOB_____ Drivers Lic. #_____ State_____	Name_____ Phone Main_____ Work_____ SOC. SEC. #_____ DOB_____ Drivers Lic. #_____ State_____
Residences for the last 5 years List current address 1st	Residences for the last 5 years List current address 1st
Address_____ City, State Zip_____ Move-in Date_____ Move-out Date_____ Landlord_____ Phone # _____ Rent$_____ Reason Moved? _____	Address_____ City, State Zip_____ Move-in Date_____ Move-out Date_____ Landlord_____ Phone # _____ Rent$_____ Reason Moved? _____
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Applicant Employment-List minimum of last 2 years	Co-Applicant Employment-List minimum of last 2 years
Current employer_____ Address_____ Supervisor_____ Phone #_____Monthly Income_____ Position _____ Date started_____ Previous Employer_____ Address_____ Supervisor_____ Phone #_____Monthly Income_____ Position _____ Employed from _____ To _____	Current employer_____ Address_____ Supervisor_____ Phone #_____Monthly Income_____ Position _____ Date started_____ Previous Employer_____ Address_____ Supervisor_____ Phone #_____Monthly Income_____ Position _____ Employed from _____ To _____
List all persons occupying the dwelling but not signing the lease	List all Vehicles to be parked at the property (cars, trucks, motorcycles, trailers, boats, etc)
Name _____ Relationship_____ Age_____ Name _____ Relationship_____ Age_____ Name _____ Relationship_____ Age_____	Type_____Make_____Year_____ Color_____ License#_____ State_____ Type_____Make_____Year_____ Color_____ License#_____ State_____ Type_____Make_____Year_____ Color_____ License#_____ State_____
List all pets you will have on the property	Emergency Contact (over 18 & not living at property)
Type _____ Breed_____ Weight_____ Age_____ Gender _____ Type _____ Breed_____ Weight_____ Age_____ Gender _____ Other pets (fish, birds, reptiles etc.) Explain how kept: _____ _____	Name_____ Address_____ City, State Zip _____ Phone Main _____ Work _____ Relationship _____
Additional Information	
Will any occupant smoke in the dwelling? Yes__No__ Will any waterbeds be in the dwelling? Yes__No__ 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 tot 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. Move-in date must be within thirty (30) days of approval date.
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: (Please circle one) Cash Credit Money Order Cashier's Check

Owner's Agent Signature_____ Date_____

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CREDIT CARD AUTHORIZATION FORM

DATE:_____

CARD TYPE: _____

CARD NUMBER: _____

EXPIRATION DATE: _____

CARD VERIFICATION # (3 DIGIT CODE ON BACK OF CARD) _____

AMOUNT CHARGED: $_____

NAME ON CARD (PRINT): _____

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

X _____

(Customer Signature)

AGENT'S NAME:_____

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 Sex Offender Listings.

Applicants are responsible for verifying schools and square footage.

CHECKLIST

___ Rental Application

___ Application Aggrement – Authorization to Release Information Related to a Lease Form

___ Residential Lease Qualifying Criteria Form

___ Application Fee of $50.00 Per Applicant Included

___ Information About Brokerage Services Form signed and dated

___ Proof of Income – current check stubs or tax returns are usually sufficient

___ Copy of Valid Driver's License or Government Picture ID

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 of 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 owners.

_____ _____
Applicant's Signature Date

_____ _____
Co-Applicant's Signature Date

EQUAL HOUSING OPPORTUNITY

Information About Brokerage Services

11-2-2015

Texas law requires all real estate license holders 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:
  - that the owner will accept a price less than the written asking price;
  - that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
  - any confidential 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.

Herman Boswell, Inc.	143374	info@bowellrentals.com	(817)274-1800
Licensed Broker/Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
Jerry Wayne Boswell	221287	hermanboswellpm@gmail.com	(817)274-1800x.302
Designated Broker of Firm	License No.	Email	Phone
Charlotte Snow Anderson	0478818	canderson@boswellrentals.com	(817)548-0940
Sales Agent/Associate's Name	License No.	Email	Phone
Robert Lee Crosley	614311	rcrosley@boswellrentals.com	(817) 274-1800 x314
Sales Agent/Associate's Name	License No.	Email	Phone

Buyer/Tenant/Seller/Landlord Initials _____ _____ Date _____