



Hendricks Real Estate  
9600 Escarpment Blvd.  
Suite 745-45  
Austin, TX 78749  
512.201.4350 (o)  
512.236.5257 (f)

## HENDRICKS REAL ESTATE

### *Lease Application Process*

- 1) Each applicant (18+ years old) must complete and submit a TAR lease application – this includes husbands and wives – separate applications.
- 2) The application can be completed online (preferred method) – visit [www.512re.com](http://www.512re.com)
- 3) Application fee of \$55 per applicant must be submitted along with application – app fee must be paid in cash, cashier's check/MO, or credit card. NO PERSONAL CHECKS. Credit card authorization form in this packet.
- 4) Copies of paystub(s) covering most recent 30 days for all income
- 5) Copy of Photo ID (Driver's License or other government-issued ID) for all applicants – photo must be legible
- 6) Color picture of applicant along with each pet (see Pet Requirements)
- 7) Property will not be held vacant for longer than 14 days
- 8) Three options for submitting application:
  - a. PREFERRED METHOD: Complete application online at [www.512re.com](http://www.512re.com)
  - b. Drop off docs/payment in envelope marked with Hendricks Real Estate, Box #45, at Postmark'd (9600 Escarpment Blvd #745, next to Starbucks/across Escarpment from HEB on Slaughter Lane just west of MoPac) and notify Hendricks Real Estate that an app has been submitted
- 9) Online application will be processed and responded to within 24-72 hours
  - a. **Scanned/emailed or paper applications will take 5-7 days to process**
- 10) Lease must be signed and returned within 24 hours, along with security deposit
  - a. Deposit can be paid online (account will be set up for tenant once app is approved), or with cashier's check/MO (credit card cannot be used for deposit)
  - b. Pro-rated first month's rent and pet deposit due at move-in (online/cashier's check/MO)
- 11) Tenant's agent to submit invoice & W9 for leasing commission to Hendricks Real Estate; will be paid within 14 days after move-in

**12) Submit any questions on status or additional documentation to [applications@512re.com](mailto:applications@512re.com)**



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## Tenant Selection Criteria

**Pursuant to Property Code Section 92.3515, these Tenant Selection Criteria are being provided to you. The following constitute grounds upon which Landlord will be basing the decision to lease the Property to you. If your application is denied based upon information obtained from your credit report, you will be notified.**

1. **Criminal History:** Landlord will perform a criminal history check on you to verify the information provided by you on the Lease Application. Felonies or any type of assault or violence charges (misdemeanor or felony) are grounds for automatic denial. Other criminal records may influence the Landlord's decision to lease the Property to you.
2. **Previous Rental History:** Landlord will verify your previous rental history using the information provided by you on the Lease Application. Your failure to provide the requested information, provision of inaccurate information, or information learned upon contacting previous landlords may influence Landlord's decision to lease the Property to you. Evictions or foreclosures in the past 3 years around grounds for automatic denial. Applicants with older evictions will only be considered if the debt to the past landlord has been paid in full.
3. **Current Income:** Landlord may ask you to verify your income as stated on your Lease Application. Depending upon the rental amount being asked for the Property, the sufficiency of your income along with the ability to verify the stated income may influence Landlord's decision to lease the Property to you. A minimum of three times the rent amount in gross (pre-tax) monthly income is required. Self-employed applicants will need to provide the last year's tax return. Non-employment income, such as child support, social security, or disability will need to be documented by an award letter.

Roommates: Income from **ONLY the 2 highest earners** will be considered towards the 3x rental income requirement.

4. **Credit History:** Landlord will obtain a Credit Reporting Agency (CRA) report, commonly referred to as a credit report, in order to verify your credit history. Landlord's decision to lease the Property to you may be based upon information obtained from this report. If your application is denied based upon information obtained from your credit report, you will be notified. There is not a 'hard line' credit score required for approval – more weighting is given to recent history (last 2 years) and housing/automobile payment history than student loans or medical bills.
5. **Failure to Provide Accurate Information in Application:** Your failure to provide accurate information in your application or your provision of information that is unverifiable will be considered by Landlord when making the decision to lease the Property to you.

**If Applicant(s) are deficient in one of the 5 areas above, approval MAY be granted with a larger security deposit or a lease guarantor (except for automatic denial criteria as specified above). Applicants with deficiencies in 2 or more areas usually cannot be approved.**



**HENDRICKS REAL ESTATE**  
Credit Card Authorization Form

**Instructions: Complete the entire form, sign, & date.**

Property Address: \_\_\_\_\_

Applicant #1 Name: \_\_\_\_\_

Applicant #2 Name: \_\_\_\_\_

Applicant #3 Name: \_\_\_\_\_

Applicant #4 Name: \_\_\_\_\_

Charge Amount (Check One):

\_\_\_\_ \$55 (1 Applicant)      \_\_\_\_ \$110 (2 Applicants)  
\_\_\_\_ \$165 (3 Applicants)      \_\_\_\_ \$220 (4 Applicants)      \_\_\_\_ \$\_\_\_\_\_ (Other Amt)

Cardholder Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Exp Date: \_\_\_\_ / \_\_\_\_      Sec Code (3 digit MC/V, 4 digit AMEX): \_\_\_\_\_

Signature: \_\_\_\_\_

I authorize the charge for the above indicated amount. I understand that no refunds will be made if an application is not approved.



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## **HENDRICKS REAL ESTATE** *Pet Requirements*

- 1) \$300 Pet Deposit PER PET
- 2) Limit of 4 pets per property
- 3) Pet Agreement will contain the following requirements
  - a. Tenant will have carpets professionally (no self-service rental machines) cleaned after move-out and before surrender of property. Tenant must turn in copy of invoice as proof of carpet cleaning.
  - b. Tenant will have home professionally treated for fleas. Tenant must turn in copy of invoice as proof of flea treatment.
- 4) The following dog breeds are not allowed
  - a. Akita
  - b. American Bandogge Mastiff
  - c. American Pit Bull Terrier
  - d. American Staffordshire Terrier
  - e. Boerboel
  - f. Chow Chow
  - g. Doberman
  - h. English Bull Terrier
  - i. Kyiapsa
  - j. Mastiff
  - k. Neapolitan Mastiff
  - l. Presa Canarios
  - m. Rottweiler
  - n. Staffordshire Terrier
  - o. Wolf Hybrid
- 5) One of the following (either or, not both) must be submitted for each pet
  - a. Color photo of the tenant AND the pet (together in the same photo); entire pet must be visible in the frame
  - Or
  - b. Vet records indicating the breed, age and weight of the pet along with the tenant's name



# 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: \$ \_\_\_\_\_

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: \_\_\_\_\_



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 \$ 45.00 to Hendricks Real Estate (entity or individual) for processing and reviewing this application. Applicant  submits  will not submit an application deposit of \$ n/a 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: \_\_\_\_\_



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:

_____	(name)
_____	(address)
_____	(city, state, zip)
_____	(phone)
_____	(fax)
_____	(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.*



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## 1. What is personal information?

Personal information is:

- (1) information in a consumer report; or
- (2) an individual's first name or initial and last name in combination with any of the following:
  - (a) birth date;
  - (b) social security number or other government issued identification number;
  - (c) mother's maiden name;
  - (d) unique biometric data (fingerprint, voice print, retina image);
  - (e) unique electronic identification number or routing code;
  - (f) financial institution account or information.

A consumer report is a report related to a person's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living prepared by or obtained from an agency that collects such information such as a credit reporting agency.

## 2. How is personal information collected?

This company obtains personal information in the following ways:

- (1) in consumer reports from reporting agencies to which this company subscribes in connection with lease applications, loan applications, or for other reasons that the consumer may authorize this company to obtain;
- (2) in lease applications a prospective tenant completes;
- (3) in loan applications a borrower or buyer completes;
- (4) in other real estate related forms the customer or client completes in or related to a transaction; and
- (5) in tax reporting forms that the customer, client or vendor is required to complete and which are given to this company.

When completing the forms required above, the customer or client may send the information to this company by mail, fax, personal delivery, or by e-mail. Customers or clients may occasionally provide personal information to this company or its agents by other means such as telephone calls, fax messages, or e-mail messages in order expedite a transaction in which the customer or client is involved.

**EMAIL MESSAGES ARE NOT SECURE. HENDRICKS REAL ESTATE WILL NOT SEND SOCIAL SECURITY NUMBERS OR BANK ACCOUNT NUMBERS VIA EMAIL. IT IS HIGHLY RECOMMEND THAT DOCUMENTS WITH THAT INFORMATION NOT BE SUBMITTED VIA EMAIL.**

## 3. How and when is the personal information used?

Personal Information from Prospective Tenants: The personal information that prospective tenants provide to this company is primarily used to obtain consumer reports (credit checks). It may also be used to perform background checks and rental history searches. The information in the consumer reports may be discussed with landlords for whom this company manages property. This company also reports information to credit reporting agencies and uses personal information to complete those reports. The information may be used as part of an effort to collect a debt if the tenant has a balance due to the landlord or property manager.

Personal Information from Owners of Properties Managed by the Company: When this company acts as a property manager for a property owner, the company uses the property owner's personal information only: (a) to deliver the required management services; (b) to file any required reports with governmental agencies (for example, the IRS); or (c) for other purposes the property owner may authorize (including collecting a debt).

Personal Information from Vendors of the Company: The personal information that vendors and prospective vendors provide to this company is used to: (a) file any required reports with governmental agencies (for example, the IRS); and/or (b) conduct a background check and obtain consumer reports (credit checks) on the principals of any prospective vendor; and/or (c) share with any attorney, insurance company, court, or other third-party if necessary and related to work performed by the vendor.

Personal Information from Clients: When this company represents a person (buyer, seller, landlord, or tenant) in a transaction the agent servicing the client may, on the client's behalf and at the client's instruction, convey personal information he or she provides to the agent to service providers (for example, mortgage lenders and title companies) as those service providers may require for the products or services the client needs or requests. If this company represents a prospective tenant in a lease transaction, the personal information may, on the tenant's behalf and with the tenant's knowledge, be discussed with and provided to landlords or their agents. This company and its agents exercise reasonable discretion when discussing any personal information with others.

#### **4. How is the personal information protected?**

Written files in this company are protected under lock and key, and are generally temporary in nature. All records are converted in to electronic records, at which time original documents are shredded.

Electronic records are protected under an access name and password assigned to persons in this company. Electronic records are maintained on individual company computers, as well as other third-party services (management software, cloud storage) that have their own unique privacy policies (can be made available upon request).

This company and its agents exercise reasonable discretion when discussing any personal information with others and releases personal information to others only as described by this policy.

This company does not permit its employees or agents to make copies of consumer reports or records of insurance claims. The consumer reports retained in the company's files are not to be accessed in the future as a convenience to customers or clients.

The individual agents that work with this company are independent contractors and the agent with whom a customer or client works with may maintain a separate transaction file. The company instructs its agents to not permit other persons to access the personal information in files the agents maintain. The company instructs its agents to protect the personal information in the agents' files in the same manner as described in this policy.

#### **5. Who has access to the personal information?**

The following persons have access to personal information in this company's files:

- (1) the agent or broker who is servicing or coordinating the transaction;
- (2) the office manager to whom the agent reports; and
- (3) the owner of the company.

Property owners for whom the company manages properties do not have access to personal information in the company's files. However, the company and its agents may discuss the information in a tenant's consumer report or lease application with a property owner. Copies of such information are provided to the landlord only: (1) with the tenant's consent; or (2) if the company ceases to be the

property manager and the landlord requests that the files be sent to the landlord, the landlord's attorney, or the new property manager.

Personal information from a buyer, seller, landlord, or tenant may be discussed with others (such as mortgage lenders or prospective landlords) only as is reasonably necessary to negotiate or close the transaction or to provide the services the customer or client seeks from this company.

This company may, at the customer's or client's request, provide personal information to service providers in a transaction such as a title company or mortgage company if it is necessary to expedite or complete a transaction.

If the company is required by law to allow others to access the personal information in the company's files, the company will comply with the law (for example, compliance with court orders, subpoenas, or governmental investigations). The company will also allow law enforcement agencies access to personal information in order to cooperate with such investigations.

Limited personal information, such as names, phone numbers, addresses and email addresses will be shared with other company personnel or 3<sup>rd</sup> party contractors to facilitate communication or scheduling of appointments.

Personal information may also be shared with debt collectors or other relevant 3<sup>rd</sup> parties in any attempts to collect monies owed to the company or its clients.

## **6. How is the personal information disposed?**

This company uses reasonable measures to dispose of personal information. Personal information is usually disposed of by shredding or burning documents, erasing electronic files by means that make the files unreadable or undecipherable, or by eradicating personal information from documents or electronic files in ways that make the personal information unreadable. The length of time that files are maintained is dictated by the Texas Real Estate Commission (TREC), the IRS, and other regulatory agencies.

## **7. Erroneous Records:**

If this company erroneously reports information to a consumer reporting agency, the company will act to correct the information in the company's records and request the reporting agency to correct the information in its records promptly after the company has learned and determined that the report was in error.

If this company maintains an erroneous record that a consumer has issued a dishonored check, the company will promptly delete the record after the company and consumer agree that the information is in error or after the consumer provides the company with a law enforcement agency report stating that the dishonored check was not authorized.

**Notice: This company asks any person who provides personal information to this company or one of its agents to identify the information at that time as "personal information."**