

QUALIFICATIONS:

Westward Realty and Management Group operates in compliance with the Fair Housing Act. The act prohibits discrimination in housing based on race, color, religion, sex, national origin, handicap or family status. Notification of the requirements below prior to an application are now required by law in order for Westward RMG to retain the application fee regardless if the tenant qualifies or not. A lease guarantor may be required for approval.

Drivers License Copy and Picture of Pets if any are required to Process TAR Application.

- **Cost: \$35** per applicant 18 or older (non-refundable). We require \$200 down deposit. This is refundable if a Lease is not approved and signed.
- **Income:**
Total monthly income for the applicants must be at least three (3) times the rent amount. Incomes may be combined to qualify this number.
- **Employment:**
Prospective residents must show steady and stable employment. As an example, no less than six (6) months within the last 2 years with one employer. Should a prospective tenant be recently transferred or relocated, they must show (6) months prior verifiable employment, as well as current verifiable employment.
- **Credit:**
A credit report will be acquired on each applicant responsible for rent payment. Excessive late payments, defaults, and/or unpaid rental related debt will be grounds for denial.
- **Rental History:**
Prospective residents must have lived for a minimum of six (6) months at their present verifiable residence. Prospective residents must have confirmable residency for a minimum of the past twenty-four (24) months. Previous payment history will be reviewed and no negative rental history will be accepted. Negative rental history is described as, but not limited to the following: Any damages owed, rental related debt as described above, and/or evictions filed within the past sixty (60) months.
- **Checks:**
A negative check writing code will result in applicant paying for rent by certified funds.
- **Number of Occupants:**
Up to two per bedroom.
- **Self Employed, Retired or Not Employed:**
If self employed, retired or non-employed, the applicant must provide photocopies of tax returns from the previous year, financial statements from a certified public accountant or photocopies of the three most recent bank statements showing proof of ability to pay rent for the term of the lease.
- **Criminal History:**
Management will reject applicants with any felony charge within the last seven (7) years or misdemeanor convictions involving crimes against persons, property or for illegal drug related or prostitution related offenses.
- **Pets:**
Pets are allowed subject to the discretion of the property owner. Individual and pet deposits vary depending on property.

Applicant Signature _____ co Applicant _____

LEASE APPLICATION CHECK-LIST

Below is our application process, requirements, and including required forms. Please follow the steps in order to stream line the application process. Information is for reference for Applicants and Agents.

- **Income**
 - Three times the rent amount in verifiable income will be sought.
- **Security Deposit**
 - One month rent amount not considering pet deposits or possible extra security for challenging information.
- **Process**
 - Verify monthly rent and active listing at westwardrmg.com.
 - Print the "Application Package" at westwardrmg.com. Top of page link or any link on page that says "print application package". Or, an agent can provide you with TAR application. Make sure you have the checklist, the requirements page and the application. They are all individually available on the front page of westwardrmg.com if you are missing one.
 - Lease Application for all parties 18 and older (**valid e-mail for each adult required**)
 - **Provide email for Rental Reference and Employment reference.**
 - The application is hand filled out and then emailed so include or send an e-mail to careof@westwardrmg.com with all of these e-mails in the body so they can be cut and pasted as needed. Trying to read them hand written can cause errors and delays.
 - Move-In date must be within 30 days of submission
 - Application must be fully completed (email, contact info, job info, rental verification, etc.). Print all information clearly, process starts with e-mail.
 - Pay application fee \$35 per applicant and partial security deposit of \$200 through westwardrmg.com, **Click pay application fees** at top of page. Important: Apply toward appropriate charge, deposit, and application fees when submitting. When using this link a routing number and account number from a checking account will have the lowest transaction fees. Credit card payments will assess 3%. If payment is made in form of money order, check or certified funds, submit one for application fee and one for partial security deposit. **For on-line payment select Westward in the drop down list, (bottom selection). For checks or money orders make separate money orders, one for app fees and one for Partial deposit payable to: Westward RMG (the \$200 is refundable if a lease is not executed)**
- **Documents Required upon submission**
 - Fully completed application(s)
 - Qualification Requirement Form (first page of the application package, or print individual on westwardrmg.com), or Realtors in Media in MLS
 - Verify each email address(s) to be read in type, not written (send in text to 214-682-4385 or email davecbox@gmail.com) or careof@westwardrmg.com
 - **Email address(s) each adult and, Rental history, employment.**
 - Copy of Driver License
 - 6 weeks of pay check-stubs is helpful to expedite process.
- **Pet policies**
 - Pets ok generally on most properties. Some restrictions will apply to breeds and specific property policies. Pet deposit is typically \$300.
- **Submission of application**
 - **Application fee and partial deposit must to be paid prior to our review**

LEASE APPLICATION CHECK-LIST

- Email application to careof@westwardrmg.com
- Mail or drop off application to 17304 Preston Rd., Suite 800, Dallas, TX 75252
 - If application is mailed or dropped off, please notify us at that time
 - Preston office hours 8:30-5:00, business days only for drop off.
 - A Mesquite location is available, to drop off after hours or directly. Call for instructions
- Include all required documents
- Realtors provide: Broker Agreement TAR 2002, and office W-9

Thank you for your cooperation in approving our application process. If there are any questions regarding our process, please contact Dave Christensen at 214-682-4385 or Cristina Soriano at 214-516-0830. See Application time line following next page.

- **Application Timeline**

- View property, inside tour of property with a leasing Agent.
- Submit application, Copy of DL, Qualification requirement disclosure, all required to start.
- Pay Application fees and partial deposit.
- Verify e-mails correct are correct and legible for each adult, employment, and rental.
- Application process begins.
- Receive and reply to identity verification e-mails from Landlordstation.com
- Alert employers and rental references, requests will be made.
- Be on call to supply any needed supplemental information to management.
- Once approved **sign lease within 48 hours and pay deposit balance, including pet deposits. (no cash)**
- Pay **full month's rent on move in day** (prorated rents will be paid the following next 1st of the month). **(no cash)**
- Reply to portal e-mail to enter the propertyware system as a tenant.
- Take possession of property on lease start date.
- Coordinate with locksmith to change locks.
- Use the portal or the service@westwardrmg.com e-mail to report any move in issues.
- Enjoy the property.



RESIDENTIAL LEASE APPLICATION

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS®, INC. IS NOT AUTHORIZED.
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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

<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:
<input type="checkbox"/>	<input type="checkbox"/>	been evicted?
<input type="checkbox"/>	<input type="checkbox"/>	been asked to move out by a landlord?
<input type="checkbox"/>	<input type="checkbox"/>	breached a lease or rental agreement?
<input type="checkbox"/>	<input type="checkbox"/>	filed for bankruptcy?
<input type="checkbox"/>	<input type="checkbox"/>	lost property in a foreclosure?
<input type="checkbox"/>	<input type="checkbox"/>	had <u>any</u> credit problems, including any outstanding debt (e.g., student loans or medical bills), slow-pays or delinquencies?
<input type="checkbox"/>	<input type="checkbox"/>	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 \$ **35.00** to _____ (entity or individual) for processing and reviewing this application. Applicant submits will not submit an application deposit of \$ **200.00** 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:

_____ **Westward Realty and Management Group** _____ (name)
_____ **14785 Preston Rd. Ste 550** _____ (address)
_____ **Dallas, Texas 75254** _____ (city, state, zip)
_____ **(214)299-8590** _____ (phone) _____ **(866)264-0740** _____ (fax)
_____ **careof@westwardrmg.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.



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: _____

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Fees: Applicant submits a non-refundable fee of \$ **35.00** to _____ (entity or individual) for processing and reviewing this application. Applicant submits will not submit an application deposit of \$ **\$200.00** to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed.

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- (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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to lease a property located at _____
_____ (address, city, state, zip).

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

Westward Realty and Management Group (name)
14785 Preston Rd. Ste 550 (address)
Dallas, Texas 75254 (city, state, zip)
(214)299-8590 (phone) (866)264-0740 (fax)
careof@westwardrmg.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.