

## LEASE APPLICATION

### Landlord or Property Manager

Michael L Byars  
2670 Crowfield Road  
Houston, TX 85034  
(602) 930-5570

### Rental Property

1921 Monroe Street  
Houston, TX 77063

### Applicant

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_  
Driver's License No. \_\_\_\_\_ Driver's License State of Issue \_\_\_\_\_

### Residence History

Provide at least three (3) year(s) of history.

Current Address \_\_\_\_\_ Unit No. \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Dates of Residence: From \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_  
Monthly Rent \$ \_\_\_\_\_  
Reason For Moving \_\_\_\_\_  
Check one: Own \_\_\_\_\_ Rent \_\_\_\_\_ Other (specify) \_\_\_\_\_  
If Rent, Name of Landlord \_\_\_\_\_  
Landlord Phone No. \_\_\_\_\_

Previous Address \_\_\_\_\_ Unit No. \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Dates of Residence: From \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_  
Monthly Rent \$ \_\_\_\_\_  
Reason For Moving \_\_\_\_\_  
Check one: Own \_\_\_\_\_ Rent \_\_\_\_\_ Other (specify) \_\_\_\_\_  
If Rent, Name of Landlord \_\_\_\_\_  
Landlord Phone No. \_\_\_\_\_

### Employment / Financial

Provide at least one (1) year(s) of history.

Current Employer \_\_\_\_\_ Position/Title \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_

Monthly Income \$ \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position/Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_

Monthly Income \$ \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position/Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_

Monthly Income \$ \_\_\_\_\_

### **Other Sources of Income**

(Provide any other sources of income that you want the Landlord to consider.)

Source of Income \_\_\_\_\_ Amount of Income \_\_\_\_\_

Source of Income \_\_\_\_\_ Amount of Income \_\_\_\_\_

Source of Income \_\_\_\_\_ Amount of Income \_\_\_\_\_

### **Financial Accounts**

(Examples include Savings Account, Checking Account, Credit Account)

Name \_\_\_\_\_ Account Type \_\_\_\_\_ Account Number \_\_\_\_\_

Name \_\_\_\_\_ Account Type \_\_\_\_\_ Account Number \_\_\_\_\_

Name \_\_\_\_\_ Account Type \_\_\_\_\_ Account Number \_\_\_\_\_

Name \_\_\_\_\_ Account Type \_\_\_\_\_ Account Number \_\_\_\_\_

Name \_\_\_\_\_ Account Type \_\_\_\_\_ Account Number \_\_\_\_\_

### **List All Other Occupants at the Property**

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

### **Other**

Have you ever been convicted of a crime? (Yes or No) \_\_\_\_\_

If yes, provide explanation \_\_\_\_\_

Have you ever declared bankruptcy? (Yes or No) \_\_\_\_\_

If yes, provide explanation \_\_\_\_\_

### **Emergency Contact**

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

I authorize the verification of all statements and information provided in this application, including rental history, current and previous employment, income, bank and credit account details and any other relevant

information necessary to evaluate this application. I also authorize the use any information to perform a credit and/or criminal check. I understand that if I provide any false or incomplete information in this application, my application may be rejected and/or rental agreement terminated.

I certify that all statements provided in this application are true, correct and complete.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

IT IS AGAINST THE LAW TO DISCRIMINATE AGAINST ANY PERSON IN THE TERMS, CONDITIONS, PRIVILEGES OR RENTAL OF A DWELLING, OR IN THE PROVISION OF SERVICES OR FACILITIES IN CONNECTION WITH SUCH DWELLING, BECAUSE OF RACE, AGE, GENDER, RELIGION, SEX, HANDICAP, FAMILIAL STATUS AND/OR DISABILITY. IN ADDITION, STATE AND LOCAL LAWS MAY PROTECT ADDITIONAL CLASSES FROM HOUSING DISCRIMINATION.

This page intentionally left blank.

---

## GENERAL INSTRUCTIONS

### WHAT IS A LEASE OR RENTAL APPLICATION?

A Lease or Rental Application is a form used by Landlords to find responsible renters or tenants.

Before renting their home, condo, apartment, or basement studio, Landlords should screen prospective tenants for trustworthiness and reliability. A standard Lease or Rental Application allows Landlords to run a background check and credit check on each person who wants to live on their property. The Landlord may charge an application fee to cover the cost of checking your criminal and credit history.

### WHAT TO INCLUDE IN AN APPLICATION

A simple Lease or Rental Application should generally help the Landlord identify:

- **Where** the Tenant has lived before plus the name and contact info of previous Landlords
- **What** the Tenant does for a living or how they will pay rent (current/previous employers)
- **When** the Tenant declared bankruptcy or was convicted of a crime
- **Why** the Tenant is unable to find housing elsewhere
- **Who** else may live at the property with the Tenant

A basic Lease or Rental Application will identify the following basic elements:

- Applicant: name, date of birth, social security number, and driver's license of renter
- Residence History: current and previous places the renter has lived and their landlords
- Employment: current and previous work places, monthly income, and supervisors
- Other Sources of Income: list of savings, checking, and credit accounts Other Occupants: name of other people who will live on the Premises
- Criminal History: whether the person has been convicted of a crime in the past
- Bankruptcy: whether the person has previously declared bankruptcy
- Co-Signer: Guarantor or person who will co-sign and pay if the applicant is unable to pay

### LEASE APPLICATION VS RENTAL APPLICATION

A Lease Application is usually used when the Tenant will stay on the Premises long term for 12 months or longer, whereas a Rental Application is used for short term stays like a month-to-month.

### ACCEPTABLE QUESTIONS

A Landlord can ask questions that relate to the Tenant's financial situation and past housing experiences. Questions about smoking, pets, previous residential history, employment history are allowed on an application. Questions should not violate the Fair Housing Act. For example, questions about race, color, religion, national origin, gender, age, familial status, disabilities, or marital status should not be asked on a application

### WHAT CAN IT BE USED FOR?

Landlords often use a Lease or Rental Application to find the best renter in the following situations:

- Rental properties are in high demand in your area
- Concern about the ability of renters to pay consistently
- Rent control or rent stabilization laws make it difficult to raise rent in the future
- Eviction procedures in the area make it difficult to remove a troublesome Tenant

### CONSEQUENCES OF NOT USING AN APPLICATION

Landlords could save themselves a lot of time and money if they invest in properly screening potential renters. Tenants can provide recent pay stubs, a W2, or an employment offer letter as proof of income. Even after the potential renter fills out the application, the Landlord should put in the time to actually call previous employers and landlords.

Landlords should use a Lease or Rental Application to avoid being accused of unfairly discriminating against a renter. If an application is part of your standard practice, all potential renters get the same treatment.