

## 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 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 **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
  - 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

\_\_\_\_\_  
*Tracey Marsalek*

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 1 <sup>st</sup>	Residences for the last 5 years List current address 1 <sup>st</sup>
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_____	Current employer_____
Address_____	Address_____
Supervisor_____	Supervisor_____
Phone #_____Monthly Income_____	Phone #_____Monthly Income_____
Position_____	Position_____
Date started_____	Date started_____
Previous Employer_____	Previous Employer_____
Address_____	Address_____
Supervisor_____	Supervisor_____
Phone #_____Monthly Income_____	Phone #_____Monthly Income_____
Position_____	Position_____
Employed from _____ To _____	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_____	Type_____Make_____Year_____
Relationship_____Age_____	Color_____License#_____State_____
Name_____	Type_____Make_____Year_____
Relationship_____Age_____	Color_____License#_____State_____
Name_____	Type_____Make_____Year_____
Relationship_____Age_____	Color_____License#_____State_____
List all pets you will have on the property	Emergency Contact (over 18 & not living at property)
Type_____Breed_____	Name_____
Weight_____Age_____Gender_____	Address_____
Type_____Breed_____	City, State Zip _____
Weight_____Age_____Gender_____	Phone Main _____Work _____
Other pets (fish, birds, reptiles etc.) Explain how kept: _____ _____	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 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. 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 <i>Tracey Marsalek</i> _____		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.*

11-2-2015



## 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@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
Tracey Radean Marsalek	535999	tmarsalek@boswellrentals.com	817-861-8603
Sales Agent/Associate's Name	License No.	Email	Phone

TM  
Buyer/Tenant/Seller/Landlord Initials

\_\_\_\_\_  
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: \_\_\_\_\_ / \_\_\_\_\_

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: Tracey Marsalek

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