

## RENTAL CRITERIA

Please Read These Documents Carefully

Fill out ALL forms completely and sign everywhere required, front and back.

**\$35.00 APPLICATION FEE PER PERSON (\$45.00 if married) IS NON-REFUNDABLE**  
**(CASHIER CHECK OR MONEY ORDER ONLY - PAYABLE TO FOXWORTH REAL ESTATE – NO CASH OR CHECKS ACCEPTED FOR APPLICATION FEE)**

We are delighted that you are interested in leasing one of our managed properties. In order to help you in making your decision, we have listed below the Landlord's requirements for qualifying as a resident.

- Applicant must be employed at least 6 months at present job with a favorable recommendation from employer. Gross monthly salary must be 3 times the monthly rent. To verify this, we will require a copy of your last 2 current payroll check stubs as proof of income. When self-employed, disabled or retired, we will require a copy of your last 2 years personal/business federal income tax return statement, or other official government document in order to verify income.
  - We will require a copy of your Driver's License. Any unmarried applicant or occupant over the age of 18 must complete an application. For a House or other type Single Family rental, the Texas Association of Realtors Residential Lease Application will require a separate Rental Application and application fee for each applicant or occupant over 18 years old, even if married.
  - A spouse's salary may be included as total income as long as he/she meets the same employment requirements referenced above. Unmarried roommate salaries cannot be combined to meet income requirement.
  - ONLY straight salary will be used to determine acceptable income. No commissions, tips or overtime will be considered in your salary.
- Applicant(s) must have a good current or previous rental reference with an acceptable recommendation from a verified landlord. Proof of good mortgage payment history reported on your credit report may also be considered.
- Applicant(s) must have credit established with an acceptable report from the credit bureau and must have a credit score above 550.
- Applicant(s) must have a favorable criminal history report; any felony criminal record within the last 7 years, any sexual offense record, any record of significant property damage, theft, injury to another party, or some drug charges can be cause for automatic rejection of your application.
- All occupants(s) eighteen years of age or older must complete an application and pay the application fee.
- Any inaccurate information on your application later found to be given as false statement could be grounds for eviction.
- Occupancy - No more than two persons are allowed per bedroom.

**Applicant(s) may be denied occupancy for the following reasons:**

- Falsification of application by any applicant
- Incomplete application by any applicant
- Rejection of a co-applicant

- Insufficient income
- Criminal conviction history of violent or sexual crime committed by any applicant or other occupants (including minors) who plan to live in the rental property
- Poor credit history of any applicant (credit reports are obtained; previous bankruptcy requires an additional security deposit equal to one month's rent)
- Poor rental history of any applicant including history of non-payment or frequent late payment of rent, or eviction
- Drug use
- Poor housekeeping
- Poor supervision of applicant's children
- Unruly or destructive behavior by applicant, applicant's children or applicant's guests
- Violence to persons or property by applicant, applicant's children or applicant's guests

**IT IS ILLEGAL TO DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, CREED, AGE, RELIGION, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, DISABILITY, OR FAMILY STATUS.**

**SECURITY DEPOSIT**

The security deposit is only accepted after the application has been approved. After notification of approval, the security deposit is non-refundable should the applicant(s) not rent. If applicant or co-applicant withdraws his/her application or notifies owner's representative that he/she has changed his mind about leasing, the security deposit will be retained by owner as liquidated damages.

**I HAVE READ AND UNDERSTAND THE ABOVE RENTAL CRITERIA.**

\_\_\_\_\_  
**APPLICANT**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**APPLICANT**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
 OWNER'S REPRESENTATIVE

\_\_\_\_\_  
 DATE

Property applying for: \_\_\_\_\_

RETURN APPLICATION TO:      PROPERTY MANAGEMENT DEPARTMENT  
    REMAX BEAUMONT / FOXWORTH REAL ESTATE  
    8245 GLADYS  
    BEAUMONT, TX 77706  
    409-861-5651  
    (2 story building next to Wells Fargo Bank)

**FOXWORTH REAL ESTATE CO. LTD.  
PRIVACY POLICY FOR PERSONAL INFORMATION  
OF RENTAL APPLICANTS AND RESIDENTS**

We are dedicated to protecting the privacy of your personal information, including your Social Security Number and other identifying or sensitive personal information. Our policy and procedures are designed to help ensure that your information is kept secure, and we work to follow all federal and state laws regarding the protection of your personal information. While no one can guarantee against identity theft or the misuse of personal information, protecting the information you provide us is a high priority to our company and staff. If you ever have concerns about this issue, please feel free to share them with us.

**How personal information is collected.** You will be asked to furnish some of your personal information when you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.

**How and when information is used.** We use this information only for our business purposes involved in leasing a dwelling to you. Examples of these uses include, but are not limited to, verifying statements made on your rental application (such as your rental, credit and employment history), reviewing your lease for renewal and enforcing your lease obligations (such as to obtain payment for money you may owe us in the future).

**How the information is protected and who has access.** We allow only authorized persons to have access to your personal information, and we keep documents and electronic records containing this information in secure areas and systems.

**How the information is disposed of.** After we no longer need or are required to keep your personal information, we will store or destroy it in a manner designed to prevent unauthorized persons from accessing it. Our disposal methods will include shredding, destruction or obliteration of paper documents and destruction of electronic files.

**Locator services.** If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees or agents—even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their own privacy policies.

Thanks,

**Foxworth Real Estate Co. Ltd.**



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: **439 Yorktown Ln, Beaumont, TX 77707-1850**  
Anticipated: Move-in Date: \_\_\_\_\_ Monthly Rent: \$ **1,350.00** Security Deposit: \$ **1,000.00**

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)  
 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)  
Previous Landlord or Property Manager's Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: Day: \_\_\_\_\_ Nt: \_\_\_\_\_ Mb: \_\_\_\_\_ Fax: \_\_\_\_\_

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/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?                                    |
|--------------|------|-------|--------|-------------|--------|--|--|--|
|              |      |       |        |             |        | <input type="checkbox"/> yes <input type="checkbox"/> no | <input type="checkbox"/> yes <input type="checkbox"/> no | <input type="checkbox"/> yes <input type="checkbox"/> no |
|              |      |       |        |             |        | <input type="checkbox"/> yes <input type="checkbox"/> no | <input type="checkbox"/> yes <input type="checkbox"/> no | <input type="checkbox"/> yes <input type="checkbox"/> no |
|              |      |       |        |             |        | <input type="checkbox"/> yes <input type="checkbox"/> no | <input type="checkbox"/> yes <input type="checkbox"/> no | <input type="checkbox"/> yes <input type="checkbox"/> no |
|              |      |       |        |             |        | <input type="checkbox"/> yes <input type="checkbox"/> no | <input type="checkbox"/> yes <input type="checkbox"/> no | <input type="checkbox"/> yes <input type="checkbox"/> no |

|  |  |   |
|--|--|---|
| Yes<br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | No<br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | Will any waterbeds or water-filled furniture be on the Property?<br>Does anyone who will occupy the Property smoke?<br>Will Applicant maintain renter's insurance?<br>Is Applicant or Applicant's spouse, even if separated, in military?<br>If yes, is the military person serving under orders limiting the military person's stay to one year or less?<br>Has Applicant ever:<br>been evicted?<br>been asked to move out by a landlord?<br>breached a lease or rental agreement?<br>filed for bankruptcy?<br>lost property in a foreclosure?<br>had <u>any</u> credit problems (including any outstanding debt (e.g., student loans or medical bills)), slow-pays or delinquencies?<br>been convicted of a crime?<br>Is any occupant a registered sex offender?<br>Are there any criminal matters pending against any occupant?<br>Is there additional information Applicant wants considered? |
|--|--|---|

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 **Foxworth Real Estate** (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 \_\_\_\_\_, \_\_\_\_\_ a \_\_\_\_\_ (name/initials)  
notified

Applicant  \_\_\_\_\_ by  phone  mail  e-mail  fax  in person that Applicant was

approved  not approved. Reason for disapproval: \_\_\_\_\_



TEXAS ASSOCIATION OF REALTORS®

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

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.  
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I, \_\_\_\_\_ (Applicant), have submitted an application to lease a property located at **439 Yorktown Ln, Beaumont, TX 77707-1850** \_\_\_\_\_ (address, city, state, zip).

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

|  |                    |
|--|--------------------|
| <b>Julie Eggert, Foxworth Real Estate / RE/MAX One</b> | (name)             |
| <b>8245 Gladys</b>                                     | (address)          |
| <b>Beaumont, TX 77706</b>                              | (city, state, zip) |
| <b>(409)861-5651</b>                                   | (phone)            |
| <b>(409)860-3840</b>                                   | (fax)              |
| <b>julie@foxworthrealty.com</b>                        | (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.*



# Information About Brokerage Services

11-2-2015

Texas law requires all real estate license holders to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

## TYPES OF REAL ESTATE LICENSE HOLDERS:

- A **BROKER** is responsible for all brokerage activities, including acts performed by sales agents sponsored by the broker.
- A **SALES AGENT** must be sponsored by a broker and works with clients on behalf of the broker.

## A BROKER'S MINIMUM DUTIES REQUIRED BY LAW (A client is the person or party that the broker represents):

- Put the interests of the client above all others, including the broker's own interests;
- Inform the client of any material information about the property or transaction received by the broker;
- Answer the client's questions and present any offer to or counter-offer from the client; and
- Treat all parties to a real estate transaction honestly and fairly.

## A LICENSE HOLDER CAN REPRESENT A PARTY IN A REAL ESTATE TRANSACTION:

**AS AGENT FOR OWNER (SELLER/LANDLORD):** The broker becomes the property owner's agent through an agreement with the owner, usually in a written listing to sell or property management agreement. An owner's agent must perform the broker's minimum duties above and must inform the owner of any material information about the property or transaction known by the agent, including information disclosed to the agent or subagent by the buyer or buyer's agent.

**AS AGENT FOR BUYER/TENANT:** The broker becomes the buyer/tenant's agent by agreeing to represent the buyer, usually through a written representation agreement. A buyer's agent must perform the broker's minimum duties above and must inform the buyer of any material information about the property or transaction known by the agent, including information disclosed to the agent by the seller or seller's agent.

**AS AGENT FOR BOTH - INTERMEDIARY:** To act as an intermediary between the parties the broker must first obtain the written agreement of *each party* to the transaction. The written agreement must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. A broker who acts as an intermediary:

- Must treat all parties to the transaction impartially and fairly;
- May, with the parties' written consent, appoint a different license holder associated with the broker to each party (owner and buyer) to communicate with, provide opinions and advice to, and carry out the instructions of each party to the transaction.
- Must not, unless specifically authorized in writing to do so by the party, disclose:
  - that the owner will accept a price less than the written asking price;
  - that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
  - any confidential information or any other information that a party specifically instructs the broker in writing not to disclose, unless required to do so by law.

**AS SUBAGENT:** A license holder acts as a subagent when aiding a buyer in a transaction without an agreement to represent the buyer. A subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first.

## TO AVOID DISPUTES, ALL AGREEMENTS BETWEEN YOU AND A BROKER SHOULD BE IN WRITING AND CLEARLY ESTABLISH:

- The broker's duties and responsibilities to you, and your obligations under the representation agreement.
- Who will pay the broker for services provided to you, when payment will be made and how the payment will be calculated.

**LICENSE HOLDER CONTACT INFORMATION:** This notice is being provided for information purposes. It does not create an obligation for you to use the broker's services. Please acknowledge receipt of this notice below and retain a copy for your records.

|   |                |                                   |                       |
|---|----------------|-----------------------------------|-----------------------|
| <u>Foxworth Real Estate Co., Ltd</u>                              | <u>9000010</u> | <u>charlie@foxworthrealty.com</u> | <u>(409) 860-3200</u> |
| Licensed Broker/Broker Firm Name or Primary Assumed Business Name | License No.    | Email                             | Phone                 |
| <u>Charles D. Foxworth, Jr.</u>                                   | <u>446248</u>  | <u>charlie@foxworthrealty.com</u> | <u>(409) 860-3200</u> |
| Designated Broker of Firm   | License No.    | Email                             | Phone                 |
| <u>Charles D. Foxworth, Jr.</u>                                   | <u>446248</u>  | <u>charlie@foxworthrealty.com</u> | <u>(409) 860-3200</u> |
| Licensed Supervisor of Sales Agent/ Associate                     | License No.    | Email                             | Phone                 |
| <u>Julie Eggert</u>   | <u>653853</u>  | <u>julie@foxworthrealty.com</u>   | <u>(409) 861-5651</u> |
| Sales Agent/Associate's Name                                      | License No.    | Email                             | Phone                 |

\_\_\_\_\_  
Buyer/Tenant/Seller/Landlord Initials

\_\_\_\_\_  
Date

Regulated by the Texas Real Estate Commission

Information available at [www.trec.texas.gov](http://www.trec.texas.gov)

TAR 2501

IABS 1-0

Foxworth Real Estate, 8245 Gladys Beaumont, TX 77706  
Julie Eggert

Phone: (409) 861-5651

Fax: (409) 860-3840

IABS

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