



Application May Be Delivered As Follows:
EMAIL: Lease@WGRealEstate.com
FAX: 817-265-8082
BY HAND TO: 2407 Lakeview Cir. Arlington, TX 76013

We do not discriminate based upon race, color, religion, national origin, handicap, or family status.

QUALIFYING STANDARDS

- INCOME**
 Gross income must be at least 3 times the rent amount. Income may be combined among two or more applicants. We reserve the right to require a co-signer.
- EMPLOYMENT**
 Employment must be permanent and verifiable in writing. A two year work history and at least three months on same job are preferred. The last two paycheck stubs are required. If self-employed, copies of last 2 years tax returns and last 2 bank statements will be required. Persons who hold jobs that are commission only, base salary plus commission, tips or bonuses will be considered self-employed.
- RENTAL HISTORY**
 Two years of verifiable residency is required with no outstanding debt owed to landlord and no evictions or derogatory references. Living in a home owned by a relative is not accepted as rental history. Owning a property can replace rental history but must be verifiable.
- AGE**
 All applicants must be at least 18 years of age. All occupants 18 years of age or older must complete an application and are required to be listed as residents on the lease.
- APPLICATION FEE & SECURITY DEPOSIT**
 A \$20 non-refundable application fee is due at time of application from each applicant. The fee also covers administrative expenses in processing application and is non-refundable. If information is falsified on application it will be rejected.
- IDENTIFICATION**
 A valid and current government-issued photo ID must be provided along with application. This can be a driver’s license, state ID, or Military ID.
- CREDIT & BACKGROUND**
 Credit and background reports will be processed for each applicant contributing to income. If a credit problem is known by applicant, it is suggested an explanation be added to application. Chapter 7 bankruptcy must be discharged. Chapter 13 bankruptcy requires 12 months of current payments. Only a criminal background check will be done in the case of a full-time student or relative not contributing to income. Our policy prohibits those with felony convictions involving delivery of controlled substance, sexual offences, endangerment of a minor, and violent crimes from being on the lease or living in our properties as a resident. Applicants may be declined on other offences depending on nature and time of the offence. This will include person(s) who have received deferred adjudication and/or have not yet satisfied the probationary period of a deferred adjudication for any of the above mentioned offenses.
- PETS**
 If owner allows pets, a designated pet deposit will be required per pet. Tenant will be responsible for any damage caused by pets. We do not allow any aggressive breed of dogs on our properties, which includes pit bull dogs, rottweilers, and dobermans.
- REASONS FOR REJECTION**
 Applicants may be rejected for any of the following reasons:
- Prior eviction
 - Criminal conviction -noted above
 - Poor credit history (Explanations and additional security deposit amounts MAY be acceptable in some situations)
 - Incomplete application which includes failure to sign application, no fee paid, and no valid ID provided
 - Lack of or poor rental history which includes poor housekeeping, drug use, unruly or destructive behavior by applicant or applicant’s children and guests, non-payment of rent or frequent late rent payments.
 - Falsifying application
 - Invalid/fictitious social security #
 - Debt owed to previous landlord
 - Insufficient income

I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE ABOVE RENTAL QUALIFYING STANDARDS.

Applicant

Date



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Rental Policies

APPLICATION PROCESS

All applicants 18 years or older must submit a completed application and pay application fee. Application fee may be paid by cashier's check, money order, or cash. Cash payments must be in exact amount.

AVAILABILITY

Property will remain available until an application is approved. If more than one application is submitted before any are approved, the most qualified applicant will be accepted.

APPROVAL

Owner's representative will notify the applicant of approval or disapproval. Application fee is non-refundable.

MAXIMUM OCCUPANCY

A maximum of two occupants per room will be allowed.

PAYMENT

Rent is due and payable on or before the 1st day of each month payable in one payment. All roommates are fully responsible for rent payment. There is a 5% late charge if paid after the 3rd day plus an additional \$4 per day for each day that rent remains unpaid. There will be a \$45 service charge for all insufficient funds plus all late charges incurred until check is made good. **A full month's rent is due at move in.** Any prorated amount will be due on the first of the month after move-in. Rent is to be paid by money order, cashier's check or electronically. No cash or personal checks will be accepted.

Security Deposit and first month's rent must be paid with cashier's check or money order.

WATER FURNITURE

No water furniture is allowed.

SATELLITE DISH

Satellite dishes and/or antennas must be inside your dwelling or in an area outside your dwelling that is covered within in your lease such as patio. Installation is not allowed on roof, exterior wall, window, windowsill, fence or common areas and must be approved by owner.

TRAMPOLINES

No trampolines are allowed.

RECREATIONAL VEHICLES

Recreational vehicles, or other vehicles such as trailers, may be allowed on a case by case basis depending on property and owner.

KEYS

Keys will be provided on the lease commencement date. At that time the lease and all other required documents must have been signed by all applicants, co-signers, and owner's representative. Additionally first month's rent and all applicable deposits and fees must have been paid.

WG Real Estate Services represents the owner in all rental transactions

Applicant

Date



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 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:

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 _____

Emergency Contact: (Do not insert the name of an occupant or co-applicant.)

Name and Relationship: _____
Address: _____
City: _____ State: _____ Zip Code: _____
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: _____

Residential Lease Application concerning _____

Applicant's Previous 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 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: _____

List all vehicles to be parked on the Property:

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

Will any animals (dogs, cats, birds, reptiles, fish, and other 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	Rabies			Assistance		
						Neutered?	Bite History?	Shots Current?	Animal?	Animal?	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
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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	<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).

<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?
 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?

<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"/>

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?
 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.
 had any credit problems, slow-pays or delinquencies? If yes, provide more information below.
 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 \$ _____ 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.
- (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 fax in person that Applicant was
 approved not approved. Reason for disapproval: _____



**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®, INC. IS NOT AUTHORIZED.
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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:

Teresa or Dwayne Roten - WG Real Estate Services	(name)
2407 Lakeview Circle	(address)
Arlington, TX 76013	(city, state, zip)
(817)226-3000 (phone) (817)265-8082	(fax)
Lease@wgrealestate.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.



Information About Brokerage Services

Texas law requires all real estate licensees 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.

WG Real Estate Services LLC	9001232	info@wgrealestate.com	(817)226-3000
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
Teresa Roten	0279709	info@wgrealestate.com	(817)226-3000
Designated Broker of Firm	License No.	Email	Phone
Teresa Roten	0279709	info@wgrealestate.com	(817)226-3000
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
Dwayne Roten	0494668	info@wgrealestate.com	(817)226-3000
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

IABS 1-0 Date