



RENTAL APPLICATION – TERMS AND CONDITIONS

LEAP Property Management does not discriminate and will not evaluate rental applications on the basis of race, color, religion, sex, familial status, handicap, sexual preference, national origin, or ancestry. This application is preliminary only and does not obligate the owner or LEAP to execute a lease or deliver possession of the property. We reserve the right to deny your application. The decision to approve your application is entirely up to the landlord.

APPLICATION CHECKLIST

We cannot begin processing your application until ALL of the following have been received in our office:

- ✓ **Completed application-on line at leapdfw.com—click on rentals - for each adult, 18 yrs. old or older, who will live in the property. All supporting documents please send to Apply@leapdfw.com**
- ✓ \$45 application fee. (Paid at end of each on line application by credit card)
- ✓ Copy of driver’s license
- ✓ 1 **Full** month of most recent pay checks
- ✓ Self-employment **ONLY** need the following :
- ✓ 2 most recent bank statements with 2 most recent tax returns (Self-Employed & 1099)
- ✓ Authorization to release information
- ✓ Picture of pet
- ✓ Information about brokerage services
- ✓ LEAP cover sheet-signed
- ✓ \$200 administration fee due at lease signing.

Property Status: The property WILL REMAIN ON THE MARKET until all funds are paid and a lease is signed by all parties.

Property Condition: This property is being leased “AS IS,” prospective tenants are accepting this property in its present condition. Any request for changes to the property must be submitted in writing with the application. Your request will be submitted to the owner, verbal requests will not be honored.

Pets: We do not allow certain breeds of dogs or breeds that are mixed with dogs that have violent tendencies. These breeds include, but are not limited to: Akita, Chow, Doberman, Husky, German Shepherd, Pit Bull, and Rottweiler.

Initials _____



Guidelines of Qualifying Criteria

Income: Gross income must be at least three times the amount of the rent. All sources of income must be verifiable. Child support does not count toward income requirements.

Employment: A minimum of two years employment history is required. If transferring from another area, a letter of transfer on company letterhead is required.

Rental: Residency must be verified for a minimum of the last two years with no interruptions. Full time students that do not meet this requirement will require a co-signer. Complaints, late payments, NSF checks, and damages could prevent your approval. If any funds were owed to a previous landlord, proof of payment must be provided before your application is processed.

Criminal History: Any applicant with a felony charge will not be accepted. Convictions involving assault, property damage, theft, drug related offenses could prevent your approval.

Credit: A credit history report must be processed for each applicant.

Renter's Insurance: Renter will maintain renter's insurance throughout entire lease, and lease extensions.

NOTICE: Each applicant must sign and return the **TERMS** and **CONDITIONS** along with the application. By signing this, you have reviewed the qualifying criteria and understand how the results of your application will be determined.

Applicant/Tenant Signature – Date

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Applicant/Tenant –Print Name

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Update 6/01/2015