

RENTAL APPLICANT QUALIFICATIONS

- ❖ Two and one-half times the monthly rent rate in gross monthly income.
 - 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 and Roommates MUST qualify individually;** both will be named as leasee

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 8:30-5:30 Sat-Sun 9:00-3:00
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 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 \$50 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.
- The application fee for our property is \$50.00 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 1st 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 one of the addresses designated above.
- 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, 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. You will notice there is no place for you to address the length of tenancy so please fill in the lease term below.

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**)

FUNDS PAID:

APPLICATION FEE (\$50 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 1ST, THE PRO-RATED RENT WILL BE DUE AT MOVE IN WITH THE FULL MONTH'S RENT DUE ON THE 1ST OF THE NEXT MONTH.

**RENT IS DUE ON THE 1ST OF THE MONTH WITH A GRACE PERIOD UNTIL 11:59PM ON THE 3RD .
HOWEVER , LATE FEES START ACCRUING ON THE 1ST NOT THE 3RD OR 4TH! 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: _____

Received on _____ (date) at _____ (time)



TEXAS ASSOCIATION OF REALTORS®
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
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						<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

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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? 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.

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**

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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:

Erickson & Associates (name)

P.O. Box 1488 (address)

Dripping Springs, TX 78620 (city, state, zip)

(512)328-3588 (phone) (512)894-2093 (fax)

leasing@ericksonandassoc.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.

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 Capitol 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.



DRIPPING SPRINGS OFFICE

Conveniently located on historic Mercer Street at 222 Mercer, Dripping Springs, TX 78620

General Directions: From Austin, take 290 West to Ranch Road 12 and turn right at San Marcos Rd and follow until it meets West Mercer Street (2 blocks).

