

### To View Available Properties:

**Vacant Units** ~ Keys may be checked out Monday through Friday 9:00am to 5:00pm & Saturday 10:00 am to 1:00pm. Photo ID and a \$20 Deposit is required.

**Occupied Units** ~ An appointment must be scheduled giving the current tenant at least 24 hour notice. An Elite Representative will accompany you to the showing. Photo ID is required

We work on a first come first serve basis. When application is submitted, we require the following:

~ \$25 (**non-refundable**) application fee in the form of Cash, Debit or Money Order/Cashier's Check-**ONLINE PAYMENTS ACCEPTED**

~ Income verification (**LES, pay stub**)

~ Income Proof for Child Support if using this for qualifying purposes

**BE ADVISED: ALL required documentation must be provided within 14days of receipt of application or Applicant forfeits any and all fees and will be required to resubmit rental applications(s) and repay associated fees.**

Applications must be completed in full; no blank spaces. Leaving blank spaces could delay the process. If something does not pertain to you, please fill in N/A. **BLUE Ink Only.**

We run credit reports on all persons over 18 years of age listed on application (except child (ren) of adult applicant). Roommates must qualify individually, and a separate application and application fee is required. All persons over the age of 18 must be a responsible tenant on the lease. Derogatory credit and/or rental reference can be a reason for application disapproval. At our discretion, we may require a higher deposit for higher risk applicants. We will consider bankruptcies filed under two years on a case by case basis, with verifiable rental history only.

Credit Reports are pulled from Experian. Background checks are pulled from National Tenant Network.

**Proof of income must be provided before the application can be processed.** All income must be verifiable. If you are military, a current LES will suffice. Military Deposit Waivers are not accepted. Handwritten pay stubs are not acceptable. If self-employed, most recent tax return or W-2 is required. No co-signers or guarantors.

Pets are only allowed in certain properties and at owner's discretion. Some may require a pet to be only outdoors, or have a weight limit. A **Pet fee is required of \$300 per pet and is non-refundable.** **\*\*Four-Plex's & Duplex's will be limited to 2 pets per unit (on approved properties only)**

**The following dogs are prohibited on all properties:**

**Pit Bull, Rottweilers, Chows and Doberman Pinchers or ANY MIX OF THESE BREEDS!!**

We do not rent to high risk, unstable occupations.

We will not rent to people with Criminal conviction history of violent or sexual crimes committed by any persons that will be occupying the unit.

We will not rent to persons with poor rental histories; such as:

- Non-payment of rent
- Evictions/Judgments
- Drug use
- Unruly or destructive behavior by yourself, your children, or your guests.
- Multiple lease violations
- Owing the previous rental company any monies.

Signing this acknowledgement indicates that you have read and understood Elite Rentals Selection criteria. The tenant selection criteria include factors such as Background checks to include criminal checks, credit history, current income and rental history. If you do not meet this criteria or if you provide inaccurate or incomplete information your application may be rejected, and your application will not be refunded.

**Once you have been notified of approval, and Lease Signing has been coordinated BE ADVISED: Appointment may not be cancelled or changed within 48 hours of scheduled appointment time. Lease signing appointment may only be rescheduled 1 time prior to the 48 hour cut off. In the event appointment needs to be rescheduled after the 48hr cut off the Tenant will be charged at \$50.00 administrative fee.**

Tenant Signature \_\_\_\_\_

\_\_\_\_\_ Date

◆ 501 W. Stan Schlueter Loop ◆ Suite 108 ◆ Killeen, TX ◆ 76542

◆ Direct Line: 254.526.RENT ◆ Direct Fax: 254.526.9352 ◆

◆ email ~ [eliterentalsleasing@centexbiz.rr.com](mailto:eliterentalsleasing@centexbiz.rr.com) ◆

Leasing: [mydocuments/tenant-application form](http://mydocuments/tenant-application form)



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

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: 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'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's Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: Day: \_\_\_\_\_ Nt: \_\_\_\_\_ Mb: \_\_\_\_\_ Fax: \_\_\_\_\_  
Date Moved-In \_\_\_\_\_ Date Moved-Out \_\_\_\_\_ 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.*

Residential Lease Application concerning \_\_\_\_\_

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.Pymt.

List all pets to be kept on the Property (dogs, cats, birds, reptiles, fish, and other pets):

Type & Breed	Name	Color	Weight	Age	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

	Yes	No	Explanation
Will any waterbeds or water-filled furniture be on the Property?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Does anyone who will occupy the Property smoke?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Will Applicant maintain renter's insurance?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is Applicant or Applicant's spouse, even if separated, in military?	<input type="checkbox"/>	<input type="checkbox"/>	_____
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"/>	_____
Has Applicant ever:			
been evicted?	<input type="checkbox"/>	<input type="checkbox"/>	_____
been asked to move out by a landlord?	<input type="checkbox"/>	<input type="checkbox"/>	_____
breached a lease or rental agreement?	<input type="checkbox"/>	<input type="checkbox"/>	_____
filed for bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>	_____
lost property in a foreclosure?	<input type="checkbox"/>	<input type="checkbox"/>	_____
had <u>any</u> credit problems, slow-pays or delinquencies?	<input type="checkbox"/>	<input type="checkbox"/>	_____
been convicted of a crime?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is any occupant a registered sex offender?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are there any criminal matters pending against any occupant?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is there additional information Applicant wants considered?	<input type="checkbox"/>	<input type="checkbox"/>	_____

**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.

Residential Lease Application concerning \_\_\_\_\_

**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 \$ \_\_\_\_\_ for processing and reviewing this application and (check only one box if applicable):

- (1) \$ \_\_\_\_\_ to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed.
- (2) an Application Deposit of \$ \_\_\_\_\_ in accordance with the attached Agreement for Application Deposit and Hold on Property (TAR No. 2009 or similar agreement).

**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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (phone) \_\_\_\_\_  
\_\_\_\_\_ (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.*

Non-Refundable Deposit  
For the Property Located at:

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**NOTICE:**

Unless agreed otherwise in writing, the property remains on the market until a lease is signed and landlord may continue to show the property to other prospective tenants and accept another offer.

**FEES:**

\$ \_\_\_\_\_ to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed due to Applicant being declined. If Applicant is approved and revokes their application for other reasons, **DEPOSIT IS NON-REFUNDABLE.**

**NO EXCEPTIONS!**

**LEASE:**

Approved applicant must sign lease within 24 hours of notified approval.

Prospective Tenant: \_\_\_\_\_

Prospective Tenant: \_\_\_\_\_

Prospective Tenant: \_\_\_\_\_

Prospective Tenant: \_\_\_\_\_

Elite Rentals Staff: \_\_\_\_\_

**\*\*Attach to Application\*\***

Elite Rentals are dedicated to protecting the privacy of your information. This includes your Social Security number or any other government ID numbers. Our privacy policy is to help assure you that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

**How Information Is Collected:** You will be furnishing some of your personal information such as your social security number at the time you apply to rent from Elite Rentals. This information will be on the rental application form or other documents that you provide to us on paper or electronically.

**How and When information is Used:** We may use this information in the process of verifying statements made on your rental application, such as your rental, credit, background, and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe in the future.

**How the Information is Protected and who has Access:** Only authorized Elite Real Estate employees will have access to your personal information. We keep all documents containing this information in a secure area, accessible only by those authorized Elite Real Estate employees. We limit access to electronic versions of the information to those authorized Elite Real Estate Employees only.

**How the Information is Disposed of:** After we no longer need your personal information we will store or destroy the information in a manner that insures no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of all paper documents or electronic files containing such information.

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Tenant Signature

Date

Thank You for Choosing Elite Rentals for Your Rental Needs!!!!!!