

**Coventry Glen Realty
Residential Lease
Application Package
Instructions / Checklist**

Please print all information in a legible manner and complete all of the fields listed below. All leases will hold each tenant jointly responsible for the full rental amount of the lease each month for the full term of the lease. Tenants can be changed out subject to the written approval of the landlord.

Residential Lease Application

Page One:

Property Address / Anticipated Move-in Date / Monthly Rent / Security Deposit / Is there a co-applicant /

E-mail / Cell Phone / SS # / Drivers License # / Date of Birth / Marital Status / Citizenship / All Emergency Contact information

Applicant's current address / Date Moved in / Date Moved Out / Rent Paid /

Current Employer / Start Date / Gross Monthly Income / Position

Page Two:

All Vehicle Information / All pet information / All Yes or No questions with explanations as needed / Signature and Date

Page Three:

Complete, sign and Date all of page three.

Residential Lease Guaranty

Page One:

To be completed, signed, and dated by a parent or adult with sufficient income and credit history to qualify the tenant applicant for the lease. Each tenant will need to have a residential lease guarantor who is jointly responsible for the full amount of the lease each month for the full term of the lease. Tenants and respective guarantors can be removed from the lease by replacing the tenant and guarantor with an acceptable replacement and guarantor and the written consent of the landlord.

Page Two:

Complete all of paragraph one / complete the following items in paragraph two:
Complete Guarantor Name / Address / E-mail Address / Cell Phone Number /
S.S. # / Driver's license # / Date of birth / Marital Status / Citizenship / Current
Employer / Start Date / Gross Monthly Income / Position / Sign and Date

Tenant Tracker Information Form

This is a form designed to collect tenant applicant and tenant applicant guarantor information for loading into a commercial rental database to ascertain the tenant qualifications and tenant guarantor qualifications for leasing the rental property in question.

This information is not shared with third parties and is used for the sole purpose of determining tenant lease qualifications for this specific rental property. This information will be kept on file for two years at Coventry Glen Realty and then shredded. This reports typically addresses but is not limited to income, employment, credit history, and criminal records; if any.

The results of this query are the sole property of Coventry Glen Realty, the rental property landlord, and the Tenant Tracker Service and can not be shared with any third parties. If you are turned down for a lease, you can apply to the Tenant Tracker Service for additional information on your file records.

Minimum Information required of each Applicant / Please print legibly

Complete name / S.S. # / Driver's License and State / Birthday / Rental Amount Applied For / Day time phone number / Complete Current Address / Previous Address / List any Felony Convictions and explanations

After completion of all the information listed in these application forms, please return the completed documents to Mike Caldwell / Coventry Glen Realty / Cell Phone: 979-777-5446 / E-mail: mike.caldwell@coventryglenrealty.net

Received on _____ (date) at _____ (time)



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 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. Payment |
|------|------|------|-------|---------------|-------------|
| | | | | | |
| | | | | | |

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.

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 email 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:

_____ (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.



TEXAS ASSOCIATION OF REALTORS®

RESIDENTIAL LEASE GUARANTY

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A. In consideration for Landlord leasing the Property to Tenant, the undersigned Guarantors guarantee the performance of all Tenants under the lease described below.

Landlord(s): _____

Tenant(s): _____

Property: _____

Commencement Date: _____ Expiration Date: _____ Monthly Rent: _____

B. If any Tenant fails to make any payment under the lease, Guarantors will, upon demand, make such payment to Landlord or Landlord's agent. Payments under the lease include but are not limited to rent, late charges, returned check charges, attorney's fees, repair costs, pet charges, utility charges, reimbursements to Landlord, maintenance charges, charges for property damage, and other costs or charges specified in the lease. If Tenant otherwise breaches the lease, Guarantors will, upon demand: (1) cure the breach as the lease may require of Tenant; or (2) compensate Landlord for Landlord's loss resulting from the breach.

C. This guaranty applies when the lease commences and continues until the lease ends, including any extension or renewal of the lease. Guarantors waive any rights to receive notice of any acceptance, modification, amendment, extension, renewal, or breach of the lease.

D. Guarantors are jointly and severally liable for all provisions of this guaranty.

E. Any person who is a prevailing party in any legal proceeding brought under or related to this guaranty is entitled to recover attorney's fees from the non-prevailing party.

F. Guarantors will will not submit (as Page 2 of this document) an application which authorizes Landlord or Landlord's agent to verify information related to Guarantors' creditworthiness.

G. Special Provisions:

Guarantors may request a copy of the lease from the Tenant or the broker to the lease.

Guarantor's Signature Date

Printed Name

Guarantor's Signature Date

Printed Name



TEXAS ASSOCIATION OF REALTORS®

APPLICATION FOR GUARANTOR OF RESIDENTIAL LEASE

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This application relates to the following described lease:

Landlord(s): _____
 Tenant(s): _____
 Property: _____
 Commencement Date: _____ Expiration Date: _____ Monthly Rent: _____

(1) Guarantor's name (*first, middle, last*): _____
 Address: _____
 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*)
 Employer: _____
 Employer's Address: _____
 Supervisor's Name: _____ Phone: _____ Fax: _____
 Start Date: _____ Gross Monthly Income: \$ _____ Position: _____

(2) Guarantor's name (*first, middle, last*): _____
 Address: _____
 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*)
 Employer: _____
 Employer's Address: _____
 Supervisor's Name: _____ Phone: _____ Fax: _____
 Start Date: _____ Gross Monthly Income: \$ _____ Position: _____

Guarantors submit the following non-refundable fee(s) for processing and reviewing this application:
 \$ _____ for (1) Guarantor and \$ _____ for (2) Guarantor.

Guarantors authorize Landlord and Landlord's agents to obtain a copy of Guarantors' consumer or credit reports and to verify relevant information related to each Guarantor's creditworthiness from banks, creditors, employers, existing and previous landlords, and other persons.

Note: Landlord's broker maintains a privacy policy that is available upon request.

 Guarantor's Signature Date

 Guarantor's Signature Date



PET AGREEMENT

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ADDENDUM TO RESIDENTIAL LEASE CONCERNING THE PROPERTY AT _____

A. PET AUTHORIZATION AND PET DESCRIPTION:

(1) Tenant may not keep any pet on the Property unless specifically authorized by this agreement. "Pet" includes any animal, whether mammal, reptile, bird, fish, rodent, or insect.

(2) Tenant may keep the following pet(s) on the Property until the above-referenced lease ends.

Type: _____ Breed: _____ Name: _____
Color: _____ Weight: _____ Age: _____ Gender: _____
Neutered? yes no Declawed? yes no Rabies Shots Current? yes no

Type: _____ Breed: _____ Name: _____
Color: _____ Weight: _____ Age: _____ Gender: _____
Neutered? yes no Declawed? yes no Rabies Shots Current? yes no

B. CONSIDERATION: In consideration for Landlord's authorization for Tenant to keep the pet(s) described in Paragraph A on the Property, the parties agree to the following. *(Check any one or any combination of the following.)*

(1) On or before the date Tenant moves into the Property, Tenant will pay Landlord a pet deposit of \$_____. The pet deposit is an increase in the security deposit in the lease and is made part of the security deposit for all purposes. This increase in the security deposit is not refundable before the lease ends, even if the pet is removed. Any refund of the security deposit, including this increase, is governed by the terms of the lease.

(2) The monthly rent in the lease is increased to \$_____.

(3) Tenant will, upon execution of this agreement, pay Landlord \$_____ as a one-time, non-refundable payment.

C. PET RULES: Tenant must:

- (1) take all reasonable action to insure that any pet does not violate the rights of other persons;
- (2) comply with all applicable statutes, ordinances, restrictions, owners' association rules, and other enforceable regulations regarding any pet;
- (3) keep the rabies shots of any pet current;
- (4) confine any pet that is a dog or cat, when outside, by fences or on leashes under Tenant's control;
- (5) confine any pet other than a dog or cat in appropriate cages at all times;
- (6) promptly remove any pet waste from the Property, including all living areas, garages, storage areas, yards, porches, patios, courtyards, and decks; and
- (7) promptly remove from the Property any offspring of any pet.

D. ACCESS: Tenant must remove or confine any pet at any time that the pet is likely to limit or prohibit Landlord or other persons access to Property as permitted by the lease.

E. DISCLOSURE CONCERNING PETS:

(1) Is Tenant aware of whether any of the pets described under this addendum has ever bitten or injured another person? Yes No

If yes, explain: _____

(2) Is Tenant aware of whether any of the pets described under this addendum has any propensity or predisposition to bite or injure someone? Yes No

If yes, explain: _____

F. TENANT'S LIABILITY:

(1) Tenant is responsible and liable for:

- (a) any damage to the Property or any item in the Property caused by any pet;
- (b) any personal injuries to any person caused by any pet; and
- (c) any damage to any person's property caused by any pet.

(2) Tenant will pay all reasonable costs that are necessary to clean, deodorize, deflea, or repair any part of the Property, including but not limited to the carpets, doors, walls, drapes, wallpaper, windows, screens, furniture, appliances, sod, yard, fences, or landscaping.

G. INDEMNIFICATION: Tenant will protect, defend, indemnify, and hold Landlord, Landlord's property manager, and Landlord's agents harmless from any damages, costs, attorney's fees, and expenses that are caused by the act of any pet or Tenant.

H. DEFAULT: If Tenant breaches any provision in this pet agreement, Landlord may exercise all or any of the remedies described under Paragraph 9B of the lease.

I. SPECIAL PROVISIONS:

Landlord Date

Tenant Date

Landlord Date

Tenant Date

Or signed for Landlord under written property management agreement or power of attorney:

Tenant Date

By _____

Printed Name: _____

Firm Name: _____

Tenant Date

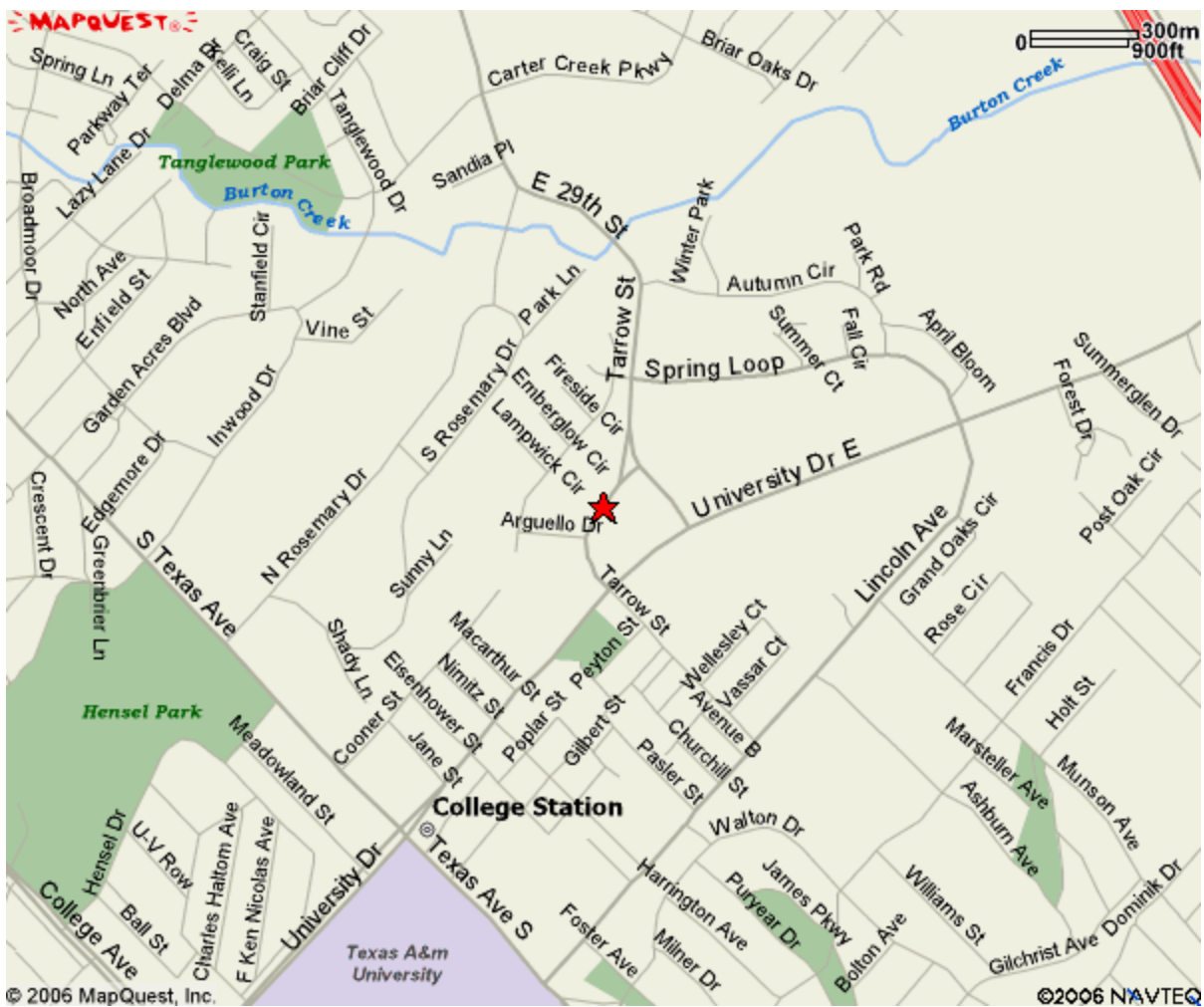


414 Tarrow St
College Station TX
77840-7811 US

Notes:

Coventry Glen Realty
Driving Directions

Office Phone: 979-846-2894



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This map is informational only. No representation is made or warranty given as to its content. User assumes all risk of use. MapQuest and its suppliers assume no responsibility for any loss or delay resulting from such use.

IMPORTANT

Included on the next page is the Tenant Tracker form you will need to print 2 copies of this form if you are a student. Coventry Glen Realty will need the prospective student tenant to fill out this form and we will need the parents of the prospective student tenant to fill out this form also.

*On the form is a 1-800 fax number **DO NOT** Fax the form to this number. This number is for our use. Please fax all forms to Mike Caldwell or Ian McDowell at 979-846-1502 or return them to the Coventry Glen Realty Office at 414 B Tarrow, College Station TX 77840*

*Thank you
Coventry Glen Realty Property Management*

