



14010 Alice Road, Tomball, Texas 77377
(832) 562-3600 Fax (832) 562-3333
www.rentlifepm.com

Tenant Qualification and Application Process

Thank you for choosing to apply for a home with RentLife Property Management LLC. In order to process your application, the following items are required to be submitted with your online application. Please have these items ready to upload with your online application. Please note, **WE WILL NOT** process any application unless all required items listed below have been submitted. If you have any technical questions regarding the application process, please call 479-409-6785. Our online application can be found at <https://rentlife.quickleasepro.com>

- All occupants 18 years of age and older must complete and submit a rental application.
- There is a non-refundable \$50.00 application fee per applicant, regardless of marital status. Payment may be made with a debit or credit card during the online application process. Please note, the name on the credit card should match the name of at least one of the applicants. Application fees may also be paid via money order dropped off at our office location. Applications cannot be processed until the application fees have been paid.
- A clear and legible copy of your driver's license, or state issued ID card.
- A copy of your 4 most recent paycheck stubs. If self-employed, please provide the last 3 month's bank statements and the prior two year's tax returns.
- A copy of a current electric bill to show proof of residency.
- If you own a pet, a pet screening profile must be completed before the rental application is started at petscreening.com. Pet deposit is \$500.00 per animal with one-half non-refundable.

Once all of the required items have been provided, we will run your application through our resident screening company which will check your credit report and criminal background. Rental history and employment will also be verified. Previous credit reports will not be considered or used.

Once your application has been approved, the following items **MUST** be received back in our office **within 24 hours** to secure the home and take it off the market:

- The lease contract signed by all leaseholders.
- The security deposit, pet deposit (if applicable) and a \$95.00 non-refundable administration fee. All security deposits, administration fees, and pet deposits must be paid in certified funds (cashier's check or money order) made payable to RentLife Property Management.

When picking up the keys, the following items are required:

- Payment of the first full month's rent which must be in certified funds made payable to RentLife Property Management LLC.
- Written permission from the applicant is required for anyone picking up keys other than the leaseholder. Photo ID will be verified.
- Utilities must be established in your name before moving in.



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Tenant Selection Criteria

Pursuant to Property Code Section 92.3515, these Tenant Selection Criteria are being provided to you. The following constitute grounds upon which Landlord will be basing the decision to lease the Property to you. If your application is denied based upon information obtained from your credit report, you will be notified. Once approved, you must take possession and establish utilities within 30 days. Minimum lease terms for all rental properties are one year.

**** Pet Owners ** Register pets on the previous page before moving forward.**

If you have pets, you are required to complete a pet registration before moving forward with your rental application. This is a non-refundable service, even if your application is not selected or if you are not approved. Once you are registered, you will have an account so that you may share your pet profile with future landlords. All pets must be registered. The first pet is \$ 20 to register, additional pet \$ 15.

1. **Criminal History:** Landlord will perform a criminal history check on you to verify the information provided by you on the Lease Application. Landlord's decision to lease the Property to you may be influenced by the information contained in the report.
2. **Previous Rental History:** Landlord will **require verification of your current and past 2 years of rental history** using the information provided by you on the Lease Application. Your failure to provide the requested information, provision of inaccurate information, or information learned upon contacting previous landlords may influence the Landlord's decision to lease the Property to you. If you lease from **an individual**, the landlord **WILL** require canceled checks or bank statements to prove rental history. Handwritten receipts are **not** acceptable. Applicants with prior evictions or broken leases within the last three years will be denied.
3. **Current Income:** Landlord will ask you to verify your income as stated on your Lease Application. Depending upon the rental amount being asked for the Property, the sufficiency or your income along with the ability to verify the stated income may influence the Landlord's decision to lease the Property to you. The landlord wants to see 3- times the rental rate in total monthly income. Monthly income must be verified by check stubs or tax returns.
4. **Credit History:** Landlord will obtain a Credit Reporting Agency (**CRA**) report, commonly referred to as a credit report, in order to verify your credit history. Landlord's decision to lease the Property to you may be based upon information obtained from this report. If your application is denied based upon information obtained from your credit report, you will be notified. A credit score of 650 or higher is necessary for a standard security deposit. Applicants with credit scores of less than 650 may be asked to pay a higher deposit if they are approved. **Chapter 7 Bankruptcies and Judgements from previous Landlords are an automatic denial.**
5. **Failure to Provide Accurate Information in Application:** Your failure to provide accurate information in your application or your provision of information that is unverifiable will be considered by Landlord when deciding to lease the Property to you.

Signature _____



RESIDENTIAL LEASE APPLICATION

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

Property Address: _____
Anticipated: Move-in Date: _____ Monthly Rent: \$ _____ Security Deposit: \$ _____
Initial Lease Term Requested: _____ (months)

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 _____ (name) _____ (phone) _____ (e-mail)
 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: _____ Nt: _____ Mb: _____ Fax: _____
Date Moved-In: _____ Move-Out Date _____ Rent \$ _____
Reason for move: _____

Applicant's Previous Address: _____ Apt. No. _____

(city, state, zip)
Landlord or Property Manager's Name: _____ Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____

Residential Lease Application concerning _____

Date Moved-In _____ Move-Out Date _____ 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 Plate No./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?	Bite History?
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Will any waterbeds or water-filled furniture be on the Property?
<input type="checkbox"/>	<input type="checkbox"/>	Does anyone who will occupy the Property smoke?
<input type="checkbox"/>	<input type="checkbox"/>	Will Applicant maintain renter's insurance?
<input type="checkbox"/>	<input type="checkbox"/>	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?
<input type="checkbox"/>	<input type="checkbox"/>	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 <u>any</u> credit problems, including any outstanding debt (e.g., student loans or medical bills), slow-pays or delinquencies? been convicted of a crime? If yes, provide the location, year, and type of conviction below.
<input type="checkbox"/>	<input type="checkbox"/>	Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.
<input type="checkbox"/>	<input type="checkbox"/>	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 \$ 50.00 to RENTLIFE PROPERTY MANAGEMENT (entity or individual) for processing and reviewing this application. Applicant submits will not submit an application deposit of \$ N/A 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: _____



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

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

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

_____ **RENTLIFE PROPERTY MANAGEMENT** (name)
_____ **14010 ALICE ROAD** (address)
_____ **TOMBALL, TX 77377** (city, state, zip)
_____ **(832)562-3600** (phone) _____ **(832)562-3333** (fax)
_____ **mark@rentlifepm.com** (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.