



1229 Main St.  
Garland TX 75040

Office: 972.205.9500  
Text: 214.577.6444

## PROPERTY LEASING REQUIREMENTS

Linda Waller, Property Manager, supports The Fair Housing Act, as amended, prohibiting discrimination in housing based on race, color, religion, sex, national origin, handicap or family status. The following are the guidelines and requirements of the qualifying criteria.

1. **Completion of Lease Application.** Applicants must be 18 years of age. All occupants 18 years of age or older must complete a Lease Application at [LindaWaller.com](http://LindaWaller.com). The Lease Application must be **completed in its entirety**, including each applicant's Social Security number. There is an Application fee of \$50.00 per applicant. The fee(s) must be paid by cash, money order or cashier's check made to **Linda Waller** or by the PayPal link at [LindaWaller.com](http://LindaWaller.com). Applications may be delivered, mailed, faxed or scanned to LindaWaller.com or Linda Waller 1229 Main St. Garland TX 75040. There is a night drop in the front door.
2. **Income.** Monthly income must be at least three times the amount of rent. Applicant must provide two recent pay check stubs and any additional documented income the applicant desires to be considered. If self employed, applicant must provide the prior year's tax return.
3. **Credit.** A credit and criminal background report will be ordered on each applicant 18 years of age and older. These reports (including social security numbers) are sent to an outside vendor to process. Excessive late payments, defaults, and/or unpaid rental related debt may be grounds for denial. If there are any credit problems, additional deposit may be required for approval. Landlord's decision to lease may be influenced by criminal activity. **Once the credit report has been run, the application fee will not be refunded.**
4. **Photo Identification.** Applications are required to provide a copy of each applicant's Drivers License or other approved photo ID.
5. **Rental History.** All rental history provided on the Lease Application will be verified. Failure to provide all required information, providing inaccurate information, or information learned upon contacting previous landlords may influence the applicant's approval by the Landlord.
6. **Automatic Decline of Application.** Applicants will automatically be declined for the following reasons: false or misleading information provided on the Lease Application, invalid social security number, failure of all applicants to pay application fee, incomplete applications missing required data or not signed by applicant, any household member that is a registered or unregistered sex offender. **Once the credit report has been run, the application fee will not be refunded.**

7. **Term.** A two (2) year lease is required in most cases.
8. **Approval Process.** Once Landlord approves an application, the Move-in funds (security deposit, pro rata rent and pet deposit) must be paid in guaranteed funds (cashier's check, money order, cash or by credit card at LindaWaller.com) and the lease executed within 48 hours of acceptance. **Until that time, the property will remain on the market.**
9. **Rent.** If you move in any day other than the 1<sup>st</sup> day of the month, your prorated rent is due the 1<sup>st</sup> day of the 2<sup>nd</sup> month. If you need your rent to be due on a date other than the 1<sup>st</sup> day of the month, discuss prorated amount with Linda Waller.
10. If all occupants over 18 years of age die during the lease, Landlord may: (i) permit the person named below to access the property at reasonable times in Landlord's or Landlord's agent's presence; (ii) permit the named person to remove your personal property; and (iii) refund the security deposit, less deductions, to the named person. **If approved for Lease, do you want the emergency contact listed on you Application used for this?**  Yes  If not please fill in below.

Name: \_\_\_\_\_(relationship to you)\_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

11. **Lawn Care.** We do not provide lawn maintenance.
12. **Décor.** Occupants may not paint. If a color change is wanted, the property manager will have a contractor paint at the occupant's expense. Call for a quote.
13. **Appliances.** Refrigerators are **NOT** provided.
14. **Pets.** Are you aware of any prior incident or propensity/predisposition for any of the pets described in your lease to harm persons or other animals? Yes or No
15. **Miscellaneous.** Call or e-mail Linda with any questions at 972-205-9500 or [dallasmayfair@aol.com](mailto:dallasmayfair@aol.com). There is a night drop in front door at 1229 Main St. Garland TX 75040. No applications will be processed until the application fee is received. **Once the credit report is run, the application fee is nonrefundable.**

I acknowledge that I have read, understand and agree with the above screening criteria.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature 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 \_\_\_\_\_

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**D. Applicant Information:**

**Housing:**

**Applicant's Current Address:** \_\_\_\_\_ Apt. No. \_\_\_\_\_  
(city, state, zip)

Landlord or Property Manager's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Nt: \_\_\_\_\_ Mb: \_\_\_\_\_ Fax: \_\_\_\_\_

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: Day: \_\_\_\_\_ Nt: \_\_\_\_\_ Mb: \_\_\_\_\_ Fax: \_\_\_\_\_

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:**

<u>Yes</u>	<u>No</u>
<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 or vape?  
 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:

<u>Yes</u>	<u>No</u>
<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"/>

been evicted?  
 been asked to move out by a landlord?  
 breached a lease or rental agreement?  
 filed for bankruptcy?  
 lost property in a foreclosure?  
 been convicted of a crime? If yes, provide the location, year, and type of conviction below.

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Yes    No

       Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below.

       Has applicant had any credit problems, slow-pays or delinquencies? If yes, provide more information below.

       Is there additional information Applicant wants considered?

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.

**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 \_\_\_\_\_

*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:

_____	<b>Linda Waller</b>	(name)
_____	<b>1229 Main St.</b>	(address)
_____	<b>Garland, TX 75040</b>	(city, state, zip)
_____	<b>(972)205-9500</b>	(phone)
_____	<b>(214)577-6444 cell</b>	(fax)
_____	<b>dallasmayfair@aol.com</b>	(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.*

