

# Application to Lease

## Residential Property

I/we \_\_\_\_\_  
are applying to lease the property located at 504 Fairway, Kerrville, Texas 78028

The requested lease term is for: \_\_\_\_\_

The requested move-In and lease commencement date is: \_\_\_\_\_:

The monthly rent shall be: \_\_\_\_\_ during the primary lease term.

The lease deposit shall be: \_\_\_\_\_ providing credit is approved.

The only occupants shall be:

Name: \_\_\_\_\_ Age: \_\_\_\_ Relationship \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_ Relationship \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_ Relationship \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_ Relationship \_\_\_\_\_

The maximum occupancy is two occupants per bedroom. 504 Fairway is a two-bedroom home; therefore, the occupancy limit is four. All occupants over the age of eighteen (18) must complete a separate application, sign a credit release form, and agree to a credit and background check; and if approved, sign the lease agreement.

Applicant(s) understand and agree to the following:

Only one vehicle per adult person shall be allowed to be parked at the property and all must be parked within the garage or on the driveway. It is understood that the Riverhill Homeowners Association does not allow residents to park on the street. Only service vehicles or guests are allowed to do so. Also:

- No water beds are allowed to be used within the property.
- No smoking of any kind is allowed on the property site or within the home.
- No lithium powered vehicles are allowed on the site.

Applicant's primary contact person is: \_\_\_\_\_

Phone number: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Applicant's email address: \_\_\_\_\_

Each of the other occupants shall provide their respective contact information.

Only the following vehicles shall be permanently parked on the property:

Brand \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License \_\_\_\_\_

Brand \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License \_\_\_\_\_

Brand \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License \_\_\_\_\_

Brand \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License \_\_\_\_\_

It is understood that all vehicles must be operable, fully insured and have current registration. Landlord shall be notified in writing within ten (10) days of any additions or deletions of vehicles.

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List any pets that the Applicant would like to consider having approved:

Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Licensed#: \_\_\_\_\_ Current shots: \_\_\_\_\_ Altered: \_\_\_\_\_ Declawed: \_\_\_\_\_

Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Licensed#: \_\_\_\_\_ Current shots: \_\_\_\_\_ Altered: \_\_\_\_\_ Declawed: \_\_\_\_\_

Note: There is a two-pet limit with a twenty-pound maximum weight each and a pet deposit to be determined. Official service animals may be over the weight limit and do not require a deposit providing there is written evidence of the animals' training and certification status. Only domestic breeds are allowed. All animals must have a current city license and proof of current shots.

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Applicant learned of the property's availability from: \_\_\_\_\_

No commission shall be paid to any referral source unless Landlord agrees in advance in writing. If otherwise agreed to, the referral source must be a licensed Texas real estate broker.

Applicant agrees that prior to applying for the rental the following will occur:

- Applicant shall physically inspect the property to determine its suitability and condition. Any requests for changes or repairs shall be made in writing.
- Applicant shall review the Landlord's Rental Criteria for residential properties and notify the Landlord in writing in the event there are any matters that be a cause of concern regarding compliance with the requirements.

Applicant agrees to provide a certificate of Renter's Insurance that Includes at least one-hundred thousand dollars liability coverage and which names Landlord as additional insured prior to occupying the property.

Applicant asserts that no one shall occupy the property who has:

- Ever been evicted from a property that they occupied.
- Defaulted on a lease or caused damage to an occupied property.
- Lost a property in foreclosure or declared bankruptcy within the past ten years.
- Has been convicted of a sex offence or is a registered sex offender.
- Has a credit score below 680.
- Is in default on a student loan.
- Has been convicted of or is currently awaiting trial for a crime.

In the event any of these conditions exist, Applicant shall notify Landlord at time the application is submitted.

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Applicant's current address is: \_\_\_\_\_

Is the property owned, rented, or family? \_\_\_\_\_

The current rental amount or mortgage payment is: \_\_\_\_\_

If rented, when does the current lease expire? \_\_\_\_\_

Move-in Date: \_\_\_\_\_ Move-out Date: \_\_\_\_\_ Official Expiration: \_\_\_\_\_

Date notice was given to the current Landlord: \_\_\_\_\_

Current Landlord or mortgage company information:

Name: \_\_\_\_\_ Account number: \_\_\_\_\_

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

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

In the event this property was occupied less than one year, provide the same information for your previous residence with the completed application.

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### Notice

All occupants 18 years old or older must complete and complete a separate application form and provide their social security number, driver's license number and date of birth. This information is necessary to perform the credit and background checks.

### Employer & Income Information

Current employer: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Contact: \_\_\_\_\_ Email address: \_\_\_\_\_

Job title: \_\_\_\_\_ Income: \_\_\_\_\_

Previous employer: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Contact: \_\_\_\_\_ Email address: \_\_\_\_\_

Job title: \_\_\_\_\_ Income: \_\_\_\_\_

Note: Each person over 18 occupying the property must provide this information.

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### Certification and Acknowledgement

As principal contact and guarantor for performance under the proposed lease agreement, I do affirm that all information contained within this application and submitted herewith is true and correct. I agree to be responsible for the other proposed occupants with respect to their completion of the required documents. All occupants 18 years or older must sign the lease documents prior to occupancy and agree to be jointly liable for the rent and all other liabilities arising from the terms of the lease agreement.

It is understood that any incorrect information submitted in or with that application might result in the application being rejected or a change in the lease rate or terms being offered.

I have received, read, and intend to comply with the Landlords written rental criteria. It is understood that in the event the application is for any reason not approved, the application fee will be applied to the application processing expense will not be refunded.

By: \_\_\_\_\_ Signed: \_\_\_\_\_  
Print Principal Applicant's Name Principal Applicant's Signature

Date signed: \_\_\_\_\_

Once complete, please return the signed documents to [Jhaneyoffice@AOL.Com](mailto:Jhaneyoffice@AOL.Com)

# Applicant Personal Information Form

~ For Use in A Rental or Owner Finance Transaction ~

I am furnishing the following information in connection with an application to lease or purchase a residential property for my personal use:

Full name:

Also known as:

Current address:

Email Address:

Home phone:

Mobile phone:

Office or other phone:

Driver's License No.:

Social Security or TIN:

Residency status:

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Employer:

Employer address:

Employer email:

Employer phone:

Job title:

Income:

Employment date:

Please Print or Type

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**Credit Release and  
Authorization For Third Parties  
To Release Information for A Residential  
Rental Applicant or Mortgage Applicant**

To: Joe V. Haney (here and after referred to as "Landlord"), and to his broker, his representative, and/or his commercial credit service provider. Permission is hereby given to perform a credit and full background check in connection with the processing of a rental or mortgage application.

The undersigned applicant is applying to rent or purchase a property located at:  
504 Fairway Dr. in Kerrville, Texas 78028.

Permission is approved for the Landlord to:

- Obtain information regarding my employment and income from past employers.
- To verify my rental history with current and former Landlords.
- To verify my mortgage history with current or past lenders.
- To verify funds and transaction history, including accounts with banks, credit unions, or saving & loan associations.

Signed on this the \_\_\_\_\_ day of \_\_\_\_\_, 2023

By: \_\_\_\_\_  
Printed Applicant Name                      Applicant Signature

By: \_\_\_\_\_  
Printed Applicant Name                      Applicant Signature

By: \_\_\_\_\_  
Printed Applicant Name                      Applicant Signature

By: \_\_\_\_\_  
Printed Applicant Name                      Applicant Signature

Verifications should be transmitted to the Landlord at:

Joe V. Haney, Jr.  
2220 Rock Creek Drive  
Kerrville, Texas 78028

Or emailed to: [Jhaneyoffice@AOL.com](mailto:Jhaneyoffice@AOL.com)

Questions? Phone 830.377.4388 (Mobile)

# Joe V. Haney

And  
Affiliated Entities

## Privacy Notice

Thank you for doing business with Joe V. Haney and/or his related entities. This policy includes the following: Joe V. Haney, Old Republic Holdings, Inc., Old Republic Capital, and Old Republic Realty, Inc. We honor our relationship and make every effort to take great care to keep all your personal, credit and financial information confidential.

To process your application or administer your account, we must collect information about you from the following sources:

- Your application and other forms that you provide.
- Information about your transaction history with our firm.
- Information received from nonaffiliated third parties.
- Information obtained from credit-reporting agencies and background check companies.
- Information obtained directly from court records, law enforcement agencies, offender registries and other public record sources.

We respect the privacy of our customers and will not disclose nonpublic personal information except as necessary to administer your account, to interface with lending sources on your behalf, or as required by law. Within our company, we restrict access to your information to only those employees that need the information to service your account.

We reserve the right to report the status of your account to credit reporting agencies. Otherwise, unless you authorize a release or we are required by law, we will not disclose nonpublic information regarding your account.

In the event you have any questions regarding this policy, please feel free to call or write to our office.

I/we have received a copy of this privacy notice from Old Republic Holdings, Inc.

Printed Name: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

# Joe V. Haney, Jr.

## Rental Criteria for Residential Properties

- General Requirements ~ All adult occupants must complete and sign the standard application; and,
  - Be legal residents of the United States.
  - Provide verifiable employment history for four years or provide two years of tax returns if self-employed.
  - If there is no written VOE, provide two years copies of W-2s plus last paycheck stub for employees.
  - Available income to service the rent cannot exceed 25% of gross income or 35% of available income.
  - Criminal Background check must indicate that applicant(s) – A) Are not currently awaiting prosecution. B) Have no past felony criminal convictions. C) Are not sex offenders. D) Have no history of using illegal drugs and/or abuse of legal drugs. E) Have no DUI or DWI convictions.
  - Must agree to not use of tobacco products, e-cigarettes, or illegal drugs on the property.
  - Must maintain a policy of renters' insurance & send a certificate naming the owner as an additional insured under the liability portion of the policy to the owner prior to move-in.
- Credit Requirements
  - Each adult applicant must submit to a credit report & background check.
  - There must be no open collections and/or "write offs" during the past four years.
  - No history of tax liens during the past four years. Any bankruptcy must have been discharged for a minimum of four years. No reports of payments made over thirty days late.
  - A minimum 680 credit score is required for all adults using all three reporting agencies.
  - All adults must provide four years' rental and/or mortgage history.
  - No history of property damage, vacating prior to termination date, (unless allowed by law or approved in writing in a release from the current landlord), or vacating without the notice period required in the lease.
  - Agree to written verification of rental history or mortgage history. Can have no history of late rental or mortgage payments and/ or evictions during the past four years. Must have given required notice to the current landlord, completed the current lease and paid all sums due to the current landlord.
- Miscellaneous Requirements
  - A valid, up-to-date government issued photo ID is required for each adult resident.
  - All vehicles must have current registration, State required insurance, & be in operating condition.
  - Parking for occupants is limited to one vehicle allowed per garage space. No work on vehicles except to start or replace tires, will be allowed. Visitors should be asked to park in the driveway. No accident damaged vehicles are allowed.
  - The maximum Occupancy is two (2) occupants per bedroom.
  - Must water and maintain the landscaping.
- Pets – Maximum two dogs and/or cats. (Total)
  - If approved, there must be a written pet lease agreement. No pets over twenty pounds.
  - All pets and/or service animals must have a current Kerr County license, all vaccinations & must be spayed or neutered. A Vet Certificate & license copy is required prior to move-in.
  - \$500.00 deposit per pet. No deposit is required for certified service animals; however, the tenant will remain responsible for any damage caused by the animal. All Riverhill HOA rules, City of Kerrville ordinances and Kerr County laws will apply. Only domestic animals are allowed. No chickens, pigs, or other livestock. No excessive animal noise will be allowed.
  - Must agree to engage and pay a licensed company to provide quarterly interior & exterior pest control.
  - Must pay for de-flea service by licensed pest control company when vacating. Copy of a paid invoice from a licensed provider as evidence is required for deposit refund processing.