

# Goodloe Realty Services, Inc.

## Residential Rental Application Procedures and Tenant Criteria

### Residential Rental Application Procedures:

**AGENTS:** You must submit OUR completed Residential Rental Application.

**FORMS REQUIRED:** Applicants must be 18 years of age or older. Each occupant 18 years of age or older must complete, sign and date Goodloe's Residential Rental Application. Husband and wife may submit one application. Roommates MUST submit separate applications. ***Incomplete forms will delay processing. Please make sure all phone numbers are included for verification of the information provided.***

**PHOTO I.D.:** All applicants must provide a legible copy of their current driver's license or other approved photo identification.

### **FUNDS REQUIRED AT THE TIME OF APPLICATION SUBMITTAL:**

- A non-refundable application fee of \$35.00 per Occupant over 18 years of age – cash or certified funds
- An Application Deposit that equals to One Month's rent. Personal check will be accepted with application, if approved it MUST be converted to certified funds immediately. All rent and additional deposits required at time of occupancy MUST be paid via certified funds.

### Tenant Criteria: *All or part of the following areas will be taken into consideration.*

1. **Rental History.** Complete rental history is required of all applicants including current and previous rental history for the past 2 years. Any applicant with an eviction on his/her record may be rejected.
2. **Employment History.** Current and previous employment history will be verified. Current income must be at least two (2) times the rent amount. Current employment and income must be verified by the employer. In addition, applicant must provide three (3) current pay check stubs for income verification. Applicants that are self-employed must show current bank statement(s) or 1099(s).
3. **Criminal Background Check.** Any applicant with a felony conviction on his/her record may be rejected.
4. **Credit History.** Applicant's credit must be acceptable. Any outstanding debts to previous landlords may result in the rejection of the rental application.
5. **Driver's License.** A copy of the driver's license of all applicants over the age of 18 will be required and a check on the driver's license will be run to verify the validity of the license.
6. **Accurate and Complete Information on the Application Form.** Applicant's failure to provide accurate or complete information on the application form may result in the rejection of the rental application.

All requested information on the application will be processed and verified. The information will then be presented to the property owner. The final decision to accept or reject the applicant will be made by the owner - not Goodloe Realty Services, Inc.

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. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_



# Goodloe Realty Services, Inc.

2840 Keller Springs Road, Suite 201 \* Carrollton, Texas 75006  
 (214) 413-2250 \* Fax (214) 413-2200 \* Tollfree (888) 413-2250

## RESIDENTIAL RENTAL APPLICATION

**TO THE APPLICANT:** Please help us promptly process this application by clearly completing all the required information.  
 Please note that rental history cannot be verified until written notice is given.  
 This application form may be used by Applicant and Spouse only. Each Co-Applicant and Occupant 18 years or older must submit a separate application.

INFORMATION WITHIN THIS SECTION IS TO BE COMPLETED BY MANAGEMENT/AGENT ONLY.

DATE OF APPLICATION:	PROPERTY NO:
PROPERTY ADDRESS:	CITY:
RENT PER MONTH:	SECURITY DEPOSIT:
DESIRED MOVE-IN DATE:	LENGTH OF LEASE:
PET(S):	PET DEPOSIT:
YARD/LANDSCAPE MAINTENANCE: LANDLORD <input type="checkbox"/> TENANT <input type="checkbox"/>	POOL/SPA MAINTENANCE: LANDLORD <input type="checkbox"/> TENANT <input type="checkbox"/>
SPECIAL REQUESTS:	

### PERSONAL INFORMATION

APPLICANT'S FULL NAME:		
(FIRST)	(MIDDLE)	(LAST)
MARITAL STATUS:	SOCIAL SECURITY NO:	DATE OF BIRTH:
DRIVER'S LICENSE NO:	STATE:	EMAIL ADDRESS:
HOME PHONE:	CELL PHONE:	WORK PHONE:
OTHER RESIDENTS	RELATIONSHIP	AGE

## RESIDENCE HISTORY

PRESENT ADDRESS:	CITY:	STATE:	ZIP:
PRESENT LANDLORD OR MORTGAGE HOLDER:	MOVE IN DATE:	MOVE OUT DATE:	
PRESENT LANDLORD PHONE NUMBER:	AMOUNT OF RENT:		
REASON FOR MOVING:			
PREVIOUS ADDRESS:	CITY:	STATE:	ZIP:
PREVIOUS LANDLORD OR MORTGAGE HOLDER:	MOVE IN DATE:	MOVE OUT DATE:	
PREVIOUS LANDLORD PHONE NUMBER:	AMOUNT OF RENT:		
REASON FOR MOVING:			

## EMPLOYMENT INFORMATION

PRESENT STATUS:			
<input type="checkbox"/> EMPLOYED FULL-TIME	<input type="checkbox"/> EMPLOYED PART-TIME	<input type="checkbox"/> UNEMPLOYED	<input type="checkbox"/> STUDENT
<input type="checkbox"/> RETIRED			
PRESENTLY EMPLOYED BY:	HOW LONG:		
PRESENT EMPLOYER'S ADDRESS:	PRESENT EMPLOYER'S PHONE:		
CITY:	STATE:	ZIP:	
POSITION HELD:	PRESENT INCOME: \$	PER:	
TYPE WORK:	SUPERVISOR:		
PREVIOUSLY EMPLOYED BY:	HOW LONG:		
PREVIOUS EMPLOYER'S ADDRESS:	PREVIOUS EMPLOYER'S PHONE:		
CITY:	STATE:	ZIP:	
POSITION HELD:	PREVIOUS INCOME: \$	PER:	
TYPE WORK:	SUPERVISOR:		
OTHER INCOME (IF ANY):			

## BANKING AND CREDIT REFERENCES

BANK:	LOCATION:		
ACTIVE CHECKING ACCOUNT NO:	ACTIVE SAVINGS ACCOUNT NO:		
BANK OFFICER/ CONTACT:	BANK PHONE:		
CREDIT REFERENCE:	ACCOUNT NO:		
ADDRESS:	CITY:	STATE:	ZIP:
CREDIT REFERENCE:	ACCOUNT NO:		
ADDRESS:	CITY:	STATE:	ZIP:
CREDIT REFERENCE:	ACCOUNT NO:		
ADDRESS:	CITY:	STATE:	ZIP:

## SPOUSE INFORMATION

SPOUSE'S FULL NAME:		
(FIRST)	(MIDDLE)	(LAST)
SOCIAL SECURITY NO:	DATE OF BIRTH:	
DRIVER'S LICENSE NO:	STATE:	EMAIL ADDRESS:
HOME PHONE:	CELL PHONE:	WORK PHONE:
EMPLOYMENT STATUS:		
<input type="checkbox"/> EMPLOYED FULL-TIME <input type="checkbox"/> EMPLOYED PART-TIME <input type="checkbox"/> UNEMPLOYED <input type="checkbox"/> STUDENT <input type="checkbox"/> RETIRED		
PRESENTLY EMPLOYED BY:		HOW LONG:
PRESENT EMPLOYER'S ADDRESS:		PRESENT EMPLOYER'S PHONE:
CITY:	STATE:	ZIP:
POSITION HELD:	PRESENT INCOME: \$	PER:
TYPE WORK:	SUPERVISOR:	
PREVIOUSLY EMPLOYED BY:		HOW LONG:
PREVIOUS EMPLOYER'S ADDRESS:		PREVIOUS EMPLOYER'S PHONE:
CITY:	STATE:	ZIP:
POSITION HELD:	PREVIOUS INCOME: \$	PER:
TYPE WORK:	SUPERVISOR:	
OTHER INCOME (IF ANY):		

## ADDITIONAL INFORMATION

PLEASE LIST ALL VEHICLES TO BE PARKED ON PREMISES BY APPLICANT, SPOUSE, CO-APPLICANT, CHILDREN, OR OTHER OCCUPANTS. (CARS, TRUCKS, RECREATIONAL VEHICLES, MOTORCYCLES, TRAILERS, BOATS, ETC.)			
MAKE/MODEL:	YEAR:	TAG NO:	STATE:
MAKE/MODEL:	YEAR:	TAG NO:	STATE:
MAKE/MODEL:	YEAR:	TAG NO:	STATE:
MAKE/MODEL:	YEAR:	TAG NO:	STATE:
PLEASE LIST ANY PET(S) WHICH WILL LIVE ON THE PREMISES:			
KIND:	WEIGHT:	AGE:	NAME:
KIND:	WEIGHT:	AGE:	NAME:
IN CASE OF EMERGENCY NOTIFY:			
RELATIONSHIP:		ADDRESS:	
CITY:	STATE:	ZIP:	
HOME PHONE:	CELL PHONE:	WORK PHONE:	
PLEASE TELL US ANY OTHER INFORMATION THAT MIGHT HELP US EVALUATE YOUR APPLICATION:			

DOES ANYONE WHO WILL OCCUPY THE PROPERTY SMOKE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
WILL APPLICANT MAINTAIN RENTER'S INSURANCE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
IF APPLICANT IS IN THE MILITARY, IS APPLICANT SERVING UNDER ORDERS LIMITING APPLICANT'S STAY TO ONE YEAR OR LESS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
HAS APPLICANT OR SPOUSE EVER:		
1. BEEN EVICTED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. BEEN ASKED TO MOVE OUT BY A LANDLORD?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. BREACHED A LEASE OR RENTAL AGREEMENT?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. BEEN SUED FOR NON-PAYMENT OF RENT OR DAMAGES TO RENTAL PROPERTY?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. FILED, DECLARED, OR BEEN ADJUDGED BANKRUPTCY?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6. LOST (OR IN PROCESS OF LOSING) PROPERTY IN A FORECLOSURE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7. HAD ANY CREDIT PROBLEMS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8. BEEN CONVICTED OF A CRIME?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
IS ANY OCCUPANT A REGISTERED SEX OFFENDER?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
ARE THERE ANY CRIMINAL MATTERS PENDING AGAINST ANY OCCUPANT?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
IF ANY OF THE ABOVE ANSWERS ARE "YES", PLEASE EXPLAIN:		
HOW WERE YOU REFERRED TO US:		
<input type="checkbox"/> NEWSPAPER	<input type="checkbox"/> INTERNET	<input type="checkbox"/> SIGN
<input type="checkbox"/> REAL ESTATE AGENT	<input type="checkbox"/> OTHER	
NAME:		PHONE:

### AUTHORIZATION AND VERIFICATION OF CREDIT INFORMATION

The undersigned applicant(s) warrant(s) and represent(s) that all statements contained in this application are true, accurate, and complete. It is understood that the furnishing by applicant(s) of any false, misleading, or inaccurate information shall be grounds for owner's rejection of this application, forfeiture of all application fee(s) and/or deposit(s) and termination of applicant(s)' right of occupancy. The undersigned applicant(s) hereby authorize(s) Goodloe Realty Services, Inc. and any consumer or credit reporting agency or bureau employed by it to investigate applicant(s) character, general reputation, mode of living, credit, financial responsibility, and the statements made within this application, and to inquire of and check with the persons and references named therein, and also authorize(s) such credit or consumer reporting agency or bureau to make a consumer or credit report in connection therewith. Applicant(s) is/are entitled to know the name and address of such reporting organization upon request and is afforded all other rights under the Fair Credit Reporting Act.

### APPLICATION DEPOSIT AGREEMENT

In consideration for Owner's removal of the premises from the market, Applicant has deposited with Goodloe Realty Services, Inc., Owner's agent, an "Application Deposit" in the amount indicated below. This Application Deposit is not a substitute for or in lieu of the required Security Deposit due upon execution of the contemplated lease, but rather a fee paid in return for Owner's removal of the Premises from the market during the approval process of this application. The Application Deposit shall be returned to Applicant ONLY if Owner decides not to approve Applicant. If Applicant is approved by Owner, Applicant will forfeit the Application Deposit, if, for any reason, Applicant fails to enter into a lease within three (3) days after notice of such approval. If Applicant enters into a lease within such three (3) day time period, the Application Deposit shall be credited toward the required Security Deposit. The \$35.00 Application Fee is to cover the cost of credit and background investigation and is non-refundable in any event. Keys will be furnished only after a lease agreement and other rental documents have been properly executed by all parties and only after applicable rentals and security deposits have been paid. This application is preliminary only and does not obligate Owner or Owner's Agent to execute a lease or deliver possession of the premises.

**THIS PROPERTY IS OFFERED WITHOUT RESPECT TO  
SEX, RELIGION, RACE, CREED, COLOR, NATIONAL ORIGIN, AGE, HANDICAP, OR FAMILY STATUS.**

APPLICANT'S SIGNATURE	DATE	SPOUSES'S SIGNATURE	DATE
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APPLICATION DEPOSIT BY APPLICANT \$	TOTAL SECURITY & PET DEPOSIT \$	MONTHLY RENT \$	NON REFUNDABLE APPLICATION FEE \$35.00
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### DISPOSITION

MANAGEMENT USE ONLY

APPROVED       NOT APPROVED      BY: \_\_\_\_\_      DATE: \_\_\_\_\_