Herman Boswell Property Management

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

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 coapplicants 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 **WITH OWNER'S DISCRETION**, a pet deposit is required. **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
 - I. 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 under	STAND THE RENTAL	CRITERIA DESCRIBED ABOV	/E.
Applicant	Date	Applicant	Date
Sheri Swains		_	
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		
<u>Applicant</u>			<u>Co-Applicant</u>		
Name		Name			
	Work	Phone Main	Work		
SOC. SEC. #	DOB	SOC. SEC. #	DOB		
Drivers Lic. #	State	Drivers Lic. #	State		
Residen	ces for the last 5 years	Residen	ces for the last 5 years		
List	current address 1 st	List	current address 1st		
Address		Address			
City, State Zip		City, State Zip			
Move-in Date	Move-out Date		Move-out Date		
Landlord		Landlord			
Phone #	Rent\$		Rent\$		
Reason Moved?		Reason Moved?			
Address		Address			
City, State Zip		City, State Zip			
Move-in Date	Move-out Date	Move-in Date	Move-out Date		
Landlord		Landlord			
Phone #	Rent\$	Phone #	Rent\$		
Reason Moved?		Reason Moved?			
Address		Address			
City, State Zip					
Move-in Date	Move-out Date	Move-in Date	Move-out Date		
Landlord		Landlord			
Phone #	Rent\$	Phone #	Rent\$		
Reason Moved?		Reason Moved?			
Address		Address			
City, State Zip		City, State Zip			
Move-in Date	Move-out Date	Move-in Date	Move-out Date		
Phone #	Rent\$	Phone #	Rent\$		
Reason Moved?		Reason Moved?			
City, State Zip		City, State Zip			
Move-in Date	Move-out Date	Move-in Date	Move-out Date		
Landlord		Landlord			
Phone #	Rent\$		Rent\$		
Reason Moved?		Reason Moved?			

Applicant Employment-List minimum of last 2 years Co-Applicant Employment-List minimum of last 2 y			um of last 2 years	
Current employer Current employer		er		
Address	Address			
Supervisor	Supervisor			
Phone #Monthly Income	Phone #	Monthly Ir	come	
Position		,		
Date started				
Previous Employer		/er		
Address				
Supervisor				
Phone #Monthly Income		Monthly Inc		
-		-		
Position To To	Employed from	To		
List all persons occupying the dwelling but not signing		es to be parked at the		
the lease		motorcycles, trailers,		
Name		Make		
Relationship Age	Color	License#	State	
Name	1	Make		
Relationship Age	Color	License#	State	
Name	Type	Make	Year	
Relationship Age	Color	License#	State	
List all pets you will have on the property	Emergency Co	ntact (over 18 & not	iving at property)	
Type Breed	Name			
Weight Age Gender	Address			
-	City, State Zip			
Type Breed		Work		
Weight Age Gender				
Other pets (fish, birds, reptiles etc.) Explain how kept:				
Carlot pero (ilistif, ando) repaired each at span ilion respan				
Additional 1	I Information			
Will any occupant smoke in the dwelling? YesNo				
Will any waterbeds be in the dwelling? YesNo				
Any other income you would like considered.				
Explain on the right:				
Additional Rental and/or Criminal History. Ple		Y) or no (N) to each o	luestion	
Has applicant, spouse, co-applicant or any occupant ever:		Cladle administra		
Been evicted or asked to move out? broken a rental				
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 quest				
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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.

- 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 <u>APPLICATION FEE IS NOT REFUNDABLE</u>. (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 Shari Swains			Date	



Information About Brokerage Services



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:
 - 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 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@boswellrentals.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	817-274-1800 x. 302	
Designated Broker of Firm	License No.	Email	Phone	
Charlotte Snow Anderson	0478818	canderson@boswellrentals.com	817-548-0940	
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone	
Sheri Lyn Swaine	597169	sswaine@boswellrentals.com	817-804-0924	
Sales Agent/Associate's Name	License No.	Email	Phone	
		55		
Buyer/Ten	ant/Seller/Landle	ord Initials Date	_	

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CREDIT CARD AUTHORIZATION FORM

DATE:			
AMOUNT CHARGED: \$_			
CARD HOLDER'S NAME:			
CARD TYPE:			
CARD #:			
EXPIRATION DATE:	/		
CARDHOLDER'S COMPLE	ETE BILLING ADI	DRESS (ASSOC	CIATED WITH CARD):
STREET ADDRESS			
STREET ADDRESS			
CITY	STATE	ZIP	
I agree to pay the above a	amount according	to the card i	ssuer agreement.
X			
(Customer Signature)			
For Office Use Only:			
AGENT'S NAME: Sheri	: Swains		
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 Sex Offender Listings.

CHECK! TOT

Applicants are responsible for verifying schools and square footage.

	<u>Спі</u>	ECKLIST .	
Residential Lease Qualify	ing Criteria Form		
Rental Application			
Application Agreement –	Authorization to R	elease Information Related to a Leas	se Form
Information About Broke	rage Services Forn	n signed and dated	
Application Fee of \$50.00) Per Applicant Inc	luded	
Copy of Valid Driver's Lic	ense or Governme	nt Picture ID	
Proof of Income – currer	nt check stubs or ta	ax returns are usually sufficient	
Upon Approval:			
Administrative Fee of \$7	5.00 Per Property		
Proof of Renter's Insurar	ice carrying \$100,0	000 to \$300,000 liability policy which	names
the Owner and Herman E	Boswell Property M	anagement as an "additional insured	" is required.
Lease Qualifying Criteria factors such as criminal understand that if I do n	. The Residentia history, credit hi ot meet the qua	the opportunity to review the Re I Lease Qualifying Criteria may in story, current income and rental lifying criteria or if I provide inac may be rejected and my applicat	nclude history. I ccurate or
_	cation, including	anagement permission to share in great information and criminal	-
Applicant's Signature	 Date	 Co-Applicant's Signature	Date