

2026 Residential Tenant Selection Criteria

This property is offered in compliance with all federal, state, and local fair housing laws. All written criteria below are applied uniformly to every applicant.

1. Application Process

- **Separate Applications:** Every occupant age 18 or older must submit a separate application and pay the required fee.
- **Verification:** Applicants must provide a valid government-issued photo ID.
- **Accuracy:** Incomplete, unverifiable, or falsified information (including altered pay stubs or misrepresented rental history) is grounds for automatic denial.
- **Review Time:** Applications are typically processed within 1–3 business days, pending receipt of all necessary documentation.

2. Occupancy Standard

- Standard occupancy is no more than two persons per bedroom, plus one additional minor occupant, unless otherwise required by local code or Fair Housing standards.

3. Income & Employment

- **Income Requirement:** Combined gross monthly household income must be at least **3 times** the monthly rent.
- **Verification:**
 - **W-2 Employees:** Last 2–3 recent pay stubs showing year-to-date income and employer contact information.
 - **Self-Employed/1099:** Last 2 years of federal tax returns and the most recent 3 months of bank statements.
 - **New Job/Transfers:** An offer letter on company letterhead stating the position, start date, and salary.
- **Non-Qualifiers:** Unemployment with no other verifiable income, or temporary/seasonal income without a history of consistency, typically does not meet the income criteria.

4. Credit History

Credit is evaluated on payment history, credit utilization, and housing-related accounts.

- **Automatic Denial Factors:**
 - Unpaid rental-related collections, judgments, or prior evictions.
 - Multiple unpaid utility collections (electric, gas, water).
 - Open (un-discharged) bankruptcies.
- **General Credit:** Excessive collections, charged-off accounts, or a consistent history of non-payment may result in denial.

5. Rental History

- **Requirement:** 24 months of verifiable, satisfactory rental or mortgage history.

- **Satisfactory is defined as:**
 - No broken leases or judgments owed to prior landlords.
 - No nuisance, disturbance, or lease violation complaints.
 - A "would re-rent" recommendation from the prior landlord.
- **Note:** Private-party or family-owned rental history may require additional documentation (e.g., bank statements showing consistent rent payments).

6. Criminal Background

- A criminal background check will be conducted on all adult applicants. Applications may be denied for crimes involving violence, sexual offenses, property crimes, or drug manufacturing/trafficking, consistent with HUD guidelines.

7. Conditional Approvals

If an applicant does not meet one of the primary criteria (e.g., credit score is slightly below threshold, or limited rental history) but shows strength in other areas (e.g., high income, long employment stability), they may be considered for a **Conditional Approval**.

- **Conditions may include:**
 - An increased security deposit, as permitted by Texas law and the lease agreement.
 - A qualified guarantor meeting stricter income/credit standards.
 - A shorter lease term.



Information About Brokerage Services

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:
 - that the owner will accept a price less than the written asking price;
 - that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
 - 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.

Texas Urban Living Realty	9002624	art@texasurbanliving.com	214-823-7783
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
Art Carrillo	0529964	art@texasurbanliving.com	214-823-7783
Designated Broker of Firm	License No.	Email	Phone
Donna Orn	0573732	admin@texasurbanliving.com	214-823-7783
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
Alicia Duffy	0465836	alicia@teamduffy.com	214-682-5009
Sales Agent/Associate's Name	License No.	Email	Phone

 Buyer/Tenant/Seller/Landlord Initials Date



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)

A. Applicant Identification:

Applicant's name (as listed on proof of identification) _____
Applicant's former last name (if applicable) _____
E-mail _____ Mobile Ph. _____
Work Ph. _____ Home Ph. _____
Do you consent to receiving text messages? yes no Soc. Sec. No. _____
Driver License/ID No. _____ in _____ (state) Date of Birth _____
Height _____ Weight _____ Eye Color _____ Hair Color _____

Are there co-applicants? yes no **Note: If yes, each co-applicant must submit a separate application.**
Co-applicant's name _____ relationship _____
Co-applicant's name _____ relationship _____
Co-applicant's name _____ relationship _____

B. Property Condition:

Applicant has has not viewed the Property in-person prior to submitting this application.
Applicant is strongly encouraged to view the Property in-person 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: _____

C. Representation and Marketing:

Is Applicant represented by a REALTOR® or other agent? yes no
If yes, Name: _____
Company: _____
E-mail: _____ Phone Number: _____

Applicant was made aware of Property via:
 Sign Internet Other _____

D. Applicant Information:

Housing:

Applicant's Current Address: _____ Apt. No. _____

(city, state, zip)

Landlord or Property Manager's Name: _____

Email: _____

Phone: _____

Move In Date: _____ Move Out Date: _____ Rent: \$ _____

Reason for move: _____

Applicant's Previous Address: _____ Apt. No. _____

(city, state, zip)

Landlord or Property Manager's Name: _____

Email: _____

Phone: _____

Move In Date: _____ Move Out Date: _____ Rent: \$ _____

Reason for move: _____

Employment and Other Income:

Applicant's Current Employer: _____

Address: _____ (street, city, state, zip)

Employment Verification Contact: _____ 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)

Employment Verification Contact: _____ Phone: _____

Fax: _____ E-mail: _____

Employed from _____ to _____ Gross Monthly Income: \$ _____ Position: _____

Note: Applicant is responsible for including the appropriate contact information for employment verification purposes.

Describe other income Applicant wants considered: _____

Emergency Contact: (Do not insert the name of an occupant or co-applicant.)

Name and Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

E. Occupant Information:

Name all other persons that are not co-applicants who will occupy the Property:

Name: _____ Relationship: _____ DOB: _____

Name: _____ Relationship: _____ DOB: _____

Name: _____ Relationship: _____ DOB: _____

Name: _____ Relationship: _____ DOB: _____

F. Vehicle Information:

List all vehicles to be parked on the Property (cars, trucks, boats, trailers, motorcycles, other types of vehicles):

Type	Year	Make	Model	License Plate No./State	Mo. Payment

Note: State, local, and/or HOA ordinances may restrict your ability to park certain vehicles on the Property.

G. Animals:

Will any animals (dogs, cats, birds, reptiles, fish, other types of animals) be kept on the Property?

yes no

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

Type & Breed	Name	Color	Weight	Age in Yrs.	Gender	Neutered?	Bite History?	Rabies Shots Current?	Assistance Animal?
						<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

If any of the animals listed above are assistance animals, please provide appropriate documentation with a reasonable accommodation request for the assistance animal(s).

H. Additional Information:

<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Will any waterbeds or water-filled furniture be on the Property?</p> <p>Does anyone who will occupy the Property smoke or vape?</p> <p>Will Applicant maintain renter's insurance?</p> <p>Is Applicant or Applicant's spouse, even if separated, in military?</p> <p>If yes, is the military person serving under orders limiting the military person's stay to one year or less?</p>
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Has Applicant ever:

<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>been evicted?</p> <p>been asked to move out by a landlord?</p> <p>breached a lease or rental agreement?</p> <p>filed for bankruptcy?</p> <p>lost property in a foreclosure?</p> <p>been convicted of a crime? If yes, provide the location, year, and type of conviction below.</p> <p>Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.</p> <p>Has applicant had <u>any</u> credit problems, slow-pays or delinquencies? If yes, provide more information below.</p> <p>Is there additional information Applicant wants considered?</p>
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Additional comments: _____

I. Authorization:

Applicant authorizes Landlord and Landlord's authorized 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.

Notice: Pursuant to Texas Property Code Chapter 5, Subchapter H, certain buyers and renters may be prohibited from purchasing real property or entering into leases for one year or more. Buyers and renters who believe these restrictions may apply to them should consult an attorney before entering into the transaction.

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.
- (4) Applicant is responsible for any costs associated with obtaining information.

Applicant's Signature	Date

<i>For Landlord's Use:</i>	
On _____,	_____ (name/initials) notified <input type="checkbox"/> Applicant
<input type="checkbox"/>	by <input type="checkbox"/> phone <input type="checkbox"/> mail <input type="checkbox"/> e-mail <input type="checkbox"/> in person that Applicant was <input type="checkbox"/> approved
<input type="checkbox"/> 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.