



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:
 - o that the owner will accept a price less than the written asking price;
 - o that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
 - o any confidential 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>The Groove Realty</u>	<u>601444</u>	<u>Meghan@ThegrooveRealty.com</u>	<u>(512)876-9159</u>
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
<u>Designated Broker of Firm</u>	<u>License No.</u>	<u>Email</u>	<u>Phone</u>
<u>Licensed Supervisor of Sales Agent/ Associate</u>	<u>License No.</u>	<u>Email</u>	<u>Phone</u>
<u>Sales Agent/Associate's Name</u>	<u>License No.</u>	<u>Email</u>	<u>Phone</u>
<u>Buyer/Tenant/Seller/Landlord Initials</u>		<u>Date</u>	

Regulated by the Texas Real Estate Commission

TXR-2501

The Groove Realty and Investments, 7500 W. Hwy. 71, Suite 104 Austin, TX 78735
Meghan Matta

Information available at www.trec.texas.gov

IABS 1-0 Date

Lease application

Phone: 512.876.9159

Fax:

Produced with Lone Wolf Transactions (zipForm Edition) 231 Shearson Cr. Cambridge, Ontario, Canada N1T 1J5 www.lwof.com



THE GROOVE REALTY

Lease Applicant Guidelines and Qualifying Criteria

The Application

Each person 18 years of age or older who will be occupying the property must submit a full application. All applicants must send in a signed and completed:

- **TAR Residential Lease Application**
- **Privacy Policy**
- **Lease Applicant Guidelines and Qualifying Criteria**
- **Proof of income**
- **Government issued photo ID**

Application packages should be e-mailed to the listing agent. Once the application package has been reviewed and pre-approved by the owner:

- Applicant(s) will receive a link via e-mail from Smart Move for credit checks, criminal history checks, eviction checks, and income screening. Applicant(s) will pay directly through this link for the screening process, approximately \$40.
- Applicant(s) must go to <https://thegrooverealty.petscreening.com> for pet screening.
 - If you do not have a pet, you must still complete this step. There is no fee.
 - If you have a pet, you must complete this step. The fee for the first pet is approximately \$20, and \$15 for each additional pet.
 - If you are requesting a reasonable accommodation for an assistance animal per Fair Housing, you must still complete this step. There is no fee.

Qualification Criteria and Security Deposit

- The security deposit must be remitted in certified funds (cashier's check) payable to the Owner and must be delivered within 1 banking day notice of application approval from The Groove Realty.
- At least six month's verifiable rental history or mortgage history is required. Rental history must come from an unbiased landlord, i.e. non-family member. Applicants must have minimal late pays with no evictions, lease violations, or NSF (non-sufficient funds) payments.

- Applicants must have verifiable income. The household income must be at least three times the monthly rent to qualify.
 - One month of most recent pay stubs must be submitted with application.
 - If applicant is self-employed, copies of bank statements for the past three months and a copy of the first page of the previous year's income tax return must be provided.
 - Other income sources must be verifiable with bank statements.
- Criminal charges may be grounds for automatic rejection.

Failure to meet all of the above criteria may result in:

1. Automatic denial.
2. An increased security deposit in excess of the amount stipulated in the lease listing, additional rent paid up front, and/or a lease Guarantor.

The landlord reserves the right to deny occupancy for the following reasons, but not limited to:

- Incomplete, inaccurate or falsification of information or unverifiable information
- Unsatisfactory credit history as determined by The Groove Realty and Investments and/or the Landlord
- Unpaid child support
- Tax liens, foreclosures, or bankruptcies
- Judgments against any applicant for evictions or property damage
- Criminal history by any applicant

Pet Policy

- As detailed in "The Application" section of this document, Applicant(s) must go to <https://thegrooverealty.petscreening.com> for pet screening.

If a pet is allowed at the property, it will be considered by the Landlord on a case-by-case basis. Certain types of dogs that may have violent tendencies are not allowed, such as Pit Bulls (AKA Staffordshire Terrier), Rottweilers, Dobermans, Chows, Akitas, Huskies, German Shepherds, or mixed breeds with any of the before mentioned. The Landlord reserves the right to deny any animal so please check with the leasing agent prior to applying. All pets are subject to an individual pet deposit. **Each pet requires a photograph to be submitted with the application** and a pet interview may be required.

IMPORTANT NOTICES

- If we are unable to verify any part of the above qualifications within three business days from the date of application submittal, the application may be denied.
- Application fee(s) are non-refundable.

I/WE, THE UNDERSIGNED HAVE READ, FULLY UNDERSTAND, AND AGREE TO THE ABOVE RENTAL QUALIFICATION CRITERIA.

Applicant Signature	
Applicant Signature	
Applicant Signature	
Applicant Signature	
Applicant Signature	
Applicant Signature	

Initial: _____ Initial: _____ Initial: _____
Initial: _____ Initial: _____ Initial: _____



THE GROOVE REALTY

PRIVACY POLICY ON PERSONAL INFORMATION

The Groove Realty is dedicated to protecting the privacy of all applicant information including Social Security and other government identification numbers. Our privacy policy is to help assure you that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information. The Owners/Landlords have also agreed to abide by our privacy policy to protect your personal information.

HOW INFORMATION IS COLLECTED

You will be furnishing some of your personal information (such as Social Security or other governmental identification numbers) at the time you apply to rent from our Owners/Landlords. This information will be on the lease application or other documents provided either on paper or electronically, and may be required for online screening vendors.

HOW AND WHEN INFORMATION IS USED

The Groove Realty and the Owner/Landlord may use this information in the process of verifying statements made on the lease application, such as rental, credit, criminal, background, and employment history. The information may be used when reviewing any lease renewal. The information may also be used to assist in obtaining payment of any amounts owed in the future.

HOW THE INFORMATION IS PROTECTED AND WHO HAS ACCESS

Only the Owner/Landlord and authorized persons at The Groove Realty are permitted access to provided Social Security or other governmental identification numbers. All documents containing this information are kept in a secure and locked area, accessible only by the Owner/Landlord and authorized persons at The Groove Realty.

DISPOSAL OF INFORMATION

After a Social Security or other governmental identification numbers is no longer needed, the information will be stored or destroyed in a manner that ensures that no unauthorized person will have access to it. The disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

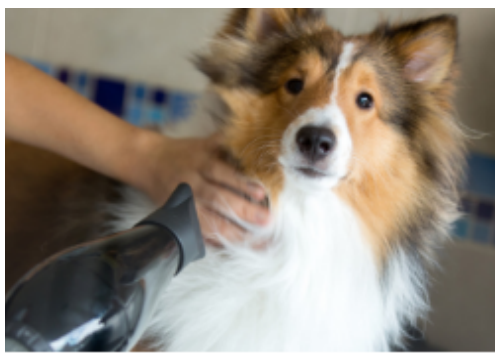
I/WE, THE UNDERSIGNED HAVE READ, FULLY UNDERSTAND, AND AGREE TO ADHERE TO THE ABOVE PRIVACY POLICY.

Applicant

Date

Applicant

Date



THE GROOVE REALTY

We encourage healthy and responsible pet interactions for all residents, and we strive to create a community that welcomes everyone and ensures a pet-responsible environment. We use a third-party pet application service that is simple and secure while storing your pet's information in one place.

This service makes it easy for Pet/Animal Owners to share their animal records with their Housing Provider, pet groomers, doggy daycares, dog walkers, pet sitters, vets, pet friendly hotels, and more.

PRICING

- \$20 for an individual Pet Profile
- \$15 for each additional Pet Profile
- No charge (\$0) for an Assistance Animal Accommodation Request
- No charge (\$0) for a No-Pet profile

All profiles are active for one year upon completion.

HOW TO MAKE A PROFILE

Note: Applicants without pets must complete the online affidavit, while Pet Owners should gather the following to start:

- Vaccination Records
- Microchip Information
- Photos of Your Pet

1. All applicants should visit:

<https://TheGrooveRealty.petscreening.com>

2. Review the policies and click the 'Start Here' button for No Pets, Household Pets, or Assistance Animals.

3. Enter your contact information, read and accept the Terms of Service, and click 'Create Profile'.

4. *No Pets*: Simply complete the affidavit questions.

Pet/Animal Owners: Select the type of animal then click Create a Pet Profile. If you are making an accommodation request for an Assistance Animal, the request box will be preselected.

5. On the next page, click on each section within the profile to enter details, upload photos and attach documents.

6. *For Pets*: Click the green 'Proceed to Payment' button at the top right of the profile, enter payment details and submit. *For Animals*: Click the green 'Submit for Review' button at the top right of the profile.

7. Your Pet Profile will be shared automatically with your housing provider.



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
						<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
						<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
						<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"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<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? If yes, provide the location, year, and type of conviction below.
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?

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: _____



**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:

_____ (name)
_____ (address)
_____ (city, state, zip)
_____ (phone) _____ (fax)
_____ (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.



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 - o that the owner will accept a price less than the written asking price;
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<u>The Groove Realty</u>	<u>601444</u>	<u>Meghan@ThegrooveRealty.com</u>	<u>(512)876-9159</u>
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
<u>Designated Broker of Firm</u>	<u>License No.</u>	<u>Email</u>	<u>Phone</u>
<u>Licensed Supervisor of Sales Agent/ Associate</u>	<u>License No.</u>	<u>Email</u>	<u>Phone</u>
<u>Sales Agent/Associate's Name</u>	<u>License No.</u>	<u>Email</u>	<u>Phone</u>
<u>Buyer/Tenant/Seller/Landlord Initials</u>		<u>Date</u>	

Regulated by the Texas Real Estate Commission

TXR-2501

The Groove Realty and Investments, 7500 W. Hwy. 71, Suite 104 Austin, TX 78735
Meghan Matta

Information available at www.trec.texas.gov

IABS 1-0 Date

Lease application

Phone: 512.876.9159

Fax:

Produced with Lone Wolf Transactions (zipForm Edition) 231 Shearson Cr. Cambridge, Ontario, Canada N1T 1J5 www.lwof.com



RESIDENTIAL LEASE GUARANTY

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- A. In consideration for Landlord leasing the Property to Tenant, the undersigned Guarantors guarantee the performance of all Tenants under the lease described below.

Landlord(s): _____
Tenant(s): _____
Property: _____
Commencement Date: _____ Expiration Date: _____ Monthly Rent: _____

- B. If any Tenant fails to make any payment under the lease, Guarantors will, upon demand, make such payment to Landlord or Landlord's agent. Payments under the lease include but are not limited to rent, late charges, returned check charges, attorney's fees, repair costs, pet charges, utility charges, reimbursements to Landlord, maintenance charges, charges for property damage, and other costs or charges specified in the lease. If Tenant otherwise breaches the lease, Guarantors will, upon demand: (1) cure the breach as the lease may require of Tenant; or (2) compensate Landlord for Landlord's loss resulting from the breach.
- C. This guaranty applies when the lease commences and continues until the lease ends, including any extension or renewal of the lease. The last date on which the renewal of the lease will renew the obligation of Guarantors is _____. Guarantors understand that Guarantors are liable under any renewal of the lease that occurs on or before that date so long as the renewal involves Landlord and Tenant and the financial obligations of Guarantor are not increased. Guarantors waive any rights to receive notice of any acceptance, modification, amendment, extension, renewal, or breach of the lease other than as that notice may pertain to this paragraph.
- D. Guarantors are jointly and severally liable for all provisions of this guaranty.
- E. Any person who is a prevailing party in any legal proceeding brought under or related to this guaranty is entitled to recover attorney's fees from the non-prevailing party.
- F. Guarantors ☐ will ☐ will not submit (as Page 2 of this document) an application which authorizes Landlord or Landlord's agent to verify information related to Guarantors' creditworthiness.
- G. Special Provisions:

Guarantors may request a copy of the lease from the Tenant or the broker to the lease.

Guarantor's Signature _____ Date _____

Guarantor's Signature _____ Date _____

Printed Name _____

Printed Name _____

(TXR-2007) 1-1-10

Page 1 of 2



APPLICATION FOR GUARANTOR OF RESIDENTIAL LEASE

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This application relates to the following described lease:

Landlord(s): _____
Tenant(s): _____
Property: _____
Commencement Date: _____ Expiration Date: _____ Monthly Rent: _____

(1) Guarantor's name (*first, middle, last*): _____
Address: _____
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)
Employer: _____
Employer's Address: _____
Supervisor's Name: _____ Phone: _____ Fax: _____
Start Date: _____ Gross Monthly Income: \$ _____ Position: _____

(2) Guarantor's name (*first, middle, last*): _____
Address: _____
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)
Employer: _____
Employer's Address: _____
Supervisor's Name: _____ Phone: _____ Fax: _____
Start Date: _____ Gross Monthly Income: \$ _____ Position: _____

Guarantors submit the following non-refundable fee(s) for processing and reviewing this application:
\$ _____ for (1) Guarantor and \$ _____ for (2) Guarantor.

Guarantors authorize Landlord and Landlord's agents to obtain a copy of Guarantors' consumer or credit reports and to verify relevant information related to each Guarantor's creditworthiness from banks, creditors, employers, existing and previous landlords, and other persons.

Note: Landlord's broker maintains a privacy policy that is available upon request.

Guarantor's Signature Date

Guarantor's Signature Date



THE GROOVE REALTY

PRIVACY POLICY ON PERSONAL INFORMATION

The Groove Realty is dedicated to protecting the privacy of all applicant information including Social Security and other government identification numbers. Our privacy policy is to help assure you that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information. The Owners/Landlords have also agreed to abide by our privacy policy to protect your personal information.

HOW INFORMATION IS COLLECTED

You will be furnishing some of your personal information (such as Social Security or other governmental identification numbers) at the time you apply to rent from our Owners/Landlords. This information will be on the lease application or other documents provided either on paper or electronically, and may be required for online screening vendors.

HOW AND WHEN INFORMATION IS USED

The Groove Realty and the Owner/Landlord may use this information in the process of verifying statements made on the lease application, such as rental, credit, criminal, background, and employment history. The information may be used when reviewing any lease renewal. The information may also be used to assist in obtaining payment of any amounts owed in the future.

HOW THE INFORMATION IS PROTECTED AND WHO HAS ACCESS

Only the Owner/Landlord and authorized persons at The Groove Realty are permitted access to provided Social Security or other governmental identification numbers. All documents containing this information are kept in a secure and locked area, accessible only by the Owner/Landlord and authorized persons at The Groove Realty.

DISPOSAL OF INFORMATION

After a Social Security or other governmental identification numbers is no longer needed, the information will be stored or destroyed in a manner that ensures that no unauthorized person will have access to it. The disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

I/WE, THE UNDERSIGNED HAVE READ, FULLY UNDERSTAND, AND AGREE TO ADHERE TO THE ABOVE PRIVACY POLICY.

Applicant

Date

Applicant

Date



THE GROOVE REALTY

Lease Applicant Guidelines and Qualifying Criteria

The Application

Each person 18 years of age or older who will be occupying the property must submit a full application. All applicants must send in a signed and completed:

- **TAR Residential Lease Application**
- **Privacy Policy**
- **Lease Applicant Guidelines and Qualifying Criteria**
- **Proof of income**
- **Government issued photo ID**

Application packages should be e-mailed to the listing agent. Once the application package has been reviewed and pre-approved by the owner:

- Applicant(s) will receive a link via e-mail from Smart Move for credit checks, criminal history checks, eviction checks, and income screening. Applicant(s) will pay directly through this link for the screening process, approximately \$40.
- Applicant(s) must go to <https://thegrooverealty.petscreening.com> for pet screening.
 - If you do not have a pet, you must still complete this step. There is no fee.
 - If you have a pet, you must complete this step. The fee for the first pet is approximately \$20, and \$15 for each additional pet.
 - If you are requesting a reasonable accommodation for an assistance animal per Fair Housing, you must still complete this step. There is no fee.

Qualification Criteria and Security Deposit

- The security deposit must be remitted in certified funds (cashier's check) payable to the Owner and must be delivered within 1 banking day notice of application approval from The Groove Realty.
- At least six month's verifiable rental history or mortgage history is required. Rental history must come from an unbiased landlord, i.e. non-family member. Applicants must have minimal late pays with no evictions, lease violations, or NSF (non-sufficient funds) payments.

- Applicants must have verifiable income. The household income must be at least three times the monthly rent to qualify.
 - One month of most recent pay stubs must be submitted with application.
 - If applicant is self-employed, copies of bank statements for the past three months and a copy of the first page of the previous year's income tax return must be provided.
 - Other income sources must be verifiable with bank statements.
- Criminal charges may be grounds for automatic rejection.

Failure to meet all of the above criteria may result in:

1. Automatic denial.
2. An increased security deposit in excess of the amount stipulated in the lease listing, additional rent paid up front, and/or a lease Guarantor.

The landlord reserves the right to deny occupancy for the following reasons, but not limited to:

- Incomplete, inaccurate or falsification of information or unverifiable information
- Unsatisfactory credit history as determined by The Groove Realty and Investments and/or the Landlord
- Unpaid child support
- Tax liens, foreclosures, or bankruptcies
- Judgments against any applicant for evictions or property damage
- Criminal history by any applicant

Pet Policy

- As detailed in "The Application" section of this document, Applicant(s) must go to <https://thegrooverealty.petscreening.com> for pet screening.

If a pet is allowed at the property, it will be considered by the Landlord on a case-by-case basis. Certain types of dogs that may have violent tendencies are not allowed, such as Pit Bulls (AKA Staffordshire Terrier), Rottweilers, Dobermans, Chows, Akitas, Huskies, German Shepherds, or mixed breeds with any of the before mentioned. The Landlord reserves the right to deny any animal so please check with the leasing agent prior to applying. All pets are subject to an individual pet deposit. **Each pet requires a photograph to be submitted with the application** and a pet interview may be required.

IMPORTANT NOTICES

- If we are unable to verify any part of the above qualifications within three business days from the date of application submittal, the application may be denied.
- Application fee(s) are non-refundable.

I/WE, THE UNDERSIGNED HAVE READ, FULLY UNDERSTAND, AND AGREE TO THE ABOVE RENTAL QUALIFICATION CRITERIA.

Applicant Signature	
Applicant Signature	
Applicant Signature	
Applicant Signature	
Applicant Signature	
Applicant Signature	

Initial: _____ Initial: _____ Initial: _____
Initial: _____ Initial: _____ Initial: _____



RESIDENTIAL LEASE INVENTORY AND CONDITION FORM

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS®, INC. IS NOT AUTHORIZED.
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INVENTORY AND CONDITION FORM CONCERNING THE PROPERTY AT _____

Complete the move-in section of this form and return it to your Landlord within the time required by your lease. **All items are presumed to be in good condition unless noted otherwise.** Test all locks, window latches, smoke alarms, and equipment. This form is not a repair request. Submit all requests for repairs separately in accordance with your lease. The Landlord may also use this form upon move-out. Keep a copy for your records. *Note any defects in the items listed below.*

A. <u>Exterior Items</u>	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Mailbox		
Fences & Gates		
Pool/Spa & Equip.		
Lawn, Trees & Shrubs		
Undgrd. Lawn Sprinkler		
Exterior Faucets		
Roof & Gutters		
Siding & Paint		
Driveway		
Front Door		
Door Knob & Lock		
Light/Bulb		
Door Bell		
Back Door		
Door Knob & Lock		
Light/Bulb		
Patio or Deck		
Patio Door		
Door Knob & Lock		
Light/Bulb		
Other		
Water Shut-Off Valve Located? <input type="checkbox"/> yes <input type="checkbox"/> no	Electrical Breakers Located? <input type="checkbox"/> yes <input type="checkbox"/> no	

B. <u>Garage</u>	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceilings & Walls		
Floor		
Auto Door Opener		
Safety Reversal		
Remotes		
Garage Doors		
Exterior Doors & Stops		
Storage Room		
Other		

C. <u>Entry</u>	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		

(TXR-2006) 1-1-14 Tenants: _____, _____, _____, _____ & Landlord or Landlord's Representative: _____, _____

Page 1 of 6

	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Door Locks & Knobs		
Flooring		
Light Fixtures		
Windows & Screens		
Window Latches		
Plugs & Switches		
Closet Shelves & Rods		
Other		
D. Living Room	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Cabinets		
Fireplace		
Other		
E. Dining Room	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Cabinets		
Other		
F. Kitchen & Breakfast	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Pantry & Shelves		
Cabinets & Handles		
Drawers & Handles		
Countertops		
Range/Cooktop		

Inventory and Condition Form concerning _____

	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Microwave		
Dishwasher		
Oven		
Racks & Knobs		
Broiler & Pan		
Light Cover & Bulb		
Vent Hood		
Light & Fan		
Filter		
Garbage Disposer		
Sink & Faucet		
Refrigerator		
Shelves & Drawers		
Light Cover & Bulb		
Other		
G. Halls	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Light Fixtures		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Other		
H. Family Room	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Fireplace/Logs/Equip.		
Other		
I. Master Bedroom (1)	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		

	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Other		
J. <u>Master Bathroom (1)</u>	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls		
Paint & Wallpaper		
Doors/Locks/Knobs/Stops		
Flooring		
Lights & Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets & Handles		
Countertops		
Sinks & Faucets		
Tub/Shower & Faucets		
Toilet/Lid/Seat/Paper Hldr.		
Heaters & Exhaust Fans		
Towel Fixtures		
Other		
K. <u>Bedroom (2)</u>	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Other		
L. <u>Bedroom (3)</u>	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Other		

Inventory and Condition Form concerning _____

	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
M. <u>Bedroom (4)</u>		
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Other		
N. <u>Bathroom (2)</u>		
Ceiling & Walls		
Paint & Wallpaper		
Doors/Locks/Knobs/Stops		
Flooring		
Light Fixtures		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets & Handles		
Countertops		
Sinks & Faucets		
Tub/Shower & Faucets		
Toilet/Lid/Seat/Paper Hldr.		
Heaters & Exhaust Fans		
Towel Fixtures		
Other		
O. <u>Bathroom (3)</u>		
Ceiling & Walls		
Paint & Wallpaper		
Doors/Locks/Knobs/Stops		
Flooring		
Light Fixtures		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets & Handles		
Countertops		
Sinks & Faucets		
Tub/Shower & Faucets		
Toilet/Lid/Seat/Paper Hldr.		
Heaters & Exhaust Fans		
Towel Fixtures		
Other		

Inventory and Condition Form concerning _____

P. Utility RoomMove-In CommentsLandlord's Move-Out Comments

Ceiling & Walls _____
 Paint & Wallpaper _____
 Doors & Door Stops _____
 Doors/Locks/Knobs/Stops _____
 Flooring _____
 Light Fixtures _____
 Plugs & Switches _____
 Closet Shelves & Rods _____
 Cabinets & Handles _____
 Countertops _____
 Sinks & Faucets _____
 Washer & Dryer _____
 W & D Connections _____
 Other _____

Q. OtherMove-In CommentsLandlord's Move-Out Comments

Central A/C & Heat _____
 Filter _____
 Thermostat _____
 Window A/C Units _____
 Space or Wall Heaters _____
 Water Heater _____
 Water Softener _____
 Alarm System _____
 Central Vacuum _____
 Other _____

Smoke Alarms: No. of Units: _____ Tested? ☐ yes ☐ no Working? ☐ yes ☐ no

Door Locks on all exterior doors tested? (including but not limited to patio doors, door from house to garage, front door, and rear doors) ☐ yes ☐ no Working? ☐ yes ☐ no

R. Number of Keys: Received Returned

Door keys: _____
 Mailbox keys: _____
 Security Cards: _____

Received Returned

Garage Door Remotes: _____
 Laundry Room Keys: _____
 Recreational Facilities Keys/Cards: _____

THIS FORM IS NOT A REPAIR REQUEST. SUBMIT ALL REQUESTS FOR REPAIRS SEPARATELY IN ACCORDANCE WITH YOUR LEASE. The undersigned acknowledge that the above is an accurate assessment of the condition of the property as of the date signed.

Tenant _____ Date _____
 Ph: (h) _____ (mb) _____
 E-mail: _____

Tenant _____ Date _____
 Ph: (h) _____ (mb) _____
 E-mail: _____

Tenant _____ Date _____
 Ph: (h) _____ (mb) _____
 E-mail: _____

Tenant _____ Date _____
 Ph: (h) _____ (mb) _____
 E-mail: _____

For Landlord's Use: This form was received by Landlord on _____ (date)
 _____ (Landlord's or Manager's signature)