

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 st	Residences for the last 5 years List current address 1 st
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 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.

I authorize Herman Boswell Property Management to process my rental application including verifying my Rental History, Criminal Background, Credit History, and Employment.

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 _____

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

Information About Brokerage Services

Before working with a real estate broker, you should know that the duties of a broker depend on whom the broker represents. If you are a prospective seller or landlord (owner) or a prospective buyer or tenant (buyer), you should know that the broker who lists the property for sale or lease is the owner's agent. A broker who acts as a subagent represents the owner in cooperation with the listing broker. A broker who acts as a buyer's agent represents the buyer. A broker may act as an intermediary between the parties if the parties consent in writing. A broker can assist you in locating a property, preparing a contract or lease, or obtaining financing without representing you. A broker is obligated by law to treat you honestly.

IF THE BROKER REPRESENTS THE OWNER:

The broker becomes the owner's agent by entering into an agreement with the owner, usually through a written - listing agreement, or by agreeing to act as a subagent by accepting an offer of subagency from the listing broker. A subagent may work in a different real estate office. A listing broker or subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first. The buyer should not tell the owner's agent anything the buyer would not want the owner to know because an owner's agent must disclose to the owner any material information known to the agent.

IF THE BROKER REPRESENTS THE BUYER:

The broker becomes the buyer's agent by entering into an agreement to represent the buyer, usually through a written buyer representation agreement. A buyer's agent can assist the owner but does not represent the owner and must place the interests of the buyer first. The owner should not tell a buyer's agent anything the owner would not want the buyer to know because a buyer's agent must disclose to the buyer any material information known to the agent.

IF THE BROKER ACTS AS AN INTERMEDIARY:

A broker may act as an intermediary between the parties if the broker complies with The Texas Real Estate License Act. The broker must obtain the written consent of each party to the transaction to act as an

intermediary. The written consent must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. The broker is required to treat each party honestly and fairly and to comply with The Texas Real Estate License Act. A broker who acts as an intermediary in a transaction:

- (1) shall treat all parties honestly;
- (2) may not disclose that the owner will accept a price less than the asking price unless authorized in writing to do so by the owner;
- (3) may not disclose that the buyer will pay a price greater than the price submitted in a written offer unless authorized in writing to do so by the buyer; and
- (4) may not disclose any confidential information or any information that a party specifically instructs the broker in writing not to disclose unless authorized in writing to disclose the information or required to do so by The Texas Real Estate License Act or a court order or if the information materially relates to the condition of the property.

With the parties' consent, a broker acting as an intermediary between the parties may appoint a person who is licensed under The Texas Real Estate License Act and associated with the broker to communicate with and carry out instructions of one party and another person who is licensed under that Act and associated with the broker to communicate with and carry out instructions of the other party.

If you choose to have a broker represent you, you should enter into a written agreement with the broker that clearly establishes the broker's obligations and your obligations. The agreement should state how and by whom the broker will be paid. You have the right to choose the type of representation, if any, you wish to receive. Your payment of a fee to a broker does not necessarily establish that the broker represents you. If you have any questions regarding the duties and responsibilities of the broker, you should resolve those questions before proceeding.

YOU ARE HEREBY NOTIFIED THAT HERMAN BOSWELL PROPERTY MANAGEMENT AND IT'S AGENTS REPRESENT THE OWNER IN ALL RENTAL TRANSACTIONS.

X

Buyer, Seller, Landlord or Tenant

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: _____

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 Agreement – 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 or incomplete information, my application may be rejected and my application fee will not be refunded.

Applicant’s Signature Date

Co-Applicant’s Signature Date