

# APPLICATION CHECKLIST and DOCUMENTATION FORMS (6 PAGES TOTAL)

**Please submit all documentation at ONE TIME via the application**

All documentation is required for each applicant 18 years of age and older. Partial documentation will not be accepted.

\_\_\_\_\_A submitted online application

\_\_\_\_\_A legible copy of each applicant's Driver's License.

\_\_\_\_\_3 most recent check stubs for income verification per applicant

\*For self-employed applicants only: you will need to submit your most recent tax return AND THREE (3) months of bank statements as income verification.

\_\_\_\_\_A signed copy of the enclosed documents

- AUTHORIZATION TO RELEASE INFORMATION
- RESIDENT BENEFIT PACKAGE ADDENDUM
- INFORMATION ABOUT BROKERAGE SERVICES
- TENANT INSPECTION FORM

\_\_\_\_\_A non-refundable \$75 application fee per applicant

\_\_\_\_\_Photograph of all pets being considered, if applicable

## **NOTE**

- **It takes approximately 3-4 business days to process an application**
- **A minimum credit score of 600 is required. Applicants with credit scores below 600 will not be considered. No exceptions.**
- **There is a one-time \$125 Administration Fee associated with a new executed lease.**

Should you have any questions, please call our office for assistance. Thank you.

Emerald Residential Property Management  
5318 Bransford Rd.  
Colleyville, TX 76034

Office 817-498-8210  
Toll Free 1-866-908-7931  
Fax 817-498-0662



TEXAS ASSOCIATION OF REALTORS®

**AUTHORIZATION TO RELEASE INFORMATION  
RELATED TO A RESIDENTIAL LEASE APPLICANT**

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.

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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) \_\_\_\_\_ (817) 498-0662 (fax)  
\_\_\_\_\_ ford@emeraldrpm.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.*



5318 Bransford Rd, Colleyville, TX 76034  
817.498.8210 main  
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## RESIDENT BENEFITS PACKAGE ADDENDUM

This Resident Benefits Package Addendum ("RBP") is effective as of the commencement date of the Lease and agreed upon between the Tenant and the Landlord. The RBP Addendum provides savings and professional services that make taking care of your home second nature at a cost of \$25.00 per month, payable with Rent and defined as Additional Rent.

The all-inclusive \$25 Resident Benefits Package includes:

- **Renter's Required Liability Insurance** – Up to \$100,000 in Liability coverage. Liability coverage of up to \$300,000 is also available at an additional cost.
- **Renter's Personal Insurance** – Personal contents up to \$10,000. This is provided to you without applications, credit checks or billing. Premium and coverage is per household NOT per person.
- **HVAC Filter Program** – Tenant shall receive HVAC filters conveniently delivered to the door approximately every 90 days. Clean filters can help reduce your utility bills up to 15%.
- **Move-in Concierge Service** – a service to aid in utility, cable and internet activation. The concierge service does not guarantee connectivity, account setup, rates, fees, and availability.

**OPTION 1 – DO NOTHING.** You will be automatically enrolled into a compliant insurance policy. No further action is required. Coverage will begin on the commencement date of your lease and continue throughout the lease term. Package will include Insurance and the HVAC Filter Program at a cost of \$25 per month.

**OPTION 2 – OPT-OUT & BUY A POLICY.** Tenants may opt-out of the insurance portion of this program only by selecting and maintaining a policy that satisfies the program requirements. Visit <http://insurance.residentforms.com/> to easily quote and purchase a policy or you may provide proof of coverage from a licensed insurance agent of your choice. Emerald Residential Property Management must be listed as an Additional Interest on the policy. You will still be required to purchase the HVAC Filter Program at a cost of \$14.05 per month.

☐ I elect to opt-out of the Insurance portion of the program and maintain my own policy \_\_\_\_\_

### I HAVE READ AND UNDERSTOOD THIS ADDENDUM

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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.



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[www.emeraldrpm.com](http://www.emeraldrpm.com)

## TENANT INSPECTIONS

As a part of your lease agreement, you will be asked to complete required inspections of the property. These inspections will incorporate but are not limited to, bi-annual exterior inspections of the property and annual exterior and interior inspections of the property.

When an inspection request for your property is created, you will receive an email from a third party vendor with instructions to complete a self-evaluation of your property. Your inspection will include a downloadable app with on-screen instructions and prompts to take photographs, check appliances, evaluate each room's condition, and add notes. You will be able to complete inspections at your convenience without having to coordinate a walkthrough with your property manager. Once you have completed your inspection, all of your data is time-stamped and will be securely stored.

The Landlord requires that the inspection assigned during tenancy be completed within the expressed deadline set by the Landlord. If the inspection is not completed within the expressed deadline, Tenants will be submitted to a lease violation of \$75. ERPM will then attempt to schedule an in-house Inspection of the property. Failure to make the property accessible will result in further fines per your lease agreement.

By signing below, you agree to complete all required and assigned inspections of the property. Inspections can include but are not limited to annual, periodic, exterior, and maintenance. **Be advised, a lease renewal will not be offered without an annual inspection.**

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 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. Should Applicant and Landlord enter into a Lease, Applicant requests Landlord consider the following repairs or treatments:

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