

TJM Realty Group, Inc.

1104 Mission Hills, Marble Falls, TX 78654

Phone: 830-693-1100 Fax: 830-693-1121

RENTAL APPLICATION PROCESS:

1. **Complete the application packet** (all pages). Deliver your application packet along with the appropriate application fee to TJM. (Application fees are non-refundable). Please PRINT neatly and complete all information – illegible and incomplete applications cannot be processed.
2. **Note if you have locked or frozen your Credit Reports:** It is the applicant's responsibility to ensure that they unlock or unfreeze their credit reports prior to submitting their application for approval. If TJM Realty Group is forced to re-run a credit report because it was frozen or locked, the applicant will be required to pay a 2nd non-refundable application fee so we can re-run the applicant's credit after they have unlocked or unfrozen their accounts.
3. **Note for those applicants whose employers use the "Work Number" to verify their employment and income:** Some larger employers use a service such as *Work Number* to verify the income and employment of their employees. In these cases, it will be the responsibility of the applicant to prepay any fee or fees associated with our accessing this service. Fees can range from \$35.00 to \$50.00 per person.
4. **Upon approval, you will be given an approval letter and move-in checklist.** We continue to show the property until we receive your application deposit. Once your application deposit is received, the property is taken off the market. The Application Deposit is non-refundable.
5. **Prior to move-in day, all items on the move-in checklist must be completed.** Failure to complete all items on the checklist will delay your move-in.
6. **On move-in day, bring everything on your move-in checklist.** Your application deposit will be applied to your security deposit once you move in. All funds for move-in must be in the form of cashier's check or money order.
7. **All posted security deposits & pet deposits are minimum amounts.** TJM Realty Group reserves the right to increase security deposits and pet deposits based on credit history, rental history, employment history, etc.

Signing this acknowledgement indicates that you have had the opportunity to review the landlord's tenant selection criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.

I have read and fully understand this rental application process. I understand that the application fee is non-refundable.

X _____ DATE _____

X _____ DATE _____

PRIVACY POLICY FOR PERSONAL INFORMATION OF RENTAL APPLICANTS AND RESIDENTS.

We are dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure 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 or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either 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 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 us in the future.

How the information is protected and who has access. In our company, only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

How your Credit Report is protected and who has access. In our company, only senior management of TJM Realty Group have access to the information provided by the credit reporting agencies. We only review this information online and never download, save, print or share your credit report with anyone.

How the information is disposed of. After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

Locator services. If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees-even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their privacy policies, as well.

Thank you,

The Management

TJM Realty Group, TJM Properties, LP

Tenant's Name: _____

Tenant's Signature: _____

**TJM REALTY GROUP
1104 MISSION HILLS
MARBLE FALLS, TX 78654
830-693-1100/830-693-1121 Fax**

Rental Application

FOR OFFICE USE ONLY	
DATE _____	PROPERTY _____
APT. NO. _____	RENT \$ _____
AGENT _____	

Please complete all requested information on the front and back of this form. Thank you for your interest in our apartments.

Date of Application _____	Desired Date of Occupancy _____
Type and Size of Apartment Wanted (No. of Bedrooms, etc.) _____	

PERSONAL INFORMATION

APPLICANT'S FULL NAME _____ **Date of Birth** _____
Social Security No. _____ **Driver's License No./State** _____

CO-APPLICANT'S FULL NAME _____ **Date of Birth** _____
Social Security No. _____ **Driver's License No./State** _____ **Relationship** _____

Full Names of All Other Residents:	Relationship to You	Date of Birth

How Many Pets Do You or Other Occupants Own? _____
 Kind of Pet, Breed, Weight and Age _____
 How Did You Hear About Our Property? _____

RESIDENCE HISTORY

PRESENT ADDRESS _____
 Present Telephone _____ Dates From: _____ To: _____
 Present Landlord or Mortgage Co. _____ Telephone _____
 Monthly Payment \$ _____ Reason for Moving _____

PREVIOUS ADDRESS _____
 Dates From: _____ To: _____
 Previous Landlord or Mortgage Co. _____ Telephone _____
 Monthly Payment \$ _____ Reason for Moving _____

EMPLOYMENT INFORMATION

PRESENT EMPLOYER _____ Dates From: _____ To: _____
 Employer's Address _____ Telephone _____
 Position _____ Supervisor _____ Gross Monthly Salary \$ _____

PREVIOUS EMPLOYER _____ Dates From: _____ To: _____
 Employer's Address _____ Telephone _____
 Position _____ Supervisor _____

CO-APPLICANT'S EMPLOYER _____ Dates From: _____ To: _____
 Employer's Address _____ Telephone _____
 Position _____ Supervisor _____ Gross Monthly Salary \$ _____

Email Address: _____

BANKING AND CREDIT REFERENCES

~~BANK NAME & BRANCH _____ Telephone _____
 Checking Acct. No. _____ Savings Acct. No. _____
 Loan Acct. No. _____ Monthly Payment \$ _____
 CREDIT REFERENCE _____ Telephone _____
 Address _____ Account No. _____
 CREDIT REFERENCE _____ Telephone _____
 Address _____ Account No. _____
 OTHER REFERENCE _____
 Address _____~~

OTHER INFORMATION

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) _____
 Make/Model _____ Year _____ Color _____ Tag No./State _____
 Make/Model _____ Year _____ Color _____ Tag No./State _____
 Other Car, Motorcycle, etc. _____

Total Gross Monthly Household Income \$ _____

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ _____ Per _____ Source _____ Telephone _____
 Amount \$ _____ Per _____ Source _____ Telephone _____

Comments: _____

HAVE YOU OR CO-APPLICANT EVER: Been sued for non-payment of rent? Yes No
 Been evicted or asked to move out? Yes No Broken a Rental Agreement or Lease? Yes No
 Been sued for damage to rental property? Yes No Declared Bankruptcy? Yes No

In Case of Personal Emergency, Notify: _____ Relationship _____
 Address _____ Home Phone _____ Work Phone _____

I hereby make application for an apartment and certify that this information is correct. I authorize you to contact any references that I have listed. I also authorize you to obtain my consumer credit report from your credit reporting agency, which will appear as an inquiry on my file.

APPLICANT'S SIGNATURE _____
 CO-APPLICANT _____
 DATE SIGNED _____

FOR OFFICE USE ONLY — DO NOT WRITE BELOW

Date Application Received _____ Received By _____

REFERENCE VERIFICATION	REMARKS
<input type="checkbox"/> Present Landlord	
<input type="checkbox"/> Previous Landlord	
<input type="checkbox"/> Employment	
<input type="checkbox"/> Previous Employ.	
<input type="checkbox"/> Co-Applicant Employ.	
<input type="checkbox"/> Bank	
<input type="checkbox"/> Credit (1)	
<input type="checkbox"/> Credit (2)	
<input type="checkbox"/> Credit (3)	
<input type="checkbox"/> Other	

RECORD OF PAYMENTS RECEIVED		
Date	Description	Amount

THIS APPLICATION: Approved Not Approved

Date _____
 By _____
 Assigned to Apt. No. _____ Rent \$ _____
 Apartment Address _____
 Applicant Notified By _____
 Anticipated Move-In Date _____





TEXAS ASSOCIATION OF REALTORS®

AUTHORIZATION TO RELEASE INFORMATION RELATED TO A RESIDENTIAL LEASE APPLICANT

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.
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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:

_____	TJM Realty Group	_____	(name)
_____	1104 Mission Hills	_____	(address)
_____		_____	(city, state, zip)
_____	(830)693-1100	_____	(phone)
_____		(830)693-1121	(fax)
_____	info@tjmrealtygroup.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.

(TAR-2003) 1-1-14



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 coincidental 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.

<u>TJM Realty Group, Inc.</u>	<u>530529</u>	<u>joan@tjmrealtygroup.com</u>	<u>(830)693-1100</u>
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
<u>Joan Blankenship</u>	<u>404599</u>	<u>joan@tjmrealtygroup.com</u>	<u>(830)693-1100</u>
Designated Broker of Firm	License No.	Email	Phone
_____ Licensed Supervisor of Sales Agent/ Associate	_____ License No.	_____ Email	_____ Phone
_____ Sales Agent/Associate's Name	_____ License No.	_____ Email	_____ Phone
_____ Buyer/Tenant/Seller/Landlord Initials		_____ Date	

Regulated by the Texas Real Estate Commission

Information available at www.trec.texas.gov