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

request.



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 leas	e a property located at	
		(address, city, state, zip).
The lar	ndlord, broker, or landlord's representative is:	
	Emerald Residential Property Management	
	5318 Bransford Road	· /
	Colleyville, TX 76034	
	(phone)(817) 498-0662	
	ford@emeraldrpm.com	(e-mail)
I give r	ny permission:	
(1)	to my current and former employers to release any information about me the above-named person;	y employment history and income history to
(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 hamy mortgage payment history to the above-named person;	ave owned to release any information about
(4)	to my bank, savings and loan, or credit union to provide a verificat above-named person; and	on of funds that I have on deposit to the
(5)	to the above-named person to obtain a copy of my consumer report agency and to obtain background information about me.	(credit report) from any consumer reporting
Applica	ant's Signature Date	
Note:	Any broker gathering information about an applicant acts under s	specific instructions to verify some or all

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of the information described in this authorization. The broker maintains a privacy policy which is available upon



5318 Bransford Rd, Colleyville, TX 76034 817.498.8210 main www.emeraldrpm.com

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:		
Tonant Signaturo	Data		



Information About Brokerage Services

11-2-2015

EQUAL HOUSING OPPORTUNITY

Texas law requires all real estate license holders 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.

Emerald Residential Property MGMT	0567892	ford@emeraldrpm.com	817-498-8210
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
Susie Fitzgerald	0433686	ford@emeraldrpm.com	817-498-8210
Designated Broker of Firm	License No.	Email	Phone
Susie Fitzgerald	0433686	ford@emeraldrpm.com	817-498-8210
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
Ford Butler	0566966	ford@emeraldrpm.com	817-498-8210
Sales Agent/Associate's Name	License No.	Email	Phone
Buyer/Tena	int/Seller/Landlord	I Initials Date	



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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 <u>\$75</u>. ERPM will then attempt to schedule an inhouse 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:
T	ъ.
Tenant Signature:	Date:
Tenant Signature:	Date:

PROPERTY CONDITION

oplicant an pairs or tre	nter into a Lea	se, Applicant	requests Landl	ord consider the	followi