

Donovan Property Management
Instructions for filing an application for rental

Please read carefully!

Please fill out packet COMPLETELY. Please include ALL information such as zip codes and phone numbers, emails, fax numbers to previous landlords and or employers. Without these, I cannot verify.

Authorization forms must be filled out and signed (employers and landlords WILL require those BEFORE providing me with any information due to the privacy act.)

Processing time may vary due to the time it may take to obtain information as well as the time the application was turned in and the availability of personnel to process. Normal time is 1-5 business days, **not including holidays**, again, this may vary.

***TO EXPEDITE THE PROCESSING TIME:** you may provide your previous landlord or your employer with the verification forms in this packet and they may fax or email to our company (information is pre- printed on the forms) Sometimes landlords and employers will act faster for the individual personally. **THESE FORMS ARE NOT TO BE FILLED OUT BY APPLICANT, EMPLOYERS AND LANDLORDS ONLY.**

ALL sections must be filled out legibly, and be sure to fill in anticipated move in date, property address , lease amount , deposit amount. **(these are required)**
Donovan Property Management will NOT process an incomplete application.

There is a **NON REFUNDABLE** application fee of \$35.00 per applicant over the age of 18 years. Any and all persons over the age of 18 that will occupy the property will be required to fill out an application. Application fees cannot be cash or check, money orders only.

I look forward to working with you in helping with your leasing needs!

Applications will **NOT** be processed without the application fee. **(no exceptions)** AND **Anticipated move in dates**. Move in dates are critical and need a range ex: Jan 1-5th, unless a necessary move in date is needed.

Failure to disclose certain information or falsifying information will result in immediate notice to vacate.

Please note:

MULTIPLE APPLICATIONS MAY BE TAKEN ON LEASE PROPERTIES, AND ALL APPLICATIONS WILL BE CONSIDERED.

ALL AMOUNTS PAYABLE TO DONOVAN PROPERTY MANAGEMENT FOR APPLICATION FEES (MONEY ORDERS ONLY)

RENTALS (NO CASH ACCEPTED, check or money order)

Signature _____

Signature _____

Please return **SIGNED** with application.



11/2/2015

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.

Donovan Property Management	0446483	legacyrealestategroup@outlook.com	(936)632-3211
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
Becky Stanbery	0408429	beckystanbery@yahoo.com	(936)632-3211
Designated Broker of Firm	License No.	Email	Phone
Becky Stanbery	408429	beckystanbery@yahoo.com	(936)676-8771
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
Juanita Hardy	469864	cbjuanitahardy@yahoo.com	(936)366-5145
Sales Agent/Associate's Name	License No.	Email	Phone

Buyer/Tenant/Seller/Landlord Initials

Date

Regulated by the Texas Real Estate Commission
TXR-2501

Information available at www.trec.texas.gov

Legacy Real Estate Group 1403 Turtle Creek Drive Lufkin, TX 75904
Juanita Hardy

Phone: (936) 366-5145

Fax: (936) 238-3982

IABS 1-0 Date

Blank Lease ap

Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 www.ziplogix.com



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: 12 (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?
						☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N
						☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N
						☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N
						☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N

Yes No

☐	☐
☐	☐
☐	☐
☐	☐

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 \$ **35.00** to **DPM** (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: _____



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:

_____ **Donovan Property Management** _____ (name)
_____ **1403 Turtle Creek Drive** _____ (address)
_____ **Lufkin, Tx 75904** _____ (city, state, zip)
_____ **(936)632-3211** _____ (phone) _____ **(936)238-3982** _____ (fax)
_____ **cbjuanitahardy@yahoo.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.



REQUEST FOR RENTAL HISTORY

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To: _____ (Landlord)

From: Donovan Property Management

Re: Lease Applicant: _____

The above-referenced Lease Applicant has made application to lease a property from the undersigned prospective landlord. The Lease Applicant reported that he or she previously leased the following property from you: _____ from _____ to _____.

Enclosed is an authorization to release a rental history. Please provide the following information:

- (1) Beginning date of lease _____ Ending date _____ Monthly Rent \$ _____
- (2) Did the Lease Applicant timely pay rent? ☐ Yes ☐ No If no, how many times? _____
Dates late rent received: _____
- (3) Were any of Lease Applicant's checks returned unpaid by the bank? ☐ Yes ☐ No If yes, number of times? _____
- (4) Did the Lease Applicant owe you money when he or she left? ☐ Yes ☐ No If yes, how much? \$ _____
- (5) Did the Lease Applicant cause any damage to the property? ☐ Yes ☐ No. If yes, explain in (11).
- (6) Did the Lease Applicant have a pet? ☐ Yes ☐ No
- (7) Did the Lease Applicant violate the lease? ☐ Yes ☐ No
- (8) To your knowledge, did the Lease Applicant or anyone living with the Lease Applicant have a criminal record? ☐ Yes ☐ No. If yes, explain in (11).
- (9) Would you lease the property to the Lease Applicant again? ☐ Yes ☐ No. If no, explain in (11).
- (10) Was the lease terminated early for any reason? ☐ Yes ☐ No. If yes, explain in (11).
- (11) Other relevant information: _____

Name of person completing this form: _____ Date _____

Please return this form as soon as possible to:

Juanita Hardy (☒ Property Manager ☐ Landlord)
(936)632-3211 (phone) (936)238-3982 (fax)
cbjuanitahardy@yahoo.com (e-mail)

Enclosure: Page 4 of TXR No. 2003

(TXR-2214) 4-13-07

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REQUEST FOR RENTAL HISTORY

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From: Donovan Property Management

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- (2) Did the Lease Applicant timely pay rent? ☐ Yes ☐ No If no, how many times? _____
Dates late rent received: _____
- (3) Were any of Lease Applicant's checks returned unpaid by the bank? ☐ Yes ☐ No If yes, number of times? _____
- (4) Did the Lease Applicant owe you money when he or she left? ☐ Yes ☐ No If yes, how much? \$ _____
- (5) Did the Lease Applicant cause any damage to the property? ☐ Yes ☐ No. If yes, explain in (11).
- (6) Did the Lease Applicant have a pet? ☐ Yes ☐ No
- (7) Did the Lease Applicant violate the lease? ☐ Yes ☐ No
- (8) To your knowledge, did the Lease Applicant or anyone living with the Lease Applicant have a criminal record? ☐ Yes ☐ No. If yes, explain in (11).
- (9) Would you lease the property to the Lease Applicant again? ☐ Yes ☐ No. If no, explain in (11).
- (10) Was the lease terminated early for any reason? ☐ Yes ☐ No. If yes, explain in (11).
- (11) Other relevant information: _____

Name of person completing this form: _____ Date _____

Please return this form as soon as possible to:

Juanita Hardy (☒ Property Manager ☐ Landlord)
(936)632-3211 (phone) (936)238-3982 (fax)
cbjuanitahardy@yahoo.com (e-mail)

Enclosure: Page 4 of TXR No. 2003

(TXR-2214) 4-13-07

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REQUEST FOR EMPLOYMENT VERIFICATION

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To: _____ (Employer) Date: _____

Fax Number: _____ Phone Number: _____

From: **Donovan Property Management**

Re: **Lease Applicant:** _____

The above-referenced Lease Applicant has made application to lease a property from the undersigned prospective Landlord. The Lease Applicant reported that he is employed with your company. Enclosed is an authorization to release employment information. **Please provide the following:**

- (1) Beginning date of employment _____
- (2) Monthly Gross Income \$ _____
- (3) Position currently held _____
- (4) Other relevant information: _____

Title of Person Completing Form _____

Signature _____

Printed Name _____

Date _____

Please return this form as soon as possible to:

Juanita Hardy (☒ **Property Manager** ☐ Landlord)
(936)632-3211 (phone) **(936)238-3982** (fax)
cbjuanitahardy@yahoo.com (e-mail)

Enclosure: Page 4 of TXR No. 2003 *Authorization to Release Information Related to a Residential Lease Applicant*

(TXR-2219) 2-06-09

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REQUEST FOR EMPLOYMENT VERIFICATION

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To: _____ (Employer) Date: _____

Fax Number: _____ Phone Number: _____

From: **Donovan Property Management**

Re: Lease Applicant: _____

The above-referenced Lease Applicant has made application to lease a property from the undersigned prospective Landlord. The Lease Applicant reported that he is employed with your company. Enclosed is an authorization to release employment information. **Please provide the following:**

- (1) Beginning date of employment _____
- (2) Monthly Gross Income \$ _____
- (3) Position currently held _____
- (4) Other relevant information: _____

Title of Person Completing Form _____

Signature _____

Printed Name _____

Date _____

Please return this form as soon as possible to:

Juanita Hardy (☒ **Property Manager** ☐ Landlord)

(936)632-3211 (phone) **(936)238-3982** (fax)

cbjuanitahardy@yahoo.com (e-mail)

Enclosure: Page 4 of TXR No. 2003 *Authorization to Release Information Related to a Residential Lease Applicant*