

**Sandra Wortham, Property Manager**

**2801 Midwestern Pkwy, Ste. 100    Direct Line: 940-264-4663    Fax: 940-696-3509**  
**Wichita Falls, TX 76308                      Cell Phone: 940-733-6080**

**Email: Sandra.wortham@realtor.com**

**NOTICE TO PROSPECTIVE TENANTS CONCERNING TENANT TRACKER**

FOR EACH PERSON WISHING TO LEASE A PROPERTY MANAGED BY SANDRA WORTHAM, OR ANY PROPERTY ON WHICH THE OWNER HAS REQUESTED SUCH A REPORT, A TENANT TRACKER REPORT WILL BE ORDERED, IT WILL SHOW UP UNDER CHANDLER PROPERTY MANAGEMENT.

THERE IS A \$35.00 NON-REFUNDABLE FEE FOR THIS REPORT WHICH IS TO BE PAID AT THE TIME OF THE APPLICATION. (THE REPORT CANNOT BE SHOWN TO YOU.) IF PAYING THE FEE ONLINE THERE WILL BE AN ADDITIONAL \$3.00 FEE.

INFORMATION APPEARING ON THE TENANT TRACKER REPORT:

OVER DUE PAYMENTS TO:  
CREDITORS  
LATE PAYMENTS  
EVICTIONS  
ETC.

THE DECISION TO APPROVE /DISAPPROVE THE LEASE WILL BE THE ONLY INFORMATION DIVULGED TO YOU. IF YOU ARE NOT CURRENTLY EMPLOYED. IF YOU HAVE A HISTORY OF LATE PAYMENTS OR OUTSTANDING BILLS THAT HAVE NOT BEEN PAID, OR A RECORD OF EVICTION, WE WILL NOT BE ABLE TO LEASE TO YOU. UNDER THESE CIRCUMSTANCES, YOU MAY NOT WANT TO SUBMIT THE FEE FOR A TENANT TRACKER REPORT.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## LEASING POLICIES

1. Each applicant over 18 years of age must fill out an application form and sign the lease as a resident (tenant). Applicants must furnish proof of identity with a Drivers License, Military ID Card, or some other type of picture ID with Social Security Number.
2. Normally, a house will be held 7 days from acceptance of the application to the date the rent begins, Payment of rent, utilities, and lawn care must begin at that time.
3. Each applicant agrees to pay a \$35.00 **non-refundable** application fee which will also cover the cost of obtaining a credit check upon each individual listed as resident (tenant). This fee must be paid at the time the application is filled out. **This \$35.00 fee is non-refundable, and does not apply toward the rent or deposit.**
4. Each person listed as resident (tenant) must sign the application in person in the presence of an agent or employee of Sandra Wortham.
5. Subject to other criteria in these Leasing Policies and Rules, we will lease to any of these types of applicants:
  - A. One single person. (We do not rent to two or more singles).
  - B. Married Couple.
  - C. Man and woman who want to lease a property together as Common-Law husband and wife.

Their signatures on the Leasing Policies and Rules indicate they have:

    1. At some time indicated their desire to be married.
    2. And they will be living in the property as Common-Law husband & wife.
  - D. Single parent, married couple, or Common-Law husband & wife: including a child or children under 21 years of age. Other legal dependents may qualify on a case-by-case basis.
6. All monies received by Landlord shall be applied first to non-rent obligations of the Tenant, including late charges, charges for returned check, and per penalties, if any, then to rent, regardless of notations on the check or money order.
7. We must have security deposit plus \$35.00 application fee to hold a property. If application is approved, security deposit is credited to applicant. If application is not approved, any security deposit that was paid by check will be returned to applicant(s) in the form of a check after their check has had time to clear the bank. (Within 14 days of notice of non-approval by agent.)
8. Each applicant must sign the lease within three days after receiving notice of approval. If any applicant fails to do so, the security deposit of all applicants will be retained as liquidated damages and the parties shall have no further obligation to each other.
9. Pet criteria, for these properties that allow pets, include:

- A. An "Animal Aid Assistant", such as a Seeing Eye dog, is not considered a pet.
- B. For all properties permitting pets:
  - 1. There are to be no more than 2 pets at any property.
  - 2. Only dogs or cats will be allowed.
  - 3. A pet deposit of \$250 **non-refundable** or more is applicable for each pet.
  - 4. Property is to be professionally cleaned and defleaed. (must see receipt)
- 10. Tenant is responsible for having the carpets professionally steam cleaned upon their move out of the residence. No dry chemical will be accepted. A receipt from the company must be shown to Sandra Wortham upon move out. If no receipt is provided Sandra Wortham will have the carpets professionally steam cleaned at the tenants expense.
- 11. No repairs will be done during evenings, week-ends, or Federal holidays, unless they are of an emergency in nature.
- 12. All requests for repairs must be called into our office during normal office hours, unless they are of an emergency nature. Nor repairs will be authorized if any sums due from the tenant are delinquent.
- 13. If property has central air conditioning and/or heating. Tenant is obligated to change the filters monthly. IF cleaning of coils is required, or other repairs are necessary due to filter not being changed monthly, they will be done at the expense of the tenant.
- 14. A charge of \$10.00 will be assessed for any trip to let resident in with a master key or to obtain a duplicate key for resident due to their key being lost or misplaced.
- 15. It is the tenants' responsibility to keep Sandra Wortham informed of Home and Work telephone numbers.

\_\_\_\_\_  
Applicant/Resident

\_\_\_\_\_  
Applicant/Resident

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Date

Received on \_\_\_\_\_ (date) at \_\_\_\_\_ (time)



# TEXAS ASSOCIATION OF REALTORS® RESIDENTIAL LEASE APPLICATION

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.  
©Texas Association of REALTORS®, Inc. 2014

***Each occupant and co-applicant 18 years or older must submit a separate application.***

Property Address: \_\_\_\_\_  
Anticipated: Move-in Date: \_\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_

Property Condition: **Applicant is strongly encouraged to view the Property prior to submitting any application.**  
Landlord makes no express or implied warranties as to the Property's condition. Applicant requests Landlord consider the following repairs or treatments should Applicant and Landlord enter into a lease: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant was referred to Landlord by:

Real estate agent Sandra Wortham (name) (940) 264-4663 (phone)  
 Newspaper  Sign  Internet  Other \_\_\_\_\_

Applicant's name (first, middle, last) \_\_\_\_\_

Is there a co-applicant?  yes  no *If yes, co-applicant must submit a separate application.*

Applicant's former last name (maiden or married) \_\_\_\_\_

E-mail \_\_\_\_\_ Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_ Mobile/Pager \_\_\_\_\_  
Soc. Sec. No. \_\_\_\_\_ Driver License No. \_\_\_\_\_ in \_\_\_\_\_ (state)  
Date of Birth \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye Color \_\_\_\_\_  
Hair Color \_\_\_\_\_ Marital Status \_\_\_\_\_ Citizenship \_\_\_\_\_ (country)

Emergency Contact: *(Do not insert the name of an occupant or co-applicant.)*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name all other persons who will occupy the Property:

Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____

Applicant's Current Address: \_\_\_\_\_ Apt. No. \_\_\_\_\_  
(city, state, zip)

Landlord or Property Manager's Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: Day: \_\_\_\_\_ NI: \_\_\_\_\_ Mb: \_\_\_\_\_ Fax: \_\_\_\_\_  
Date Moved-In \_\_\_\_\_ Move-Out Date \_\_\_\_\_ Rent \$ \_\_\_\_\_  
Reason for move: \_\_\_\_\_

Applicant's Previous Address: \_\_\_\_\_ Apt. No. \_\_\_\_\_  
(city, state, zip)

Previous Landlord or Property Manager's Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: Day: \_\_\_\_\_ NI: \_\_\_\_\_ Mb: \_\_\_\_\_ Fax: \_\_\_\_\_

(TAR-2003) 1-1-14

Page 1 of 4

RE/MAX Wichita Falls Realtors, 2801 Midwestern Pkwy Wichita Falls, TX 76308  
Phone: 940.264.4663 Fax: 940.696.3509 Sandra Wortham

Untitled

Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 [www.ziplogix.com](http://www.ziplogix.com)

Residential Lease Application concerning \_\_\_\_\_

Date Moved-In \_\_\_\_\_ Date Moved-Out \_\_\_\_\_ Rent \$ \_\_\_\_\_  
Reason for move: \_\_\_\_\_

Applicant's Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_ (street, city, state, zip)

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Start Date: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_ Position: \_\_\_\_\_

Note: If Applicant is self-employed, Landlord may require one or more previous year's tax return attested by a CPA, attorney, or other tax professional.

Applicant's Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_ (street, city, state, zip)

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_ Position: \_\_\_\_\_

Describe other income Applicant wants considered: \_\_\_\_\_

List all vehicles to be parked on the Property:

Type	Year	Make	Model	License/State	Mo. Pymnt.

Will any pets (dogs, cats, birds, reptiles, fish, and other pets) be kept on the Property?  yes  no

If yes, list all pets to be kept on the Property:

Type & Breed	Name	Color	Weight	Age in Yrs.	Gender	Neutered?	Declawed?	Rabies Shots Current?
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

- Yes  No
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

Will any waterbeds or water-filled furniture be on the Property?

Does anyone who will occupy the Property smoke?

Will Applicant maintain renter's insurance?

Is Applicant or Applicant's spouse, even if separated, in military?  
If yes, is the military person serving under orders limiting the military person's stay to one year or less?

Has Applicant ever:

- been evicted?
- been asked to move out by a landlord?
- breached a lease or rental agreement?
- filed for bankruptcy?
- lost property in a foreclosure?
- had any credit problems (including any outstanding debt (e.g., student loans or medical bills)), slow-pays or delinquencies?
- been convicted of a crime?

Is any occupant a registered sex offender?

Are there any criminal matters pending against any occupant?

Is there additional information Applicant wants considered?

Residential Lease Application concerning \_\_\_\_\_

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorization:** Applicant authorizes Landlord and Landlord's agent, at any time before, during, or after any tenancy, to:  
(1) obtain a copy of Applicant's credit report;  
(2) obtain a criminal background check related to Applicant and any occupant; and  
(3) verify any rental or employment history or verify any other information related to this application with persons knowledgeable of such information.

**Notice of Landlord's Right to Continue to Show the Property:** Unless Landlord and Applicant enter into a separate written agreement otherwise, the Property remains on the market until a lease is signed by all parties and Landlord may continue to show the Property to other prospective tenants and accept another offer.

**Privacy Policy:** Landlord's agent or property manager maintains a privacy policy that is available upon request.

**Fees:** Applicant submits a non-refundable fee of \$ \_\_\_\_\_ to \_\_\_\_\_ (entity or individual) for processing and reviewing this application. Applicant  submits  will not submit an application deposit of \$ \_\_\_\_\_ to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed.

**Acknowledgement & Representation:**

- (1) Signing this application indicates that Applicant has had the opportunity to review Landlord's tenant selection criteria, which is available upon request. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history.
- (2) Applicant understands that providing inaccurate or incomplete information is grounds for rejection of this application and forfeiture of any application fee and may be grounds to declare Applicant in breach of any lease the Applicant may sign.
- (3) Applicant represents that the statements in this application are true and complete.

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

Date \_\_\_\_\_

*For Landlord's Use:*

On \_\_\_\_\_, \_\_\_\_\_ (name/initials) notified

Applicant  \_\_\_\_\_ by  phone  mail  e-mail  fax  in person that Applicant was

approved  not approved. Reason for disapproval: \_\_\_\_\_

Residential Lease Application concerning \_\_\_\_\_



TEXAS ASSOCIATION OF REALTORS®

**AUTHORIZATION TO RELEASE INFORMATION  
RELATED TO A RESIDENTIAL LEASE APPLICANT**

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.  
©Texas Association of REALTORS®, Inc. 2014

I, \_\_\_\_\_ (Applicant), have submitted an application  
to lease a property located at \_\_\_\_\_  
\_\_\_\_\_ (address, city, state, zip).

The landlord, broker, or landlord's representative is:

_____	(name)
_____	(address)
_____	(city, state, zip)
_____	(phone)
_____	(fax)
_____	(e-mail)

I give my permission:

- (1) to my current and former employers to release any information about my employment history and income history to the above-named person;
- (2) to my current and former landlords to release any information about my rental history to the above-named person;
- (3) to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above-named person;
- (4) to my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above-named person; and
- (5) to the above-named person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain background information about me.

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

Date \_\_\_\_\_

*Note: Any broker gathering information about an applicant acts under specific instructions to verify some or all of the information described in this authorization. The broker maintains a privacy policy which is available upon request.*