



NEW LEAF PROPERTIES LLC

YOUR RESIDENTIAL PROPERTY MANAGEMENT EXPERTS

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Complete, sign or collect the following documents:

-  ***New Leaf Properties Application Procedures (See next page)***
-  ***Residential Lease Application:*** (TAR 2003). *Note: Each adult tenant 18 years of age or older must complete a separate residential lease application.
-  ***Last two (2) most recent pay advices*** (For salaried or hourly applicants) -OR-
-  ***Most recent tax return(s) or 6 months of bank statements*** (For self employed applicants)

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Submit your application(s) and income documents:

-  ***FAX TO:*** 972-393-2155
- or*
-  ***EMAIL TO:*** Wes@WesAshworth.com

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Visit our website to pay your \$45 non-refundable application fee(s):

-  ***<https://newleaf.managebuilding.com>***
-  ***Select APPLY NOW***
-  ***Complete the online form and pay your application fee(s)***
-  ***Check your email:*** Upon paying your application fee on our website, you will receive an email requesting authorization to perform a credit check by TransUnion SmartMove. *Please watch for this email and promptly authorize the process.*
-  ***Note:*** *your credit card will not be charged if your paper application fails an initial review (step 1)*



Application Procedures

***Please Read Completely and Carefully before making application. A signed copy of these procedures must accompany all applications!**

Criteria affecting approval/disapproval: Several factors are considered including credit history, employment and rental history, debt to income ratio, criminal record, the number and size of pets, and familial makeup. (For example – some landlords do not want several single individuals leasing a house together as individual separate tenants. Inquire before applying.) All factors are considered and in most cases an otherwise negative factor or situation can be overcome through the conveyance of additional security deposit. In cases of serious and or recent criminal conviction/activity including but not limited to sexual crimes, distribution of drugs, domestic violence, cases involving acts of violence, or applicants with the following dogs; Pit Bulls, Rotweilers, Wolf hybrids, Akitas, Mastiff, American Bulldogs, Chows, Doberman Pinschers or any mix of these breeds or dog with a bite history which may result in insurance coverage being cancelled will be disapproved.

Application Procedures:

- (1) Application fee \$45 for every adult over the age of 18. No personal checks will be accepted for application fees! Pay online at <https://newleaf.managebuilding.com> For example, a married couple will have two applications and total application fees of \$90. Applications fees are non-refundable. Applications will NOT be processed until application fee is paid and credit/background check is authorized.
- (2) Use TAR 2003 Form, and complete in its entirety, including signatures. Make sure you provide correct contact information for current landlord and employer. To expedite the process provide last two pay stubs, or for self employed latest tax return or last 6 months of bank statements.
- (3) Some parts of the application process are handled by third party providers. Per this agreement no written information may be provided to another party including the applicant or landlord.
- (4) Once all required information is received, a final determination will be made and conveyed verbally by the landlord or New Leaf Properties depending on prior agreement. Once a decision is reached the applicant or applicant's agent will be contacted.
- (5) If disapproved for credit reasons and the applicant wishes a written explanation will be provided with instructions for contacting the required credit reporting agency(s) to request a copy of their credit report.
- (6) **When more than one party is applying to lease a property (multiple applications) all will be processed and presented to the landlord at one time. Landlord will approve the best applicant based on the above stated criteria.**



Approved Applicants:

(1) Will be notified and encouraged to promptly come in to sign the lease and convey the security deposit. Until this is done the property is still legally available, will continue to show, applications processed and therefore the property can still be leased to someone else. Applicant(s) understand they may lose the property to another applicant if they delay signing the lease and conveying the security deposit.

(2) Security deposits must be conveyed in certified funds only (cashier checks, or money orders.)

(3) Tenants are responsible for placing utilities in their name beginning the first day of the lease. Any interruption in service is entirely the tenant's responsibility.

Move in:

(1) Tenants will meet at our office or the property during normal business hours Monday through Friday 9-6pm to pay the first month lease payment, receive keys, and additional paperwork.

(2) First months lease payment must be in certified funds (cashier check or money order) made out to New Leaf Properties. Further monthly payments may be by personal check or certified funds. Initial possession of the property **MUST** be in certified funds only.

(3) A walk through is not performed at time of move in. Instead, tenants will be provided an ***Inventory and Condition*** form to complete attesting to the condition of the property at move in. This form is to be turned into New Leaf Properties as specified in the lease. This form will be kept on file and used to compare against the condition of the property at lease end. New Leaf Properties does not perform a walk through with tenants at lease ending.

(4) Cleanliness is a very subjective thing. A professional cleaning was done after the previous tenants moved out. Some changes may occur if there has been a lapse in time since the cleaning. Any discrepancies should be recorded on the ***Inventory and Condition*** form, but New Leaf Properties will not send out a cleaner for minor discrepancies.

Applicant Signature

Applicant Signature

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: \$ _____
Initial Lease Term Requested: _____ (months)

Property Condition: Applicant is strongly encouraged to view the Property prior to submitting any application. Landlord makes no express or implied warranties as to the Property's condition. Applicant requests Landlord consider the following repairs or treatments should Applicant and Landlord enter into a lease: _____

Applicant was referred to Landlord by:

Real estate agent _____ (name) _____ (phone) _____ (e-mail)
 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: (Do not insert the name of an occupant or co-applicant.)

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 or Property Manager'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)

Landlord or Property Manager's Name: _____ Email: _____
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____

Residential Lease Application concerning _____

Date Moved-In _____ 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 Plate No./State | Mo.Pymnt. |
|------|------|------|-------|-------------------------|-----------|
| | | | | | |
| | | | | | |

Will any pets (dogs, cats, birds, reptiles, fish, and other pets) be kept on the Property? yes no

If yes, list all pets to be kept on the Property:

| Type & Breed | Name | Color | Weight | Age in Yrs. | Gender | Neutered? | Declawed? | Rabies Shots Current? | Bite History? |
|--------------|------|-------|--------|-------------|--------|---|---|---|---|
| | | | | | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| | | | | | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| | | | | | | <input type="checkbox"/> Y <input type="checkbox"/> N |
| | | | | | | <input type="checkbox"/> Y <input type="checkbox"/> N |

| | |
|--------------------------|--------------------------|
| Yes | No |
| <input type="checkbox"/> | <input type="checkbox"/> |

- Will any waterbeds or water-filled furniture be on the Property?
- Does anyone who will occupy the Property smoke?
- Will Applicant maintain renter's insurance?
- Is Applicant or Applicant's spouse, even if separated, in military?
If yes, is the military person serving under orders limiting the military person's stay to one year or less?
- Has Applicant ever:
 - been evicted?
 - been asked to move out by a landlord?
 - breached a lease or rental agreement?
 - filed for bankruptcy?
 - lost property in a foreclosure?
 - had any credit problems, including any outstanding debt (e.g., student loans or medical bills), slow-pays or delinquencies?
 - been convicted of a crime?
- Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.
- Is there additional information Applicant wants considered?

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

Residential Lease Application concerning _____

Additional comments: _____

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 \$ _____ to _____ (entity or individual) for processing and reviewing this application. Applicant submits will not submit an application deposit of \$ _____ to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed.

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 e-mail fax in person that Applicant was

approved not approved. Reason for disapproval: _____



TEXAS ASSOCIATION OF REALTORS®
**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:

_____ **NEW LEAF PROPERTIES LLC, WES ASHWORTH** _____ (name)
_____ **P O BOX 2662** _____ (address)
_____ **COPPELL, TX 75019** _____ (city, state, zip)
_____ **(972)393-9631** _____ (phone) _____ **(972)393-2155** _____ (fax)
_____ **WESA@RMDFW.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.