

Application Instructions

1. Application and application instructions must be fully completed per the instructions on this form, initialed and signed or the application will not be accepted. Anyone over the age of 18 must submit application and pay application fee. Unfortunately, there can be no exceptions. If a guarantor is required, each guarantor will need to fill out an application and pay an application fee as well.
2. Do **not** check either box on page 3 regarding fees. Application fees are NON-REFUNDABLE and will not be applied to the security deposit.
3. Non-Refundable application fee can be submitted one of two ways. Personal checks will **not** be accepted.
 - a. Money order/Cashier's check – Make payable to Alexa Goodman in the amount of \$50.00 for each applicant 18 or older delivered to RE/MAX 3360 Long Prairie Road Ste. 100 Flower Mound TX 75022
 - b. Credit card payment – Submit via PayPal to customerservice@goodmanrealestategroup.com. Amount is \$50.00 for each applicant 18 or older. E-checks are **not** accepted. Payment **MUST** reference property address..
4. On page 4, the landlord's representative must be listed as follows:

Goodman Real Estate Group - Alexa Goodman
3360 Long Prairie Road Ste. 100 Flower Mound TX 75022
972-999-1511
alexag@remax.net

5. Please provide 2 copies of most recent paycheck stubs with the application. If self-employed, please provide tax returns for previous year and last 60 days of bank statements.
6. No additional funds except for application fee will be accepted until application is approved. After the application has been reviewed and everything has been received from the applicants, the applicant will receive a link from SmartMove asking them to fill out some basic information for the background and credit check.
7. The property will not be taken off the market and will be made available to other prospective tenants until the security deposit, one full month's (both in cashier's check or money order form **ONLY**) and tenant initialed and signed lease agreement is delivered to our office at RE/MAX 3360 Long Prairie Road Ste. 100 Flower Mound, Texas 75022. **CASH WILL NOT BE ACCEPTED FOR ANY REASON.**
8. The lease agreement that will be provided is **NOT** to be changed or altered in any way. Any submitted changed or altered tenant signed lease agreement will be voided and discarded and the property will be made available to other applicants.
9. If pets are allowed by the owner, pets must be 25 pounds or less and non-aggressive breeds **ONLY**. Pictures of all pets must be sent to alexag@remax.net. Please submit documentation from a veterinarian office that describes the breed of the animal and details most recent shot records.
10. Pursuant to Property Code Section 92.3515, the Tenant Selection Criteria listed below are being provided to you. The following constitutes grounds upon which Landlord will be basing the decision to lease the Property to you. If your application is denied based upon information obtained from your credit report, you will be notified.

Criminal History: Landlord may perform a criminal history check on you to verify the information provided by you on the Lease Application. Landlord's decision to lease the Property to you may be influenced by the information contained in the report.

Previous Rental History: Landlord may verify your previous rental history using the information provided by you on the Lease Application. Your failure to provide the requested information, provision of inaccurate information, or information learned upon contacting previous landlords may influence Landlord's decision to lease the Property to you.

Initials

Initials

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Current Income: Landlord may ask you to verify your income as stated on your application. Depending upon the rental amount being asked for the Property, the sufficiency of your income along with the ability to verify the stated income, may influence Landlord’s decision to lease the Property to you.

Credit History: Landlord may obtain a Credit Reporting Agency (CRA) report, commonly referred to as a credit report, in order to verify your credit history. Landlord’s decision to lease the Property to you may be based upon information obtained from this report. If your application is denied based upon information obtained from your credit report, you will be notified.

Failure to Provide Accurate Information in Application: Your failure to provide accurate information in your application or your provision of information that is unverifiable will be considered by Landlord when making the decision to lease the Property to you.

11. A walk-through with a property manager will not be performed at the time of move-in or move-out. Management details and catalogs each property with pictures and notes prior to each move in. Keys will be made available for pick-up at RE/MAX 3360 Long Prairie Rd Flower Mound TX 75022 during normal office hours. The property (yard and home) will be leased “as is”. Any requests **MUST** be listed on the top of page one of the TAR-2003 application and receive written approval from the owner or management. If the property is occupied when visited, the property will be cleaned and carpets cleaned, if applicable, after the current tenant moves out. If the property is vacant when visited, the property will not be re-cleaned prior to tenant taking possession without this request being added to the TAR-2003 at application submission and approved in writing. Tenant’s agent will provide the tenant with an “Inventory and Conditions Form” that is to be returned based on the requirements of the written lease agreement.
12. Have all applicants seen the home in person? Please circle one: **Yes** **No**

If **No** is circled, please explain: _____

By signing below, I confirm that I have read, understood, and will comply with all application instructions. I consent to Goodman Real Estate Group, LLC and its representatives releasing all information obtained during the application process, including but not limited to, TAR form 2003, credit report, employment history and criminal history to any and all owners of the property or any other relevant party that may be otherwise included in the application process.

_____	_____	_____	_____
Applicant’s Signature	Applicant’s Signature	Applicant’s Signature	Applicant’s Signature
_____	_____	_____	_____
Date	Date	Date	Date