Bella Real Estate, Inc. Lease Applicant Guidelines

Each applicant 18 years or older must fill out a Residential Lease Application. A $40.00 non-refundable fee must be turned in at the time of application. A Color Photo Copy of a Valid ID must be turned in at time of application.

The application process usually takes 2 business days but may take longer depending on how long it takes to obtain employment and rental verifications.

Once you are approved you have 3 days to execute all lease documents and turn in the Application Deposit to hold the property. The property will remain on the rental market until these conditions are met.

To qualify for a property you must have:

- Minimum credit score of 599 and good credit
- At least ONE applicant must have income 3 times the amount of the rent to qualify. Incomes may not be combined unless you are married. If Self-Employed you must attach 2 years worth of tax returns – no exceptions.
- ANY Criminal charges may be grounds for automatic rejection.
- At least ONE year of rental history is required with minimal late pays, violations, & NSF payments. If you own your current home, the mortgage should be current and not in default.

  o Failure to meet all of the above criteria may result in:
    - Automatic denial
    - An Application Deposit 2x the amount stipulated in the lease listing

Bella Real Estate, Inc. reserves the right to reject any application due to any one or a combination of the following:

- False or insufficient application information; Credit score 598 or less, credit showing delinquent accounts with collection balances due; foreclosures, bankruptcies, liens against the applicant for taxes or child support, judgments against the applicant for evictions or property damage; Rental histories showing excessive late payment, NSF checks, property damage, lease violations; Income shortages less than the required 3 times monthly rent; Criminal histories showing felonies, misdemeanors, DWIs, DUIs, theft by check, domestic violence;

Bella Real Estate, Inc. reserves the right to use ACH Check Conversion for any checks tendered.

“When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.”

I have read and understand the above stated rental qualification criteria and hereby submit my Residential Lease Application to Bella Real Estate, Inc.

Applicant Signature    Date

If you are requesting Maintenance Items above and beyond a normal make-ready as a condition of move-in, please list them here (i.e. full paint, new flooring, etc.) Requests may affect acceptance of your application:

____________________________________________

Required Documents:    □ $40 App fee    □ TAR Lease Application
Other Documents:        □ Pay Stubs    □ New Hire Offer Letter
□ Photo IDs for Applicant(s)    □ Color Pet photos
□ Tax Return for 2 years

Revised 06/2011

RESIDENTIAL LEASE APPLICATION

Each occupant and co-applicant 18 years or older must submit a separate application.

Property Address:

Anticipated: Move-in Date: __________ Monthly Rent: $ __________ Security Deposit: $ __________

Applicant was referred to Landlord by:

☐ Real estate agent ____________________________ (name) ____________________________ (phone)

☐ 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 __________ Hair Color ____________________________ Height __________ Weight ____________________________

Marital Status ____________________________ Citizenship ____________________________ (country)

Emergency Contact: 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’s Name: ____________________________ Email: ____________________________

Phone: ____________________________ Fax: ____________________________

Date Moved-In __________ Move-Out Date __________ Rent $ ________

Reason for move: ____________________________

Applicant’s Previous Address: ____________________________ Apt. No. ____________________________ (city, state, zip)

Previous Landlord’s Name: ____________________________ Email: ____________________________

Phone: ____________________________ Fax: ____________________________

Date Moved-In __________ Date Moved-Out __________ Rent $ ________

Reason for move: ____________________________

Applicant’s Current Employer: ____________________________ (street, city, state, zip)

Address: ____________________________

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.

(TAR-2003) 10-16-07 Bella Real Estate, Inc. 2501 W. William Cannon, Bldg 2, Suite 207 Austin, TX 78745 Phone: 512-693-4772 104 Fax: 866-669-6803 Marissa McCracken Application

Produced with ZipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 www.zipLogix.com
Residential Lease Application concerning ________________________________

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:

<table>
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<tr>
<th>Type</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>License/State</th>
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List all pets to be kept on the Property (dogs, cats, birds, reptiles, fish, and other pets):

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<tr>
<th>Type &amp; Breed</th>
<th>Name</th>
<th>Color</th>
<th>Weight</th>
<th>Age</th>
<th>Gender</th>
<th>Neutered?</th>
<th>Declawed?</th>
<th>Rabies Shots Current?</th>
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Will any waterbeds or water-filled furniture be on the Property? □ Yes □ No

Does anyone who will occupy the Property smoke? □ Yes □ No

Will Applicant maintain renter’s insurance? □ Yes □ No

Is Applicant or Applicant’s spouse, even if separated, in military? □ Yes □ No

If yes, is the military person serving under orders limiting the military person’s stay to one year or less? □ Yes □ No

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, slow-pays or delinquencies?
- been convicted of a crime?

Is any occupant a registered sex offender? □ Yes □ No

Are there any criminal matters pending against any occupant? □ Yes □ No

Is there additional information Applicant wants considered? □ Yes □ No

Explanation

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.

(TAR-2003) 10-16-07

Produced with ZipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026  www.zipLogix.com
Residential Lease Application concerning ____________________________________________

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 $40.00 for processing and reviewing this application and (check only one box if applicable):

☐ (1) $n/a to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed.

☐ (2) an Application Deposit of $n/a in accordance with the attached Agreement for Application Deposit and Hold on Property (TAR No. 2009 or similar agreement).

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: __________________________________________

(TAR-2003) 10-16-07
I, ________________________________ (Applicant), have submitted an application to lease a property located at ________________________________ (address, city, state, zip).

The landlord, broker, or landlord’s representative is:

Bella Real Estate, Inc.  
2501 W William Cannon #207  
Austin TX 78745

(512) 693-4772  
info@bella4u.com

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.