



Quest Property Services, Inc./ Fort Worth Management and Mid-Cities Management, Inc.

APPLICATION CHECKLIST FOR APPLICANT

Important: All persons age 18 or over who will be occupying the Property must submit a separate application packet and application fee. Only one application deposit is needed per Property.

1. If currently renting, **immediately give proper notice to your Landlord as required**. Most landlords require this before they will release your rental information such that your failure to give this notice may delay your application process or cause it to be declined
2. Neatly print (black ink) all required information and answer all questions in the Application for Rental, pages 1 and 2
3. Review page 3 for accuracy (make notes on a separate sheet of paper if any corrections are needed) – if not fully completed, it will be by the Landlord's Broker (staff) at the time you submit the application
4. Thoroughly read page 4 and 5 (the agreement and consent sections). If you are unclear about any of it, make notes on a separate sheet of paper to discuss with the Leasing Agent or Landlord's Broker (staff)
5. Review the addendum, Application Worksheet & Qualifying Standards, to ensure you fully understand the terms of approval/disapproval
6. Read and sign the addendum, Information About Brokerage Services
7. Once you understand all the terms of the application and the related addenda, sign your name on page 5 of the Application for Rental and write the date next to your signature, as indicated
8. Purchase the **separate cashier's checks or money orders** (certified funds) for the **application fee(s) and application deposit (\$200.00)** as outlined in paragraph 13 of the Application for Rental (top of page 5) and make them payable as indicated
9. If there will be any co-applicants, please mark the appropriate box on page 1 (top right) to indicate the number of co-applications
10. It is best if all applicants can come into the office together to submit the applications. However, if this is not possible, one Applicant needs to collect all the completed applications and related application fees and bring them to the office together – have your current driver's license available for us to copy
11. **Call 817-763-9696 ext. 0 PRIOR to your planned arrival to make an appointment to ensure someone will be available to receive your application(s)**
12. If you need to submit your application via fax, please **CONTACT THE LEASING/MANAGEMENT OFFICE FIRST about wiring funds into our account for the application fee(s) and application deposit**
13. The best way to locate us is to use the **map and directions on the back of this page**.

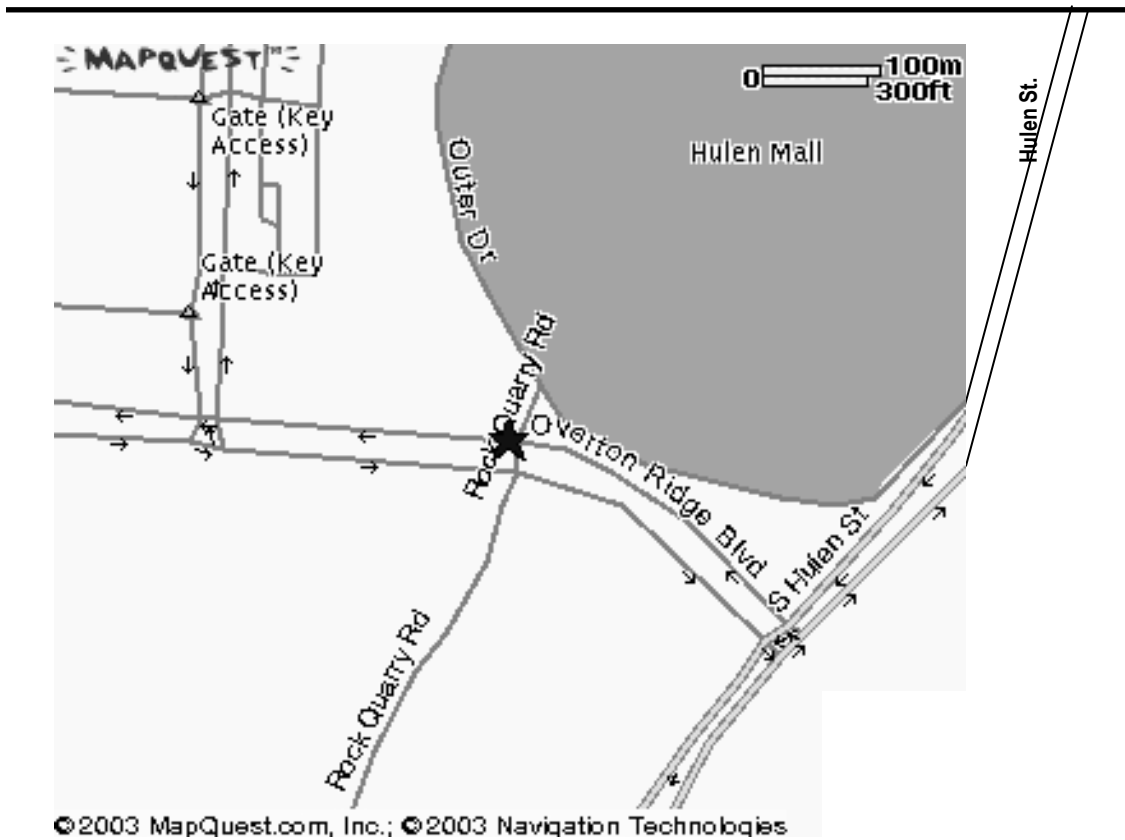
HOW TO GET TO OUR OFFICE

We are located at 4900 Overton Ridge Blvd., Suite 215, Fort Worth, TX 76132

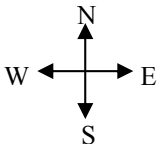
We are in the Hulen Ridge Office Park at the corner of Rock Quarry Rd. and Overton Ridge Blvd. located just west of the south entrance to Hulen Mall. From the intersection of I-35 W and I-20 in Fort Worth, head West on I-20/ SW Loop 820. Take the Hulen St. exit and get the far right lane. At the south end of Hulen Mall, turn right onto Overton Ridge Blvd and stay in the right lane. The first stoplight is Rock Quarry Rd. Just as you crossover Rock Quarry Rd., Hulen Ridge Office Park will be on the right. Turn into the first drive on the right.

We are located in Suite 215. Take the stairs or elevator to the second floor. If our office door is locked, we have a drop slot located at the bottom of our suite door. The main doors to the office building are usually locked at 5pm and are open, Monday through Friday, by 8:30 am.

I-20/ SW Loop 820



Map is not to scale.





(mark one)

This application is being submitted with [] None [] 1 [] 2 [] 3 [] 4 [] #_____ co-applications

Quest Property Services, Inc./ Fort Worth Management and Mid-Cities Management, Inc.

APPLICATION FOR RENTAL

PLEASE PRINT IN BLACK INK

Property Address _____

Contemplated Lease Term _____ Contemplated Move-in Date _____

How was Applicant referred to Landlord? [] Real Estate/Locator Company (name and agent's name) _____ at (phone) _____ [] Newspaper [] Property Sign [] questps.com [] RentClicks.com [] HomeRentals.net [] Other (explain) _____

1. APPLICANT

Name: _____ Phone: (hm) _____ (wk) _____

Email: _____ (cell) _____ (pager) _____

Soc. Sec.# _____ - - Birthdate: ____ / ____ / ____ Driver Lic. #: _____ State: _____

2. List All Residences For Last 2 Years (start with current residence/ use extra paper if more than 2 addresses):

Address _____ Apt. _____ City, St, Zip _____

Property Name (if any) _____ Move-In Date _____ Move-Out Date _____

Rent \$ _____ Landlord or Manager: _____ Phone: _____

Fax: _____ Email: _____ Other: _____

Address _____ Apt. _____ City, St, Zip _____

Property Name (if any) _____ Move-In Date _____ Move-Out Date _____

Rent \$ _____ Landlord or Manager: _____ Phone: _____

Fax: _____ Email: _____ Other: _____

3. List All Employment For Last 2 Years (start with current employer):

Employer: _____ Address: _____

Supervisor's Name or verification contact: _____ Phone: _____

Monthly Income: _____ Position: _____ Start Date: _____

Employer: _____ Address: _____

Supervisor's Name or verification contact: _____ Phone: _____

Monthly Income: _____ Position: _____

Dates of Employment _____ (begin) _____ (end)

Employer: _____ Address: _____

Supervisor's Name or verification contact: _____ Phone: _____

Monthly Income: _____ Position: _____

Dates of Employment _____ (begin) _____ (end)

4. Name of all persons who will occupy the Property:

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

(Property Address)

Name _____ Relationship _____ Age _____

5. Will any waterbeds or water-filled furniture be in the Property? [] YES [] NO

Will any occupant smoke in the dwelling? [] YES [] NO Will Applicant maintain a renter's insurance policy? [] YES [] NO

6. List all vehicles to be parked on the Property (cars, trucks, trailers, RVs, boats, motorcycles, etc.):

Type _____ Year _____ Make _____ License No./ State _____

Type _____ Year _____ Make _____ License No./ State _____

Type _____ Year _____ Make _____ License No./ State _____

Type _____ Year _____ Make _____ License No./ State _____

7. Will there be any pets on the Property? [] YES [] NO If yes, # of pets? _____ (if more than one, use a slash (/) to separate information)

Type: _____ Breed: _____ Color: _____

(Check as applicable) [] Indoor [] Outdoor [] Both, Indoor & Outdoor Pet's Name: _____

Age (years): _____ Weight: _____ Gender: _____

Neutered/Spade? [] YES [] NO Declawed? [] YES [] NO Rabies Shot Current? [] YES [] NO

(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: _____

Other (fish, birds, reptiles, etc.) and explain manner in which kept: _____

8. Is Applicant a member of the Armed Forces?: [] YES [] NO IF YES: Has Applicant requested or received military orders transferring Applicant within one year? [] YES [] NO AND Is Applicant currently serving temporary orders limiting Applicant's stay to one year or less? [] YES [] NO

9. Have you, your spouse, or any occupant listed on this application ever: (check YES or NO for each question)

- a) been evicted or asked to move out? [] YES [] NO
- b) broken/ breached a rental agreement/ lease contract/ mortgage (i.e. foreclosure)? [] YES [] NO
- c) declared bankruptcy? [] YES [] NO
- d) been sued for nonpayment of rent? [] YES [] NO
- e) been sued for damage to rental property? [] YES [] NO
- f) left owing a balance for rent, damages, or other sums related to a rental property? [] YES [] NO
- g) If so, has that amount or an agreed settlement been paid in full? [] YES [] NO
- h) been convicted of a felony? [] YES [] NO
- i) received deferred adjudication for a felony? [] YES [] NO

If you answered yes to any of the above, please explain (state, year, location, nature of problem, type of felony, etc.) _____

10. Will any person be signing a Lease Guaranty? [] YES [] NO If yes, NAME: _____

Relationship: _____ Phone (hm) _____ (wk) _____ (fax) _____

Address: _____ City, State, Zip: _____

11. In case of emergency notify: NAME _____ Relationship: _____

Phone (hm) _____ (wk) _____ (cell) _____

Address: _____ City, State, Zip: _____

Email: _____

(TO BE COMPLETED BY LANDLORD OR LANDLORD'S BROKER ONLY)

If co-applicants, this page was completed for all applicants on the application of: _____
(Last name, First name initial)

CONTEMPLATED LEASE INFORMATION: If Landlord approves Applicant as a tenant, the parties will execute a written lease agreement on a form published by the Texas Association of REALTORS® (TAR Form 2001) inclusive of all its terms and the following insertions:

NOTICE:

Landlord's broker, _____ will will not act as the property manager.
Future inquires about this Lease, rental payments, and security deposits should be directed to Landlord's broker Landlord.
Landlord's broker does does not have authority to bind Landlord to this Lease under another agreement or power of attorney.

Commencement Date: _____

Termination Date: _____

Monthly Rent: _____

Date First Full Month Rent Due: _____

Prorated Rent: _____

Date Prorated Rent Due: _____

Security Deposit: _____

Late Charges: Initial _____ Daily _____

Returned Check Charge: _____

Pets: [] will [] will not be on the Property. If pets will be on the Property, the following is required:

Pet Agreement to be completed and signed.

Additional Deposit _____

Date Additional Deposit Due: _____

Additional Pet Fee: _____

Date Additional Pet Fee Due: _____

Pet Violation Charge: initial: _____ *per day* _____

Utilities to be paid by Landlord: _____

Persons other than Applicant to occupy the Property:

Only those listed as occupants on the application or any co-applicant.

Number of days guests are permitted to stay on Property: _____

Number of vehicles to be kept on Property: _____

Yard Maintenance will be responsibility of:

[] Landlord [] Applicant

Pool and Spa Maintenance will be responsibility of:

[] Landlord [] Applicant

Equipment provided as part of Property: Items marked are warranted and repaired by the Landlord unless marked with a double asterisk (**) - see comments below.

[] Dishwasher [] Garbage Disposal [] Stove/Oven

[] Refrigerator [] Ice Maker [] Washer/Dryer (units)

[] Microwave [] Alarm** [] Garage Door Opener w/____ remote(s)

[] Other: _____

The heating and/or air is: [] Central [] Space and/or Floor Heaters

(#____) [] Window AC units (#____)

Comments: Landlord does not warrant and will not repair or replace any and all items marked with a double asterisk (**).

Lease Guaranty: [] will not be required [] will be required from

_____ using TAR Form 2007.

Special Provisions: _____

Required Addenda or other information to the Lease: [] Addendum Regarding Lead-Based Paint; [] Landlord's Rules and Regulations or Instructions; [] Owners' Association Rules; [] Pet Agreement; [] Application for Rental; [] Lease Guaranty; [] Agreement Between Brokers; [] Protect Your Home from Mold; [] Inventory and Condition Form; [] (Other) Landlord/ Tenant Contact Addendum.

APPLICATION AGREEMENT AND CONSENT:

1. All parties agree that the above information (Contemplated Lease Information) is not the entire agreement but merely insertions of the agreement. Any changes of the above terms will require agreement of all parties such that it will be changed above with all parties initialing OR it will be changed when completed on the written lease agreement such that all parties agree to carefully read the lease agreement before signing.
2. **All persons age 18 or over to occupy the premises must submit an application and application fee.** If a co-application is disapproved per the **Application Worksheet & Qualifying Standards**, all other co-applications will be disapproved regardless of their scores.
3. If verification of Applicant's or any co-applicant's information is prolonged (more than 3 working days) due to Applicant's or co-applicant's incompleteness of this application or inability for the information to be verified, Landlord may cancel this application and any related co-applications and refund the application deposit to the Applicant. Landlord would retain the application fee(s), as it is non-refundable. Should Applicant or any co-applicant withhold such necessary information, the remedies of item #5 herein shall apply.
4. All parties understand that approval or disapproval of the application(s) will be based upon the findings of the verification of information relating to current and previous residential histories, employment and income status, credit rating, and eviction and criminal histories, as well as, the authenticity and verifiability of the information in the application(s). Part of the application process includes the Applicant and co-applicants providing their original legally-issued photo ID(s) (Current Driver's License or other Landlord approved ID) to the Landlord so the Landlord can make a copy of it for the file. If Applicant is unable to make the ID(s) available at time of application, Applicant and co-applicants will be required to do so prior to being able to occupy the Property, if the application(s) is approved.
5. If the application(s) have been approved, a representative will notify Applicant or co-applicant(s) such that all Applicants will be required to sign the written lease agreement within three working days (M-F) of the notification. Should any Applicant fail to sign the written lease agreement within this time, Landlord may charge a cancellation fee as set forth in paragraph 11 and cancel the approval such that the parties will have no further obligation to each other. If / when the lease is signed by all Applicants within the specified time, the application deposit will be credited towards the security deposit and **APPLICANT(S) MUST PAY THE BALANCE OF THE SECURITY DEPOSIT BY CERTIFIED FUNDS AT THE TIME OF THE LEASE SIGNING UNLESS OTHERWISE NOTED HEREIN.**
6. If Applicant or any co-applicant is disapproved, Landlord will promptly refund all application deposits applying it first to any cancellation fee, as applicable to this agreement.
7. Applicant understands that upon completing, signing, and submitting the rental application (and all co-applications*, if any, with applicable fees), paying the application fee with certified funds**, and paying the application deposit with certified funds** as outlined in paragraph 12, the Property for which Applicant is applying may still be shown to other prospective renters; however, Applicant's application will be considered first. If Applicant or any co-applicants withdraw application or notifies us that he/ she/ they have changed his/ her/ their mind about renting the dwelling, Landlord will retain the application fees and charge a cancellation fee as set forth in paragraph 11, and the parties will have no further obligation to each other.
8. Landlord's broker is licensed by the Texas Real Estate Commission and is subject to their rules, laws and standards of ethics, including, the Federal Fair Housing Laws. Applicant agrees that Landlord and Landlord's Broker have displayed no act of discrimination to date and that the decision of approval or disapproval of Applicant's application (and any co-applications*) will be within the terms of those laws. In respect to this, Applicant has viewed the addendum, **Application Worksheet & Qualifying Standards**, and understands that it is the basis of how the results of the application will be determined such that any item/ sub-item in section 1 or a score of 20 points or more in at least one section of section(s) 2, 3 or 4 will cause the application to be disapproved.
9. Any notice Landlord gives to Applicant or any co-applicant is considered notice to all Applicants. Likewise, any notice Landlord receives from Applicant or any co-applicant considered notice from all Applicants.
10. If Applicant or any co-applicant has not received notice of approval or disapproval from us within 3 working days of the date we actually received all the completed applications, application fees, and application deposits, Applicant or any co-applicant will be responsible for contacting Landlord to verify approval or disapproval. Until Applicant or any co-applicant receives actual notice of such, no assumption of approval or disapproval is to be made.
11. **As applicable per this agreement, a CANCELLATION FEE will be withheld from application deposit and any remaining balance due is to be paid within by Applicant and/or co-applicant within 48 hours of notice from Landlord. THE CANCELLATION FEE FOR THIS PROPERTY IS \$200.00.**
12. Signature of Landlord is consent only to the above application. It does not bind Landlord to accept Applicant or to sign the written lease agreement.

Application for Rental Concerning: _____
(Property Address)

13. Receipt: The following is to be paid by **separate** cashier's checks or money orders, as listed:

APPLICATION FEE - Make payable to: QUEST PROPERTY SERVICES, INC. (non-refundable)	\$ 40.00
APPLICATION DEPOSIT - Make payable to: _____ (may or may not be refundable per terms above) (If co-applicants, mark through the \$200.00 on all but one application)	\$ 200.00
TOTAL AMOUNT RECEIVED FROM THIS APPLICANT on this date - ____ / ____ / ____	\$ _____

IF APPROVED, THE APPLICATION DEPOSIT WILL BE APPLIED TO THE SECURITY DEPOSIT AND THE APPLICANT(S) MUST PAY THE BALANCE OF \$ _____ ON OR BEFORE THE 3RD BUSINESS DAY AFTER APPROVAL NOTIFICATION (certified funds only).

14. Acknowledgment by signing: The Applicant's signature below declares that all statements, information and answers in this application are true and complete. Furthermore, the Applicant is authorizing the Landlord to verify this information through all available means, including credit reporting agencies, application verification agencies, and more. Landlord is not required to verify or investigate any preliminary findings. **If Applicant or co-applicant has failed to answer any question or if Applicant or any co-applicant has given any false information, Landlord is entitled to (1) reject the application, (2) retain all application fees and charge the cancellation fee as set forth in paragraph 11, and (3) terminate Applicant's/ Tenant's right of occupancy.** Furnishing false information may also constitute a serious criminal offense. In any lawsuit relation to this application, including statutory or regulatory rights stemming from any lease, the prevailing party is entitled to recover attorney's fees and other costs of the lawsuit from the losing party. Landlord reserves the right to furnish information to consumer reporting agencies about the performance of our tenants on their lease contract obligations. This information, whether favorable or unfavorable, may be reported at any time regarding Applicant's (then known as tenant) compliance with the lease, rules, and financial obligations.

15. This application is subject to these addenda: **Application Worksheet & Qualifying Standards and Information about Brokerage Services.**

The terms of this agreement are negotiable among the parties. This is a legally binding agreement. READ IT CAREFULLY. You may want to review a copy of the lease form to be used before signing this agreement. If you do not understand the effect of this agreement, consult your attorney BEFORE signing.

Applicant's signature: _____ Date: _____

Landlord's signature: _____ Date: _____

For Office Use Only

Application Received in full: _____ (date) _____ (time) via [] in person; [] door drop; [] mail; [] fax

Full copy of application and related addenda given to Applicant: _____ (date) via [] in person; [] mail; [] fax

Application forwarded to verification company for processing: _____ (date) _____ (time)

Verification Results Received in full: _____ (date) _____ (time)

Applicant notified of approval/ disapproval: _____ (date) _____ (time) via [] in person; [] phone;

[] voice mail/ answering service; [] mail; [] fax; [] email/ Name of applicant notified (if more than one): _____

NOTES: _____



Quest Property Services, Inc./ Fort Worth Management and Mid-Cities Management, Inc.

INFORMATION ABOUT BROKERAGE SERVICES

“Before working with a real estate broker, you should know that the duties of a broker depend on whom the broker represents. If you are a prospective seller or landlord (owner) or a prospective buyer or tenant (buyer), you should know that the broker who lists the property for sale or lease is the owner’s agent. A broker who acts as a subagent represents the owner in cooperation with the listing broker. A broker who acts as a buyer’s agent represents the buyer. A broker may act as an intermediary between the parties if the parties consent in writing. A broker can assist you in locating a property, preparing a contract or lease, or obtaining financing without representing you. A broker is obligated by law to treat you honestly.

“IF THE BROKER REPRESENTS THE OWNER: The broker becomes the owner’s agent by entering into an agreement with the owner, usually through a written listing agreement, or by agreeing to act as a subagent by accepting an offer of subagency from the listing broker. A subagent may work in a different real estate office. A listing broker or subagent can assist the buyer does not represent the buyer and must place the interest of the owner first. The buyer should not tell the owner’s agent anything the buyer would not want the owner to know because an owner’s agent must disclose to the owner any material information known to the agent.

“IF THE BROKER REPRESENTS THE BUYER: The broker becomes the buyer’s agent by entering into an agreement to represent the buyer, usually through a written buyer representation agreement. A buyer’s agent can assist the owner but does not represent the owner and must place the interests of the buyer first. The owner should not tell a buyer’s agent anything the owner would not want the buyer to know because a buyer’s agent must disclose to the buyer any material information known to the agent.

“IF THE BROKER ACTS AS AN INTERMEDIARY: A broker may act as an intermediary between the parties if the broker complies with The Texas Real Estate License Act. The broker must obtain the written consent of each party to the transaction to act as an intermediary. The written consent must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker’s obligations as an intermediary. The broker is required to treat each party honestly and fairly and to comply with The Texas Real Estate License Act. A broker who acts as an Intermediary in a transaction:

(1) shall treat all parties honestly ;

(2) may not disclose that the owner will accept a price less than the asking price unless authorized in writing to do so by the owner.

(3) may not disclose that the buyer will pay a price greater than the price submitted in a written offer unless authorized in writing to do so by the buyer, and

(4) may not disclose any confidential information or any information that a party specifically instructs the broker in writing not to disclose unless authorized in writing to disclose the information or required to do so by The Texas Real Estate License Act or a court order or if the information materially relates to the condition of the property. With the parties’ consent, a broker acting as an intermediary between the parties may appoint a person who is licensed under The Texas Real Estate License Act and associated with the broker to communicate with and carry out instructions of one party and another person who is licensed under that Act and associated with the broker to communicate with and carry out instructions of the other party.

“If you choose to have a broker represent you, you should enter into a written agreement with the broker that clearly establishes the broker’s obligations and your obligations. The agreement would state/how and by whom the broker will be paid. You have the right to choose the type of representation, if any, you wish to receive. Your payment of a fee to a broker does not necessarily establish that the broker represents you. If you have any questions regarding the duties and responsibilities of the broker, you should resolve those questions before proceeding.”

Received (Applicant’s Signature)

Date



Quest Property Services, Inc./ Fort Worth Management and Mid-Cities Management, Inc.

APPLICATION WORKSHEET & QUALIFYING STANDARDS

(TO BE COMPLETED BY OFFICE ONLY. APPLICANT, DO NOT WRITE ON THIS FORM.)

Application Worksheet For: _____ Date: _____
(applicant's name)

QUALIFYING STANDARDS for the property located at: _____
(property address)

- 1. Automatic Disapproval (regardless of scores in the other sections)
A. Gross Monthly Income (or available funds) - must be 3 times the rent amount if the monthly rent is \$1000 or less and 3.5 times the rent amount if the monthly rent is more than \$1000/ Does not meet income amount needed to qualify *
B. Falsification of application
C. Prior Eviction - within past 24 months IF PAID or from anytime that is UNPAID
D. Bankruptcy - Not Discharged/Satisfied (still active)
E. Criminal Record (Felonies/ Deferred Adjudication or any other form of a plea bargain)
F. Outstanding debt to current or previous landlord (rental residence)/ mortgage company
G. Unpaid "Bad Check(s)" (Insufficient Funds, etc.)
H. Federal Tax Lien
I. Unsatisfied breach of current or prior lease
J. Applicant is under 18 years of age and does not qualify as an "adult" per Texas' state laws
K. Occupants exceed 2 per bedroom** in dwelling
L. Pets: (criteria specific to the Property)
i. More than _____ pet(s)
ii. Age of pet is less than 1-year (12 months)
iii. Exceeds _____ # -inside/ _____ # -outside weight limit
iv. Disallowed animals/creatures (mixed/ full/ derivative thereof): Doberman, Rottweiler, Pitt Bull, Chow, Wolf-type, any undomesticated animal/creatures
v. Other: _____
M. Other: _____

A. _____
B. _____
C. _____
D. _____
E. _____
F. _____
G. _____
H. _____
I. _____
J. _____
K. _____
L. _____
M. _____

- 2. Rental/Mortgage History
A. Less than 6 months verifiable rental/mortgage history (5 pts)
B. NSF checks (4 pts each) within past 24 months
C. Number of times late (4 pts each) within past 24 months

TOTAL FOR SECTION 2: _____

- 3. Employment/Income*
A. No verifiable employment/ income production (20 pts)

TOTAL FOR SECTION 3: _____

- 4. Credit (last 24 months)
A. Non-voluntary repossession (4 pts. each)
B. Non-medical accounts placed for collection or charged to P & L (4 pts. each)
C. Accounts past due (days = points each) 60+ = 1/ 90+ = 2/ 120+ = 3

TOTAL FOR SECTION 4: _____

ANY APPLICATION WITH AN ITEM/ SUB-ITEM APPLICABLE IN SECTION 1 OR TOTALING 20 POINTS OR MORE IN ONE (OR MORE) OF SECTIONS 2,3* OR 4 WILL BE DISAPPROVED FOR ONE OF OUR PROPERTIES.

[] Approved or [] Disapproved _____
Signature of Erika Hashem or Audrey Cooper

_____/_____/_____
DATE

* Lease Guarantors are permissible if verified application satisfies all other criteria except section(s)1(a) or 3. However, a guarantor must submit a separate application and applicable application fees and the verified results of their application MUST satisfy ALL Qualifying Standards of the property.

** A bedroom is defined as a fully enclosed room with its own entry door, closet, and ventilation (air-duct, window, etc.).