

## RENTAL APPLICANT QUALIFICATIONS

- ❖ 1 person must meet or exceed gross income that is 2.5 x the monthly rent; OR combine up to TWO gross monthly incomes, which must meet or exceed 3.5 x monthly rent amount. THREE OR MORE gross monthly incomes must meet or exceed 4.5 x monthly rent amount. (Incomes must be from people occupying the home)
  - Acceptable documentation for verification of employment includes verbal or written confirmation of the income indicated on the application. Copies of pay stubs will help expedite the processing.
  - Tax returns (if self-employed)
  - Bank Statements (if self-employed or if income is supplemented)
- ❖ No prior record of rental evictions.
- ❖ Criminal record not to include violent or sex offense charges
  - DUI and drug possession charges are considered and will be presented to owner
- ❖ Favorable Credit History
  - Delinquencies, foreclosures, bankruptcies, and other credit blemishes will be considered on an individual basis, but may require additional deposits and/or Guarantor, if approved.
- ❖ **Guarantors MUST qualify individually**

### Acknowledgment

**“Signing this acknowledgment indicates that you have had the opportunity to review the landlord’s tenant selection criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history. All application fees are non-refundable.**

Applicant #1 Signature	Date	Applicant #1 Printed Name	Date
Applicant #2 Signature	Date	Applicant #2 Printed Name	Date

## Procedures for Lease Application for AGENTS & APPLICANTS

	<i>Address</i>	<i>Phone</i>	<i>Hours</i>
Drop off	Keller Williams Office - AUSTIN 1801 South Mopac Expwy #101	512-448-4111	M-F 8:30-5:00
Drop off	222 Mercer -DRIPPING SPRINGS Black lockbox on front porch	512-328-3588 F: 512-894-2093	M-F 8:00-5:00 24 Hour access
Mail	PO Box 1488 Dripping Springs 78620		

- We Prefer all applications be completed online through our website. However, some properties are not available for online applications due to they are a lease only client and we do not manage the property. Therefore, IF ONLINE APPLICATION IS NOT AVAILABLE, all applications, with the required certified funds, must be delivered to one of our offices for processing. IF PROPERTY IS AVAILABLE FOR ONLINE APPLICATION through our website, application fees will be paid online at time of application; ***WE DO NOT ACCEPT PERSONAL CHECKS OR CASH.*** To ensure we are aware you are dropping off an application, documentation (including a copy of the funds) may be emailed to [leasing@ericksonandassoc.com](mailto:leasing@ericksonandassoc.com) prior to dropping off to the Mopac location.
- We require a photocopy of the drivers license or ID for all applicants 18 years and older be submitted with the application, as well as pay stubs, W2 or Tax Returns (if self-employed) for purposes of income verification. Photos of all Pets.
- Complete submissions generally take 2-3 business days to process, depending on responsiveness of tenancy and employment verifications. Applicants will need to submit their most recent pay stub(s) to help expedite the employment verification process and if self-employed a tax return will be required.

### **Forms Required:**

- Residential lease application must be completed by ALL applicants 18 years and older that will be residing in the lease property (This includes a married couple).
- An Application Cover Sheet must be completed and submitted with the Residential Lease Application. Our portion of this form has been completed, requiring all other blanks to be completed by the applicant; it is vital the requested move in date and term of the lease be provided in writing by the applicant. This cover sheet outlines the terms of the lease and will be the basis for presentation to the owner. Without this document, we cannot give approval to the applicant and proceed to the lease. We will continue our efforts to secure tenancy for the property until the lease is signed and the security deposit is paid. Multiple applicants CAN sign ONE single form.
- All applicants must sign and submit our Rental Applicant Qualifications and Privacy Policy. Multiple applicants CAN sign ONE single form.
- IF applicants do NOT meet Rental Applicant Qualifications we may ask for additional security deposit (to be paid upon approval) OR an Application for Guarantor of Residential Lease must be submitted and a separate \$60 application fee is required.

### Funds:

- The stated security deposit for each property is *DUE AT THE TIME OF APPLICATION OR WITHIN 24 HOURS OF BEING GIVEN APPROVAL* and *MUST* be in certified funds (cashier's check or money order), payable to Erickson and Associates. **FAILURE TO PAY YOUR SECURITY DEPOSIT WITHIN 24 HOURS WILL WITHDRAW YOUR APPROVAL AND WE WILL PROCEED WITH THE NEXT APPLICATION.**
- The application fee for our property is \$60.00 for each applicant (18 years and older). The application fee is *DUE AT THE TIME OF APPLICATION* and *MUST* be in certified funds (cashiers check or money order) or by Credit Card if applying online through our website, payable to Erickson and Associates. The application fees are not refundable.
- Pet deposits are *due along with 1<sup>st</sup> month rent* on date of lease commencement. The pet deposit is made payable to Erickson and Associates and must be paid in certified funds. This must be a separate check from the rent payment.

### Upon Approval:

- Once an application has successfully been approved, we will forward the agent and/or applicants, whichever is requested, a Residential Lease Contract, Attachments A, B, Lease Addendum, Pet Agreement, utility information, and any other pertinent forms necessary, via DocuSign e-mail. Each adult 18 years or older, will be required to duly sign and initial all forms and return to our office within 24 hours. If DocuSign is not working, forms can be faxed to (512) 894-2093 or scan/emailed to leasing@ericksonandassoc.com. The return of the signed lease agreement and attachments is required *prior* to the move in date, as the contract is not complete until the signed agreements are received. Each signer will receive their own copy of the lease within 72 hours of its execution.

### Move in day:

- A move in packet will be available for pick up at 222 Mercer, Dripping Springs, TX.
- The packet will be released to the tenant or authorized "agent" upon receipt of the stated amount due at the time of move in; this usually means the pro-rated amount listed in the lease (if any) and any additional fees due at the time. The monthly rent may be paid in personal checks or certified funds (we do not accept cash) made payable to Erickson and Associates. The pet deposit, if any, must be separate from the monthly rent and in certified funds, payable to Erickson and Associates.
- Once all necessary funds have been received and receipted by the receptionist, the applicant will receive the keys and any available garage door openers. A copy of the executed lease and the Residential Lease Inventory and Condition Form will be emailed upon signature of the property manager prior to move in. This form will need to be completed by the applicant(s) and returned to our office within 5 days after move in.
- The tenant will need to take a copy of the executed lease to the post office that services their address in order to receive the keys to their mailbox. You will need to check with the post office to see if there's a fee involved for the key; typically, there is not a fee, however the post office sets the policy for their mailboxes. The use of post office cluster boxes has become a concern, so we do not provide a key from a former tenant for your use.
- Regarding commissions, **TO EARN COMMISSION, AGENT MUST BE PRESENT AT FIRST SHOWING OF THE PROPERTY (VERIFIABLE ON SUPRA LOCKBOX REPORT) AND BE LISTED ON TENANTS APPLICATION AS TENANT'S AGENT.** Agents will need to provide a W-9 for their Broker and invoice to our office for issuance (sales@ericksonandassoc.com); commissions will be payable within 30 days of move in/receipt of rent and will be mailed directly to the Broker of record on the W-9.
- Should you have any additional questions regarding the application and approval process, please contact us at (512) 328-3588 or email us at sales@ericksonandassoc.com.

# APPLICATION COVER SHEET

You will need to fill an application out for each adult, 18 and over, that intends to occupy the property.

We need the following information prior to presentation to the owner for approval.

**PROPERTY ADDRESS** \_\_\_\_\_

**NON-REAL PROPERTY ITEMS:**

(i.e. refrigerator, washer/dryer; **NOTE the stove and dishwasher are real property**)

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**FUNDS PAID:**

**APPLICATION FEE (\$60 per applicant):** \$ \_\_\_\_\_ **SECURITY DEPOSIT:** \_\_\_\_\_

## LEASE TERM:

**DESIRED MOVE IN DATE:** \_\_\_\_\_

**DESIRED MOVE OUT DATE: (NOTE: ALWAYS THE LAST DAY OF THE MONTH)**

\_\_\_\_\_

**IF MOVE IN IS AFTER THE 1<sup>ST</sup>, THE PRO-RATED RENT WILL BE DUE AT MOVE IN WITH THE FULL MONTH'S RENT DUE ON THE 1<sup>ST</sup> OF THE NEXT MONTH.**

**RENT IS DUE ON THE 1<sup>ST</sup> OF THE MONTH WITH A GRACE PERIOD UNTIL 11:59PM ON THE 3<sup>RD</sup>. *HOWEVER*, LATE FEES START ACCRUING ON THE 1<sup>ST</sup> NOT THE 3<sup>RD</sup> OR 4<sup>TH</sup>! THERE IS A ONE TIME FLAT FEE OF \$50 PLUS \$15 A DAY UNTIL THE RENT IS RECEIVED *IN FULL*.**

**YOUR PET DEPOSIT, IF APPLICABLE, WILL BE HANDLED ON THE PET AGREEMENT AND IS DUE AT MOVE IN.**

**Applicant #1:** \_\_\_\_\_ **Applicant #2:** \_\_\_\_\_ **Applicant #3:** \_\_\_\_\_



### 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)

#### A. Applicant Identification:

**Applicant's name** (as listed on proof of identification) \_\_\_\_\_  
Applicant's former last name (if applicable) \_\_\_\_\_  
E-mail \_\_\_\_\_ Mobile Ph. \_\_\_\_\_  
Work Ph. \_\_\_\_\_ Home Ph. \_\_\_\_\_  
Do you consent to receiving text messages?  yes  no Soc. Sec. No. \_\_\_\_\_  
Driver License/ID No. \_\_\_\_\_ in \_\_\_\_\_ (state) Date of Birth \_\_\_\_\_  
Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_

Are there co-applicants?  yes  no **Note: If yes, each co-applicant must submit a separate application.**  
Co-applicant's name \_\_\_\_\_ relationship \_\_\_\_\_  
Co-applicant's name \_\_\_\_\_ relationship \_\_\_\_\_  
Co-applicant's name \_\_\_\_\_ relationship \_\_\_\_\_

#### B. Property Condition:

Applicant  has  has not viewed the Property in-person prior to submitting this application.  
**Applicant is strongly encouraged to view the Property in-person 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

#### C. Representation and Marketing:

Is Applicant represented by a REALTOR® or other agent?  yes  no  
If yes, Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Applicant was made aware of Property via:  
 Sign  Internet  Other \_\_\_\_\_

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

**D. Applicant Information:**

**Housing:**

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

Landlord or Property Manager's Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Move In Date: \_\_\_\_\_ Move Out Date: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
Reason for move: \_\_\_\_\_

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

Landlord or Property Manager's Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Move In Date: \_\_\_\_\_ Move Out Date: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
Reason for move: \_\_\_\_\_

**Employment and Other Income:**

**Applicant's Current Employer:** \_\_\_\_\_  
Address: \_\_\_\_\_ (street, city, state, zip)  
Employment Verification Contact: \_\_\_\_\_ 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)  
Employment Verification Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_ Position: \_\_\_\_\_

*Note: Applicant is responsible for including the appropriate contact information for employment verification purposes.*  
Describe other income Applicant wants considered: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<p><b>Emergency Contact: (Do <u>not</u> insert the name of an occupant or co-applicant.)</b></p> <p>Name and Relationship: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ E-mail: _____</p>
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**E. Occupant Information:**

Name all other persons that are not co-applicants who will occupy the Property:

Name: _____	Relationship: _____	DOB: _____
Name: _____	Relationship: _____	DOB: _____
Name: _____	Relationship: _____	DOB: _____
Name: _____	Relationship: _____	DOB: _____

**F. Vehicle Information:**

List all vehicles to be parked on the Property (cars, trucks, boats, trailers, motorcycles, other types of vehicles):

Type	Year	Make	Model	License Plate No./State	Mo. Payment

**Note: State, local, and/or HOA ordinances may restrict your ability to park certain vehicles on the Property.**

**G. Animals:**

Will any animals (dogs, cats, birds, reptiles, fish, other types of animals) be kept on the Property?

yes  no

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

Type & Breed	Name	Color	Weight	Age in Yrs.	Gender	Neutered?	Bite History?	Rabies Shots Current?	Assistance Animal?
						<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

**If any of the animals listed above are assistance animals, please provide appropriate documentation with a reasonable accommodation request for the assistance animal(s).**

**H. Additional Information:**

<u>Yes</u>	<u>No</u>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Will any waterbeds or water-filled furniture be on the Property?  
 Does anyone who will occupy the Property smoke or vape?  
 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:

<u>Yes</u>	<u>No</u>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

been evicted?  
 been asked to move out by a landlord?  
 breached a lease or rental agreement?  
 filed for bankruptcy?  
 lost property in a foreclosure?  
 been convicted of a crime? If yes, provide the location, year, and type of conviction below.  
 Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.  
 Has applicant had any credit problems, slow-pays or delinquencies? If yes, provide more information below.  
 Is there additional information Applicant wants considered?

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

**I. Authorization:**

Applicant authorizes Landlord and Landlord's authorized 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.

**Notice: Pursuant to Texas Property Code Chapter 5, Subchapter H, certain buyers and renters may be prohibited from purchasing real property or entering into leases for one year or more. Buyers and renters who believe these restrictions may apply to them should consult an attorney before entering into the transaction.**

**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.
- (4) Applicant is responsible for any costs associated with obtaining information.

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

Date \_\_\_\_\_

*For Landlord's Use:*

On \_\_\_\_\_, \_\_\_\_\_ (name/initials) notified  Applicant  
 \_\_\_\_\_ by  phone  mail  e-mail  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:

\_\_\_\_\_ (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.*

## KELLER WILLIAMS OFFICE

Located at 1801 South Mopac Expressway, Suite 100, Austin, TX 78746.

- From north Austin travel south on Mopac Expressway (Loop 1), take the Capital of TX Hwy-Loop 360 N exit. Then loop back to travel on the northbound frontage road of Mopac. DO NOT GET BACK ON MOPAC. Once you are on the northbound frontage road you will travel approximately  $\frac{3}{4}$  mile. Our office is on the right. The building is white with a green roof. The name on the building is Keller Williams and the marquis in front has Keller Williams and Gracy Title.
- From south Austin take the Capital of TX Hwy-Loop 360N exit. Get into the far right lane at the light for 360-Mopac-Loop 360. You will then travel on the northbound frontage road approximately  $\frac{3}{4}$  mile. The building is on the right and it is white with a green roof. The name on the building is Keller Williams and the marquis in front has Keller Williams and Gracy Title.
- If travelling on Capital of TX Hwy-Loop 360, exit North Mopac-Loop 1, stay on the northbound frontage road for approximately  $\frac{3}{4}$  mile. The name on the building is Keller Williams and the marquis in front has Keller Williams and Stewart Title.



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